

PowerPoint 2007—Adding Narration

You can use PowerPoint 2007 to add audio narration to your PowerPoint presentation

Adding audio to a PowerPoint presentation

Follow the steps below to add narration to an existing PowerPoint presentation.

1. Make sure the first slide is active.
2. Click the **Slide Show** tab.
3. **Find the Set Up command group and Click Record Narration.**



Figure 1

You will see a **Record Narration** dialog box. Use this dialogue box to set the microphone recording level and change the quality of the recording.

4. To start recording, **Click OK.**
5. **Speak into the microphone while moving through the presentation as normal.**
 - a. If you need to pause your narration, right click on the slide and choose **Pause Narration.**
 - b. To resume narration, **Right Click on the slide and choose Resume Narration.**
6. To end recording, **Press the escape key.**

You see a dialog stating that the narration for each slide has been saved and asking if you want to save the slide times as well.
7. To save the slide timings, **Click Save.**

You will see the **Slide Sorter** view of your slides. Below the slides you will see the saved timings.
8. To see a slide in **Normal** view, **Double-Click on the slide.**

In the lower right hand corner you will see the sound icon for the recorded narration.
9. To hear a particular slide's narration, **Double-Click the sound icon.**

Note: Narrations override any other sound in a slide show.

Where and how to publish your PowerPoint file

One way to make the finished PowerPoint is available to your students is to upload it to your course's Resources tool in Oncourse.

1. From the list of tools in the Oncourse menubar, **Click Resources.**
2. To the right of the folder you wish to upload, in the **Add** drop-down list, **Click Upload Files.**

You will see a screen as follows:

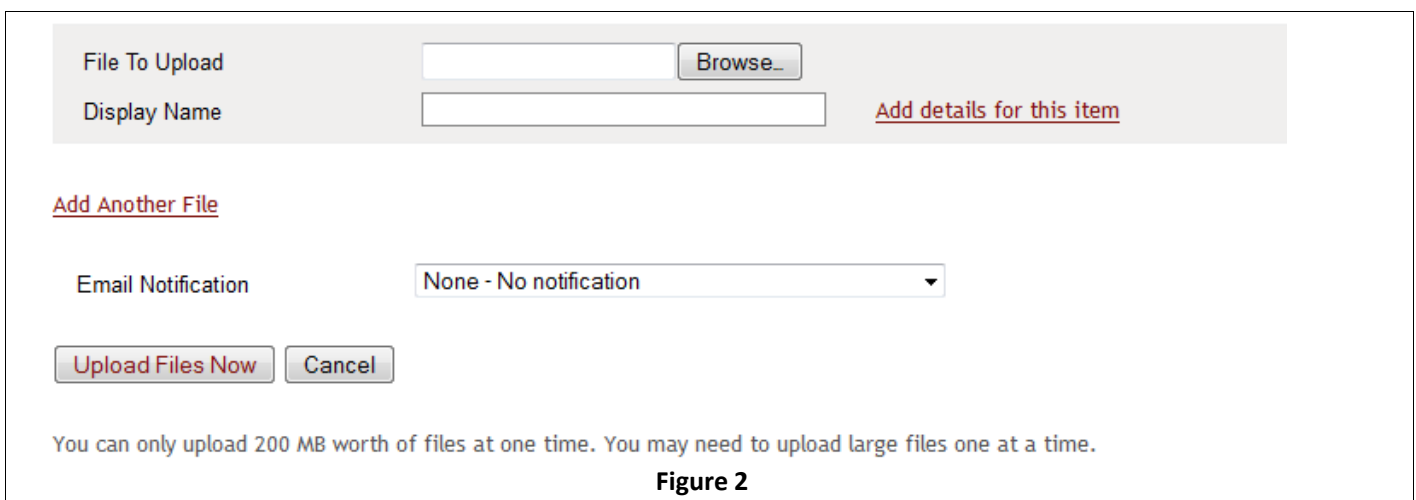


Figure 2

3. In the **File to Upload** field, **Click Browse.**
4. **Navigate to and select the file you wish to upload.**

5. **Add display name in the Display Name field.**

*Note: Also note the options **Add details for this item** and **Email Notification**.*

6. **Click Upload Files Now.**

For More Information

- To watch a demonstration on how to add narration to your PowerPoint slides see:
<http://www.brainstorminc.com/landing/product-integration/microsoft/office-2007-help.aspx?file=ppt16>
- To watch a demonstration on posting a file to Oncourse Resources, see:
http://www.indiana.edu/~ittrain/oncourse/feature_demos/qs_resources_local_file.htm