

Recording a Narration in PowerPoint 2002

Developed by
Paul Waite
Davis School District

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Educational Technology Center, Davis School District

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Narration

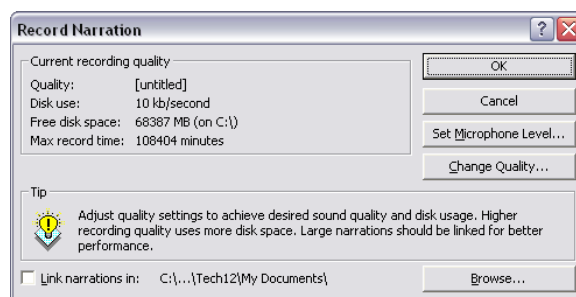
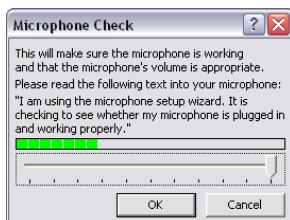
- PowerPoint presentations can be narrated, which is useful for self-running presentations that might be displayed in the hall or for web-based presentations.
- A narrated presentation is usually self-running with the slides advancing automatically.

Narrating the Presentation

- On the Menu Bar, click on Slide Show → Record Narration....

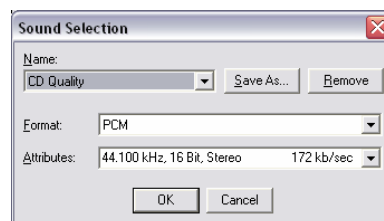
Setting the Microphone Level

- Click on the Set Microphone Level... button.
- Speak into the microphone.
- The color bar should change as you speak into the microphone.
- If the color bar does not change, the microphone is not functioning. Make sure the microphone is plugged into the computer and turned on.
- Click on OK.



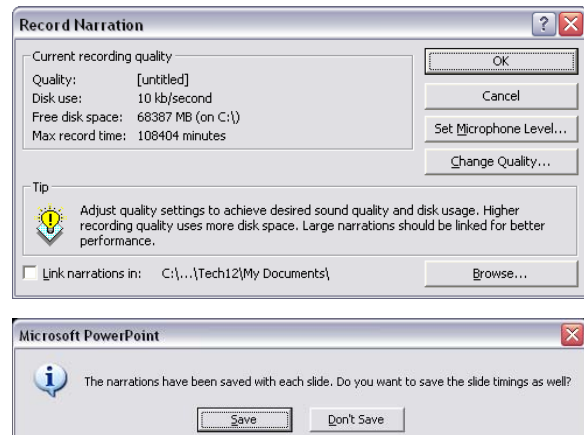
Choosing a Recording Quality

- Click on the Change Quality... button.
- Click on the down arrow of the Name: box and choose"
 - CD Quality – 16 bit stereo that uses 172 kb per second of recording.
 - Radio Quality – 16 bit mono that uses 43 kb per second of recording.
 - Telephone Quality – 16 bit mono that uses 21 kb per second of recording.
- Click on OK.



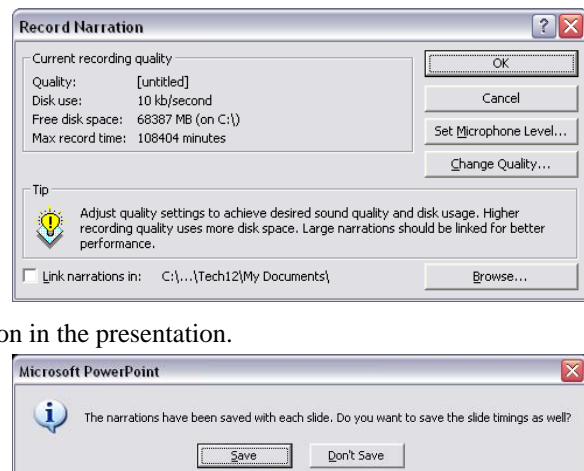
Recording the Narration

- Click on **OK**.
- The presentation begins.
- Work through the presentation as you would if actually presenting.
- The computer is recording the length of time each slide is up and when to begin each animation.
- Click the mouse to advance through the presentation until it is finished.
- At the end of the presentation, click on the **Save** button to save the slide timings as well as the narration in the presentation.
- To save the narration but not the slide timings, click on the **Don't Save** button.
- If the narration did not go well, click on the **Don't Save** button and try it again.
- To stop the narration and get out of the presentation before coming to the end, press the **Escape** button on the keyboard.



Linking Instead of Embedding

- A narration may cause the presentation to become a very large file.
- An alternative is to link the narration to the presentation rather than embedding it.
- On the **Menu Bar**, click on **Slide Show → Record Narration...**
- Click at the bottom of the window to select **Link narrations in**.
- Click on the **Browse** button and navigate to the folder the presentation is saved in.
- Click on the **Select** button.
- Click on **OK**.
- Record the narration as described above.
- At the end of the presentation, click on the **Save** button to save the slide timings as well as the narration in the presentation.
- To save the narration but not the slide timings, click on the **Don't Save** button.
- If the narration did not go well, click on the **Don't Save** button and try it again.
- To stop the narration and get out of the presentation before coming to the end, press the **Escape** button on the keyboard.



Recording a Presentation and Comments from a Meeting

- If a presentation is done in a meeting using **Record Narration**, comments made by participants are recorded as well as the comments of the presenter.
- The microphone should be placed to pick up the comments of all the participants.
- Record the presentation as described above.