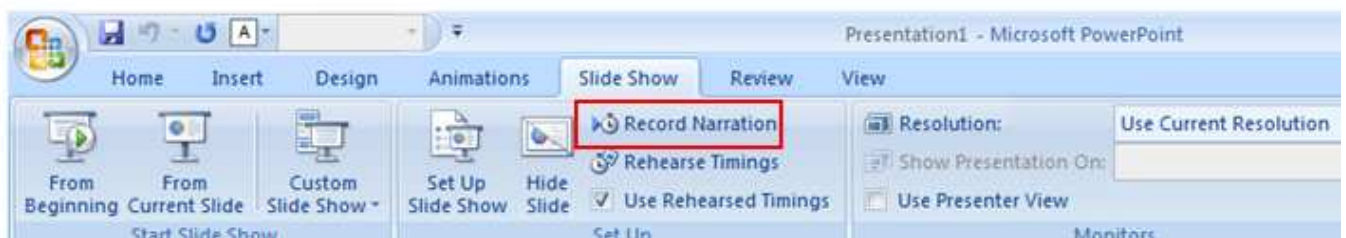


## Instructions on Adding Narration (Voice Over) to your PowerPoint Presentations in MS PowerPoint 2007 & 2003

Do not choose **Insert > Sound > Record Sound** to record “narration”

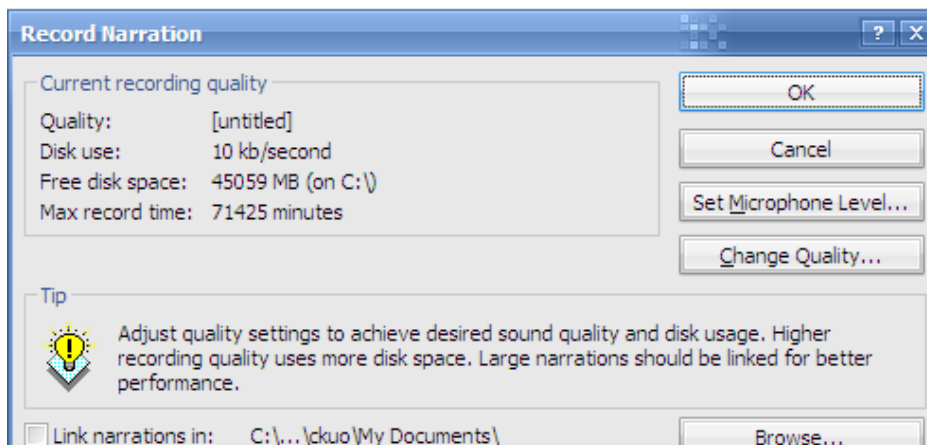
1. You will need a microphone to record a narration.
2. Have your presentation slides ready
3. Rehearse your speech before you start recording your voice.
4. Open your PowerPoint presentation,
5. In normal view, select the first slide of your presentation
6. On **Slide Show** tab, in **Set Up** group, click **Record Narration**. (see image 1 below)

For PowerPoint 2003 users, click [Slide Show – Record narration](#)



<Image 1>

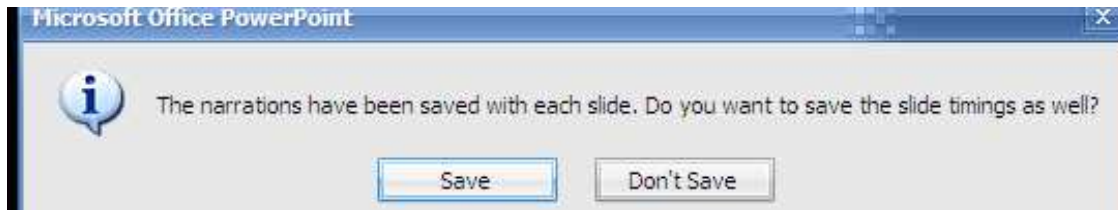
7. A pop up window as image 2 will appear on your screen for you to test your microphone. Click **Set Microphone Level** and follow the directions to test it. Click **OK** to close this window.



<Image 2>


8. Now your presentation will change to Slide Show view automatically.
9. Speech into the microphone to record your narration, and then click the slide to go to the next slide and go on until the last slide.
10. Once you have finished the last slide, press **Esc** key on your keyboard to exit the slide show view.

11. The narrations have been saved automatically, but you will be asked to choose **Save** or **Don't Save** the slide timings. (See image 3)



*Note: If you want the next slide to appear by a mouse click, choose “Don't Save”*

*You can choose either one you prefer for this assignment.*

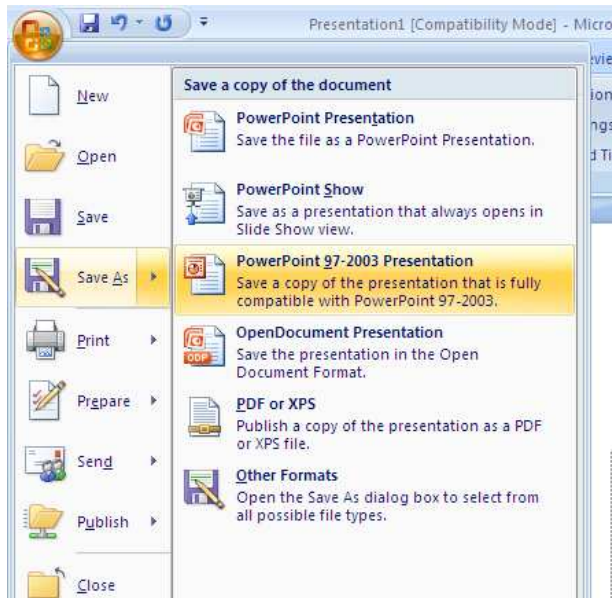
12. You should see a sound icon  on all your slides

13. If you want to re-do the narration for just one or two slides, delete the sound icon on that slide and then do the “Record Narration” for only that slide again.

### **Save your Voice Over PowerPoint to PowerPoint 97-2003 format (This step is to make sure that all class members will be able to open your file)**

If you use PowerPoint 2007

1. Click on the Office button 
2. Choose **Save As – PowerPoint 97-2003 Presentation**



3. Save this file with a proper file name to your USB or on your computer
4. Make sure that you see PowerPoint 2003 and the extension of file name displays as .ppt in the box of **Save As Type**.

If you use PowerPoint 2003

1. Choose File – Save or Save As – Save this file with a proper file name to your USB or a location you prefer.