

Record Slide Show Narration and Timings

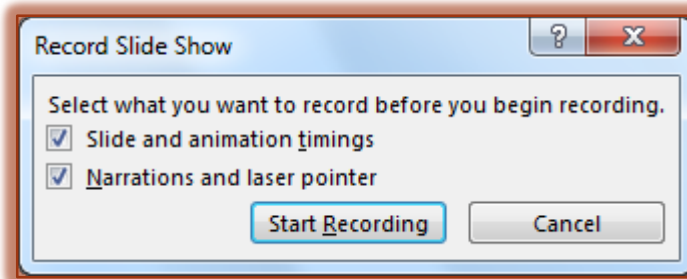
Slide narration and timings can enhance a Web-based or self-running slide show. When creating a video with the presentation, using narrations is a great way to make it less static. Audio narration can be used to archive a meeting so that presenters or absentees can review the presentation later and hear any comments during the presentation. It is also possible to record laser pointer use in the slide show together with narrations in the show.

Record a Narration

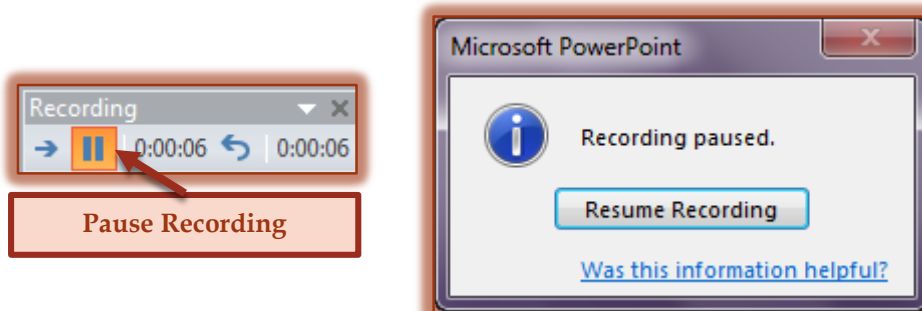
- ✦ Click the **Slide Show Tab**.
- ✦ In the **Setup Group**, click the **Record Slide Show** button (see illustration below).



- ✦ Click one of the two options:
 - ⚙ Start Recording from Beginning
 - ⚙ Start Recording from Current Slide
- ✦ The **Record Slide Show** dialog box will display (see illustration below).



- ✦ Select or deselect either of the options.
- ✦ Click the **Start Recording** button.
 - ⚙ To pause the **Narration**, click the **Pause Recording** button on the **Recording Menu Bar** (see illustration below).
 - ⚙ To resume the **Narration**, click **Resume Recording** (see illustration below).



- ✦ To end the slide show recording, right-click the slide and click **End Show**.
- ✦ The **Slide Show** will appear in **Slide Sorter** view with timings beneath each slide.

Preview a Narration

- ✦ Change to **Normal** view by doing one of the following:
 - ⚙ Click the **Normal** button on the **View Toolbar**.

⚙️ Click the **View Tab** and in the **Presentation Views Group**, click the **Normal View** button.

✚ Click the **Sound** icon to display the **Audio Tools Contextual Tab**.

✚ Click the **Playback Tab**.

✚ In the **Preview Group**, click **Play**.



Record Comments on a Slide

✚ Display the presentation in **Normal** view.

✚ Click the slide where the **Comment** is to be recorded.

✚ Click the **Insert** tab.

✚ In the **Media Group**, click the arrow under **Audio**.

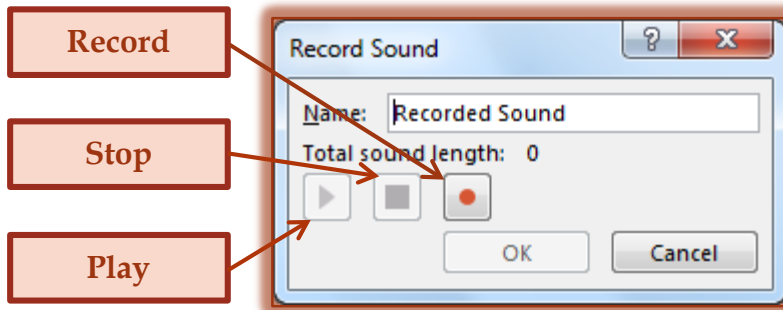
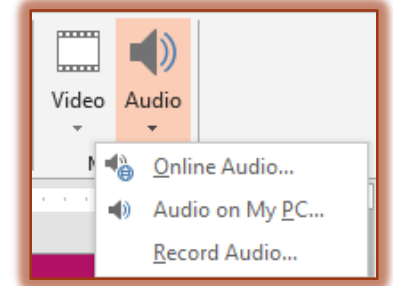
✚ Click **Record Audio**.

✚ Click the **Record** button (see illustration below).

✚ When the recording is finished, click the **Stop** button.

✚ In the **Name** box, input a name for the sound.

✚ Click the **OK** button.



✚ A sound icon will display in the slide.

✚ Click the **Sound** icon to display the **Audio Tools Contextual Tab**.

✚ Click the **Playback Tab**.

✚ In the **Preview Group**, click **Play**.