

Voiceover

PowerPoint allows you to record narration for your slideshow.

1. Save your PowerPoint file in a separate folder.

Note: PowerPoint creates multiple files when creating voiceovers. It is best to keep all the files in the same location.

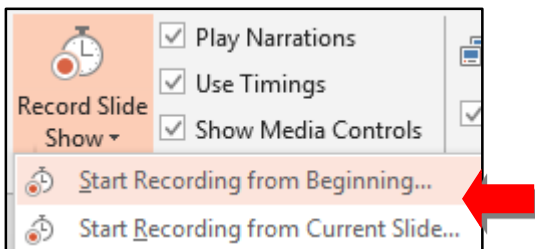
2. Select the **Slideshow** tab.



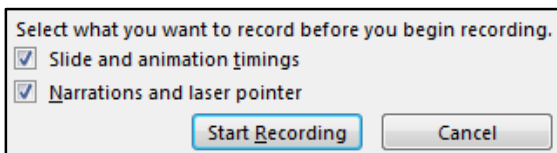
3. Select **Record Slide Show**.



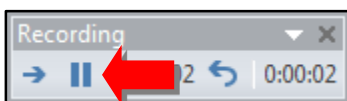
4. Select either **Recording from Beginning** or **Recording from Current Slide**.



5. Select the recording options: **Slide and animation**, **Narrations** and **laser pointer**.



6. Click **Start Recording**.
7. Use the microphone to record your audio.
8. Press **Enter** on the keyboard to move to the next slide.
9. Click the pause button to pause the recording.



10. Press **Esc** on the keyboard to end the recording.
11. Save the presentation.