


# Add Narration to PowerPoint 2007 Presentation

## Situation:

You want to add pop to your presentation, or you can't be there to speak.



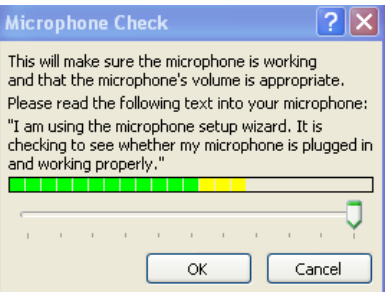
## Overview:

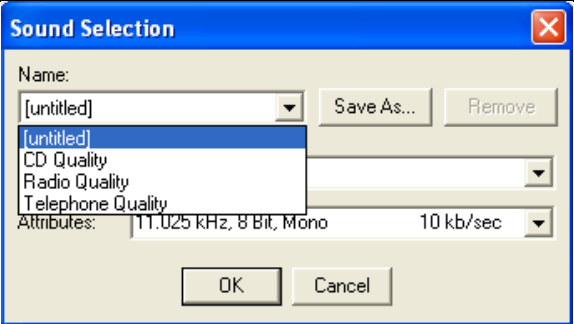
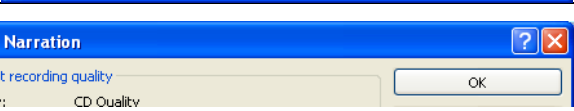
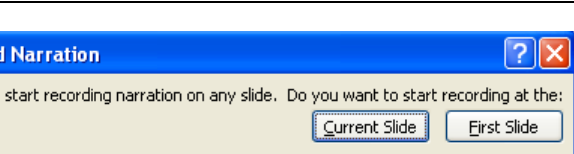
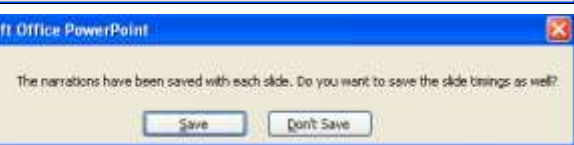
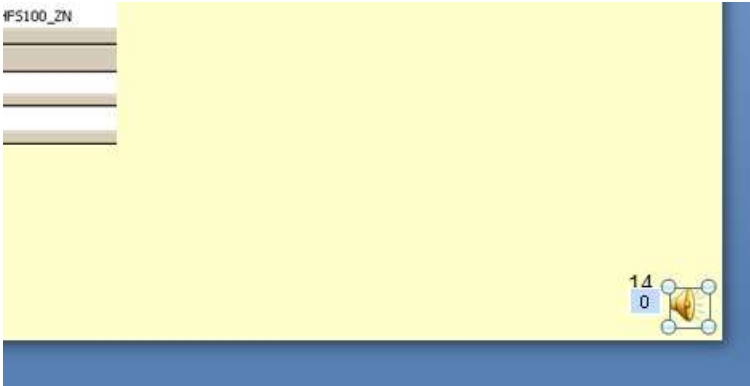
If you don't want narration throughout the presentation, you can record comments only on selected slides. For narration for the entire show, record starting at the first slide and talk and click as if you were giving the presentation.

When you add a narration to a slide, a sound icon  appears on the slide. As with any sound, you can either click the icon to play the sound or set the sound to play automatically. Voice narration takes precedence over other sounds, and only one sound can play at a time in a presentation. As a result, other sounds that are set to play automatically in a presentation are overridden by a narration and will not play. However, sounds that are set to play when clicked will still play when you click them.


## Step by Step Instructions:

### Record comments for selected slides:

1.	Normal view	
2.	Select a slide which will receive your narration	
3.	Slide Show tab, Setup group, click Record Narration	
4.	Click Set Microphone Level	
5.	Read the text If the bar displays color, then your microphone is working Click OK	


6.	<p>If you need to, click Change Quality</p> <p>Make your selections</p> <p>OK</p>	
7.	Click OK in the Record Narration window	
8.	<p>Start talking into the microphone.</p> <p>When you are finished speaking, press the ESC key.</p>	
9.	Click Save	
10.	Repeat steps 2 through 9 for each slide you want to have narration	
11.	<p>To remove narration from a slide, in normal view, select the speaker icon and delete it</p> 	

### Record Narration for Entire Presentation

1.	In Normal View, select first slide	
2.	<p>Select the Slide Show tab, Setup group</p> <p>Click Record Narration</p>	
3.	The slide show starts	
4.	Speak into the microphone and click to go to the next slide	
5.	Keep speaking and clicking until the slide show is completed. Click on the last black slide.	

6.	Save the narration	
----	--------------------	--

### Use Rehearsed Times, Loop Slide Show

1.	<b>Use Rehearsed Times:</b> Click Slide Show tab. In Set Up Group, check Use Rehearsed Timings	
2.	<b>Loop Slide Show:</b> Click Slide Show tab. In Set Up Group, click Set Up Slide Show	
3.	Show type: <b>Presented by a speaker (full screen) or Browsed by an individual</b> – Check Loop continuously until 'ESC' (which means pressing the Esc key)  <b>Browsed at a kiosk (full screen)</b> - Loop continuously until 'Esc' is checked for you  Click OK	