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

Baruch College
Zicklin School of Business
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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 to 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

How to Add Narration (Voice-Over) to PowerPoint slides
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.