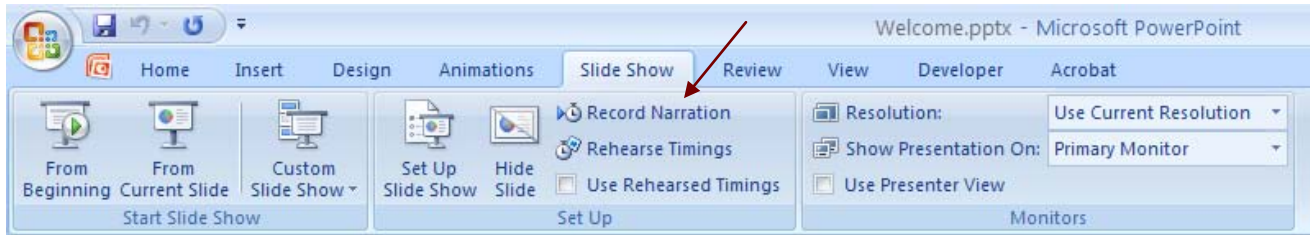


PowerPoint—Adding Narration

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

Adding Audio to a 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**



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 available to your students is to upload it to your Oncourse course site's Resources.

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:

File To Upload	<input type="text"/>	<input type="button" value="Browse..."/>
Display Name	<input type="text"/>	Add details for this item <input type="button" value="X"/>

[Add Another File](#)

Email Notification

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

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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://cbt.brainstorminc.com/microsoft/help.php?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

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