

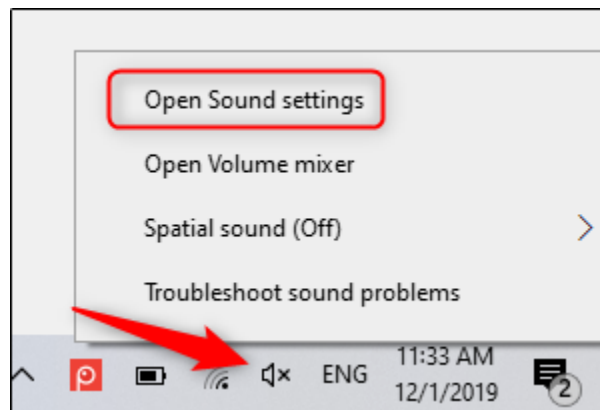
Instruction for Voice Recording in PowerPoint Presentation

Preparation

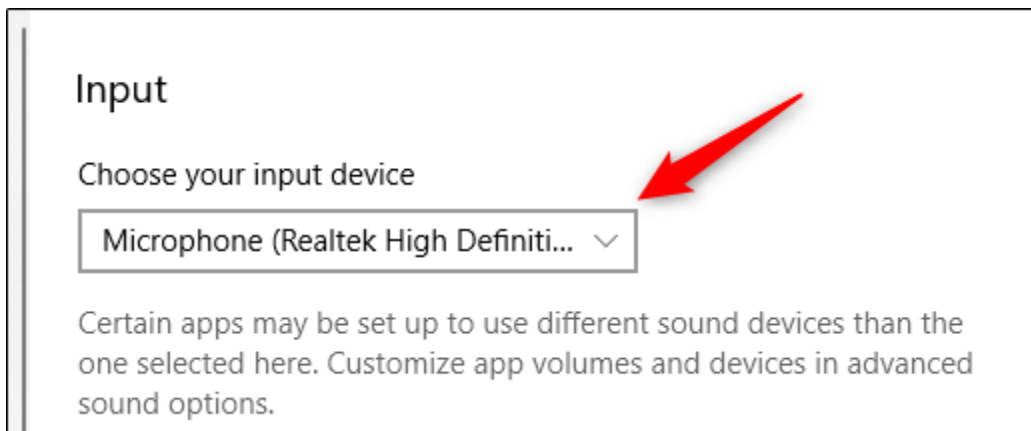
Before start recording, you should be assured everything is ready to start with.

Microphone setting

Most new computers are equipped with an internal microphone which helps you to record voice without any problem. If you are intended to record high-quality voices, you can use an external(USB) microphone. In the case of using a USB microphone, you should select it as an input source of voices for your computer. You can do this in the Windows operation system by right-clicking on the sound volume icon (right side of the taskbar) and select the “open sound setting” icon.



The “sound setting” window will appear. Please scroll down to the “input” section and then click on the “choose your input device” option.



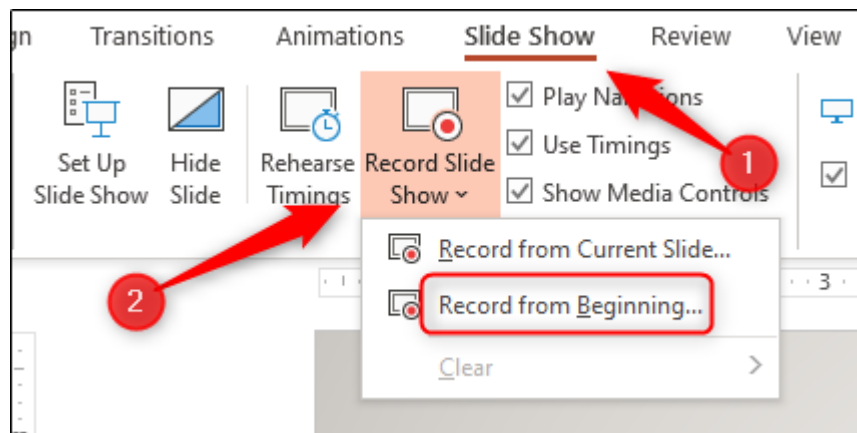
If you are using a USB microphone, you would be able to see that here and then you need to select that as the input source of the voice.

In Mac operating systems, the procedure is similar except that you need to go to the “system setting” and select the “sound” option instead of right-clicking on the sound volume icon in windows systems. The other procedures are the same as what we explained for Windows systems.

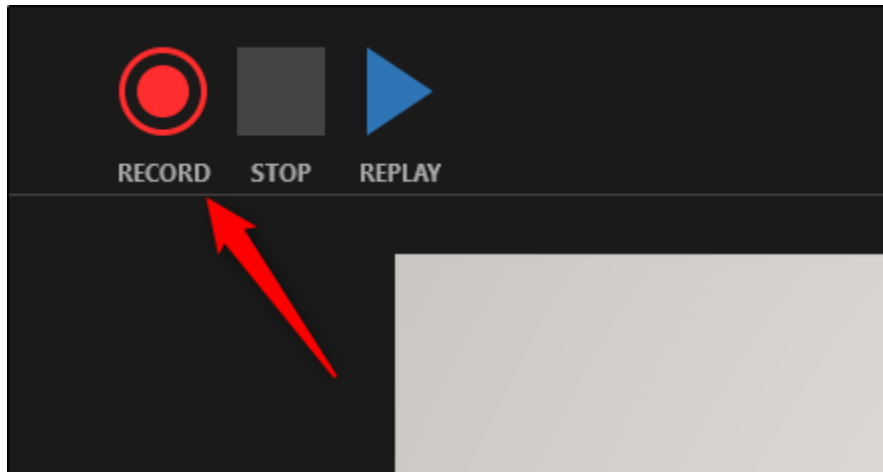
Recording voice on power point slides

Open your PowerPoint file and go to the slide show tab. In the setup group, select the Record Slide Show. You can select the start record from the first slide or the current slide from the drop-down menu. If you want to record from the current slide, you should assure that you are on the correct slide.

In this example, we select the "Record from Beginning".



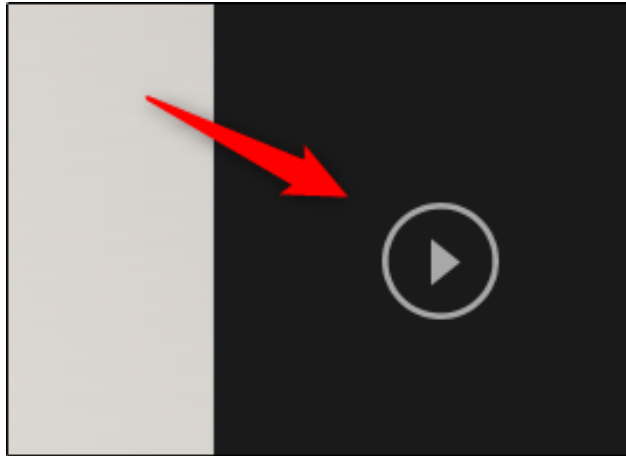
Now you are in full-screen mode. Multiple tools will appear on the screen which is including a record slide bottom at the left upper corner of the screen. You need to click on this button when you are ready.



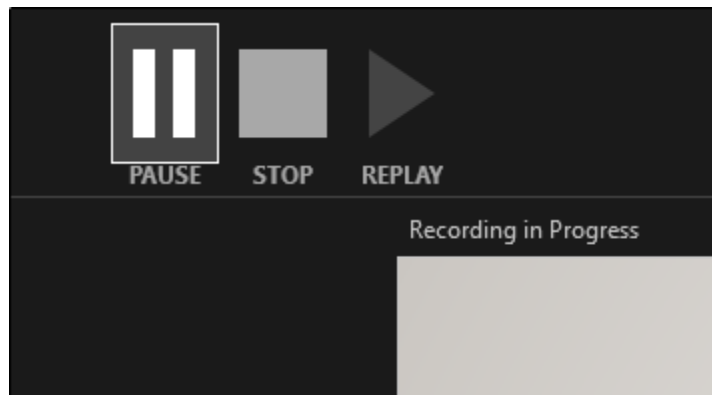
When you select this button, a countdown timer will appear which reflects a 3 seconds delay between pressing the button and start recording.



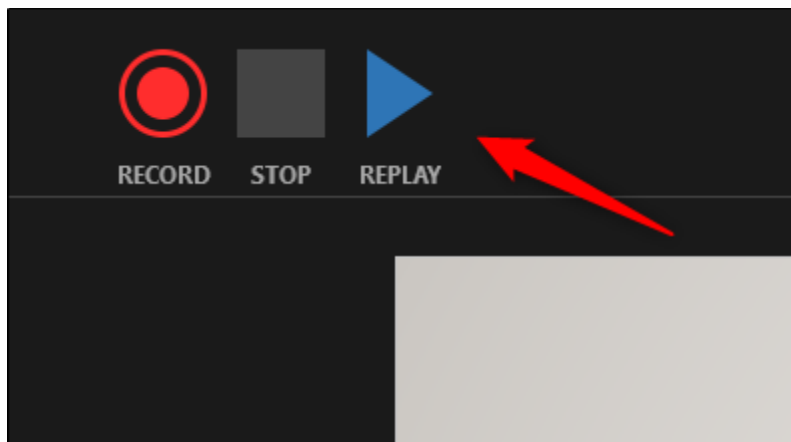
Then you can speak on slides. With clicking on the right flash you can go to the next slide and describe that.



You can cease recording by pressing the "pause" button at the left upper corner of the window. Voice recording will continue to the end of slides automatically. You can also click on the stop button in the left upper corner of the window.



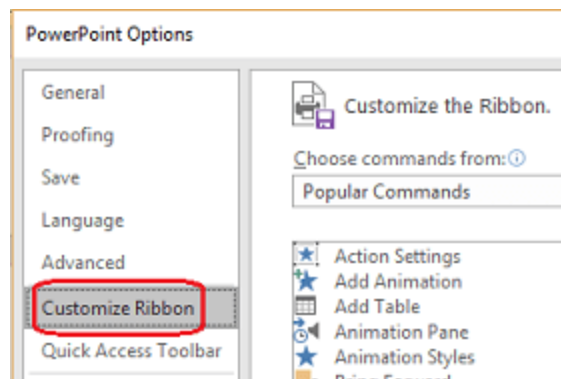
If you want to play the recorded voice, you should select the "replay" option.



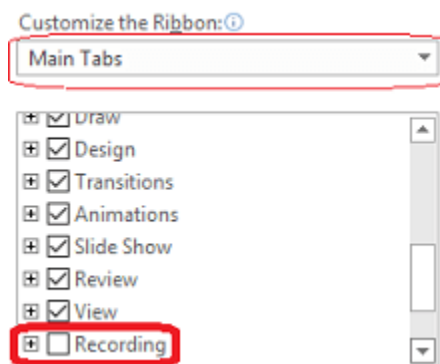
There is a speaker icon at the right bottom corner of each slide, which contains a recorded voice. You can replay every recorded voice on each slide by clicking on the "play" icon.

If the recording tab isn't on the toolbar of the PowerPoint on assumption, you can activate that here:

- 1- File>setting>customization



- 2- Main tabs>recording> ok



You can add the recording tab to your slide and other procedures will be performed as mentioned.

Enjoy your presentation!