

How to Add Narration (Voice Over) to PowerPoint slides using PowerPoint 2010

Baruch College
Zicklin School of Business
Fall 2010

What do you need?

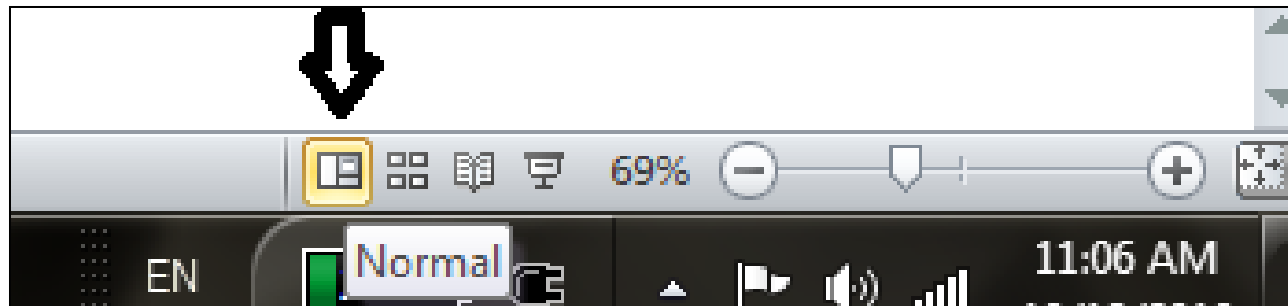
- Computer equipped with sound card, microphone and speakers
- Microsoft Office PowerPoint 2010 software
- Your presentation

Preparation Steps

- Rehearse your speech before you start recording
- Find a quiet location away from any noise and distractions

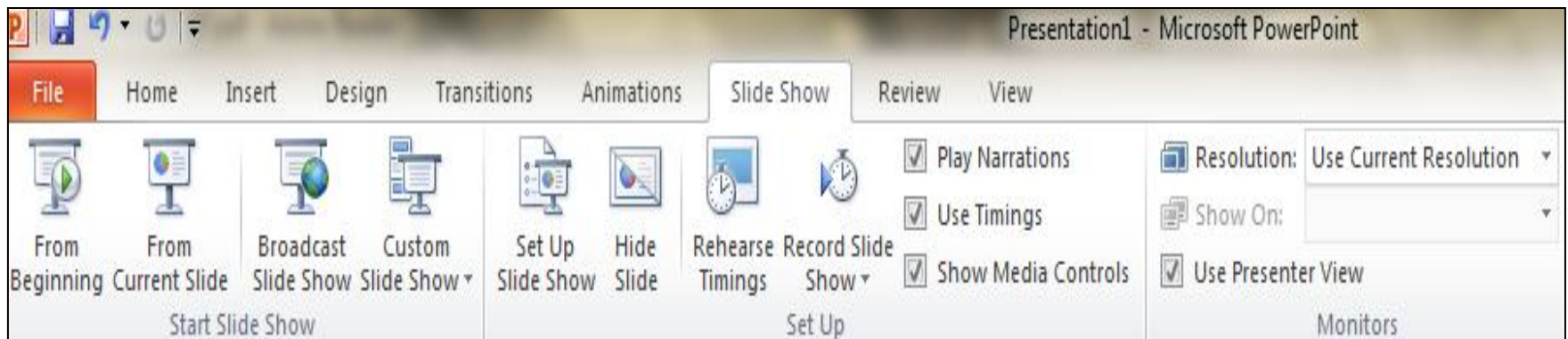
Adding Voice Over using PowerPoint

- In **Normal View** select the slide you want to add narration to
- If you are not in **Normal View** click the button on the bottom right hand side



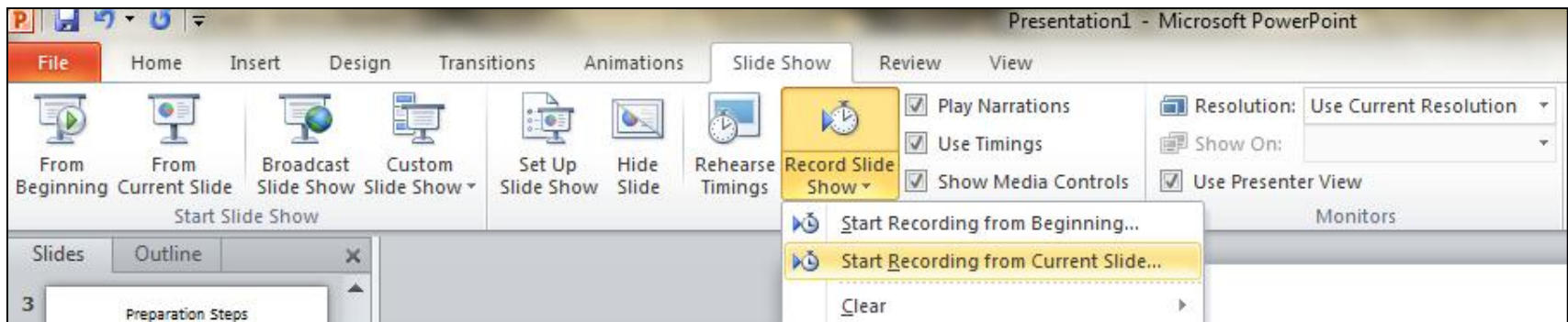
Adding Voice Over using PowerPoint

- Click the ***Slide Show*** tab on the top menu bar



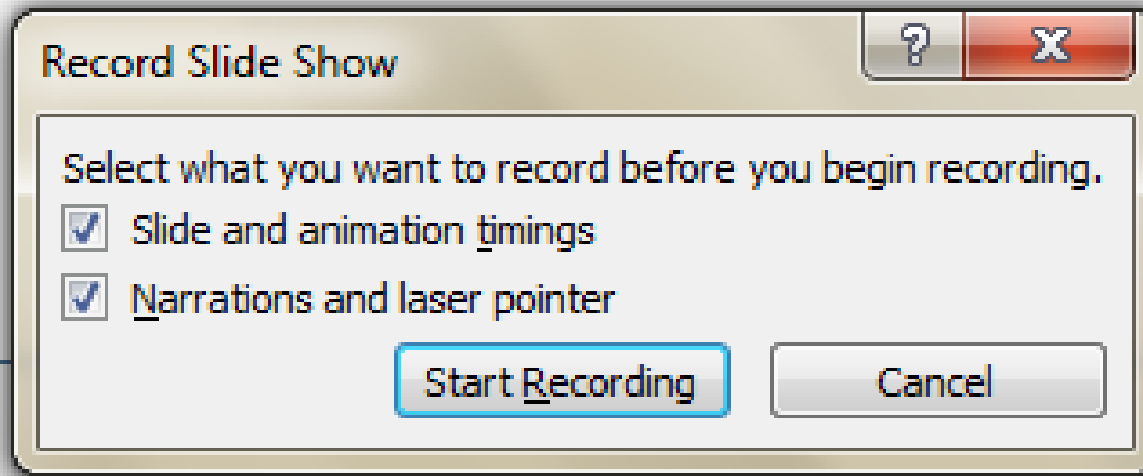
Adding Voice Over using PowerPoint

- Click ***Record Slide Show***
- Select ***Start Recording from Beginning*** to start from the first slide
- To start from the current slide select ***Start Recording from current slide***



Adding Voice Over using PowerPoint

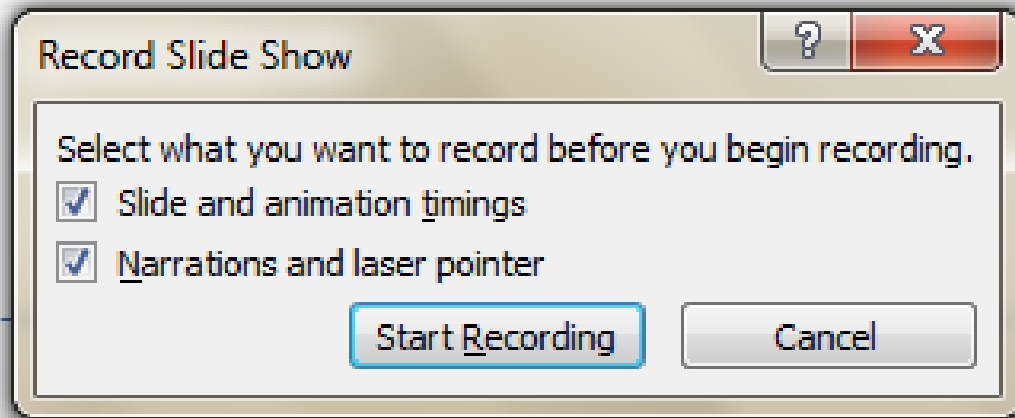
- The ***Record Slide Show*** dialog box will be shown



- Make sure the ***Narrations and laser pointer*** box is checked

Adding Voice Over using PowerPoint

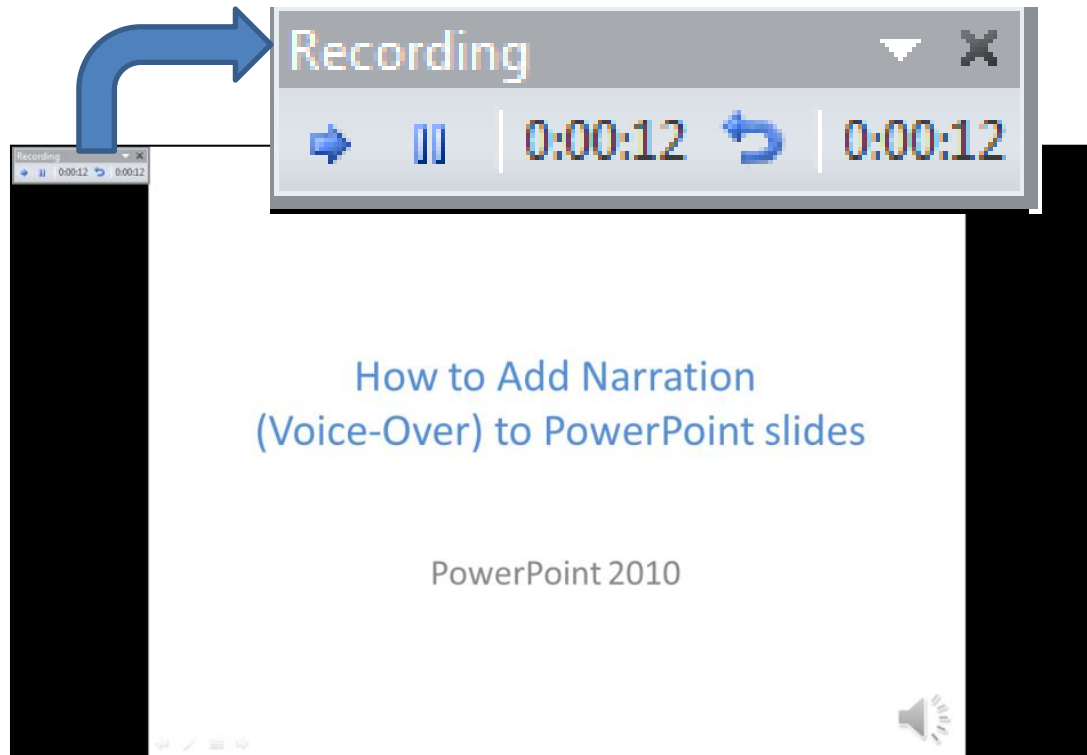
- Check the ***Slide and animation timings*** button if you want the slides to advance automatically according to the recorded timing





- Click ***Start Recording*** button

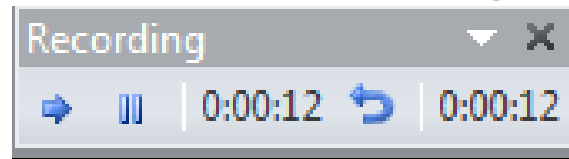
Adding Voice Over using PowerPoint



- You will see the **Recording** control box on the top left-hand side next to the slide




Adding Voice Over using PowerPoint

- After adding the desired narration on the slide hit the icon  **go to the next slide**
-  icon will **pause** the recording



- The **timer** on the left/right shows the timing on the current slide/the whole presentation
- Hit the  icon to **repeat** the narration on the current slide
-  icon on the top right (or the ESC button) will **end** the recording (it will be automatically saved)

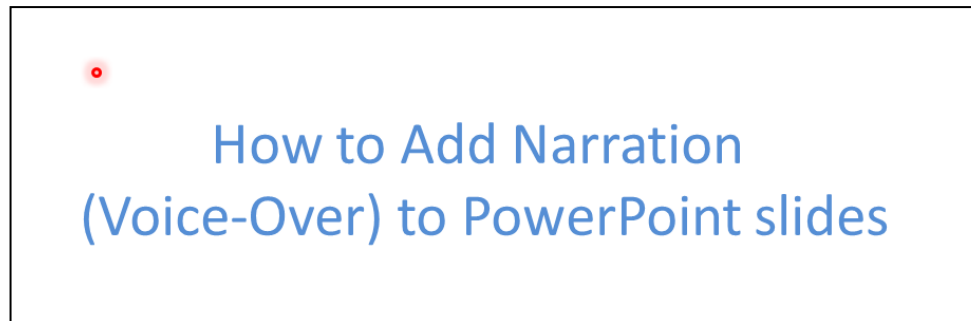
Adding Voice Over using PowerPoint-Recording Tips

- The recording is ***not continuous***; it will pause when you hit the  icon and will restart when the next slide is displayed.
- Make sure to ***pause your narration during the slide transition*** or your voice over will be cut off.



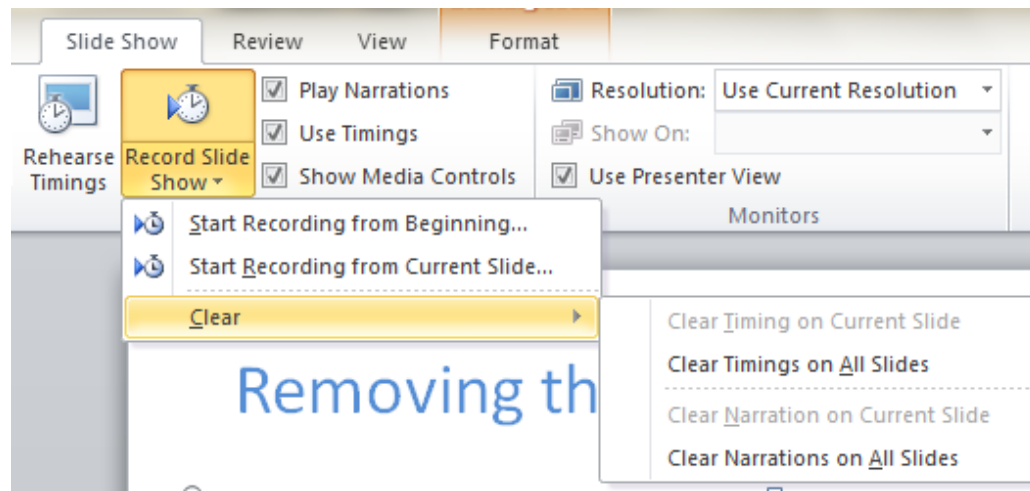
Adding Voice Over using PowerPoint- Laser Pointer

- During your speech you can also utilize the built in ***laser pointer***
- During recording hit ***Ctrl + left mouse button*** to activate the laser pointer mode.
- A ***red dot*** will replace the mouse pointer




Removing the Voice Over From Slides

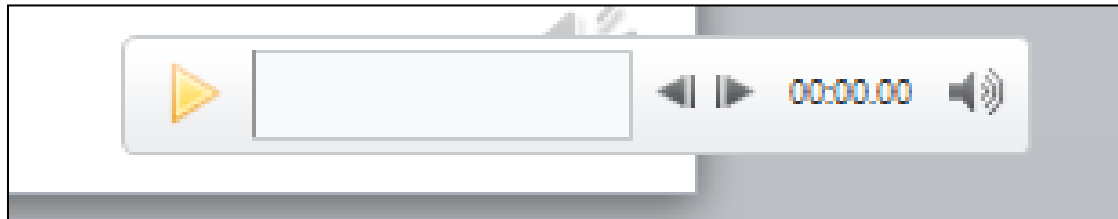
- On the **Slide Show** tab, hit **Record Slide Show** button and select the **Clear** item



- You can **clear timings** and/or **narrations** on **all slides** or only on the **current slide**

Playing the Voice Over back

- In ***Normal View*** select the slide and move the mouse pointer over the  icon on the bottom right
- Play the narration using the displayed controls



Distributing the Slides

- In order to view the PowerPoint slides, your students ***do not need*** to purchase the Microsoft Office PowerPoint software.
- A separate ***PowerPoint Viewer*** software is available as a ***free download*** from Microsoft
- Try to keep the file size ***as small as possible*** by not including background image and keeping the narrative as short as possible