



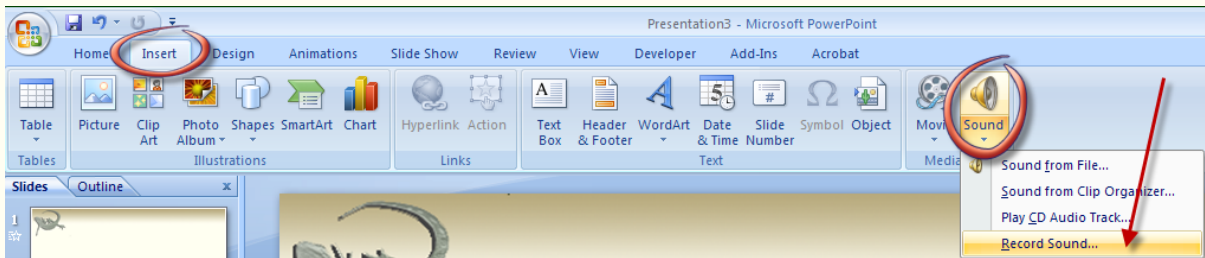
Narrate a presentation on a per slide basis in Power Point

1. Make your presentation

- *Choose your template*
- *Add your slides*
- *Add any in-page animation you want*
- *Spell check*

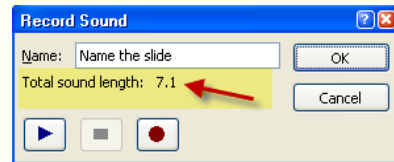
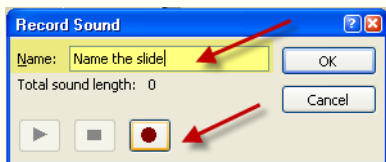
2. Narrate each slide

- *Go to the first slide you want to narrate*
- *Click on the Insert tab*
- *Click on the sound tab and select Record Sound.*



3. Record the narration

- *It's called "comments" when you record narration on a per slide basis.*
- *Click on the record button and record.*
- *Click on stop when finished.*
- *Take note of the audio time.*





4. Notice the speaker

Power Point puts a little speaker in the center of the page if a comment is recorded on it.



5. Set the slide's time

- Make sure the slide displays for at least as much time as the length of your recording.
- Go to the animations tab. Set the slide up to automatically advance after an appropriate number of seconds.



6. Need to re-record a slide?

- Find the slide
- Delete the little speaker icon
- Record a comment on the slide again.

