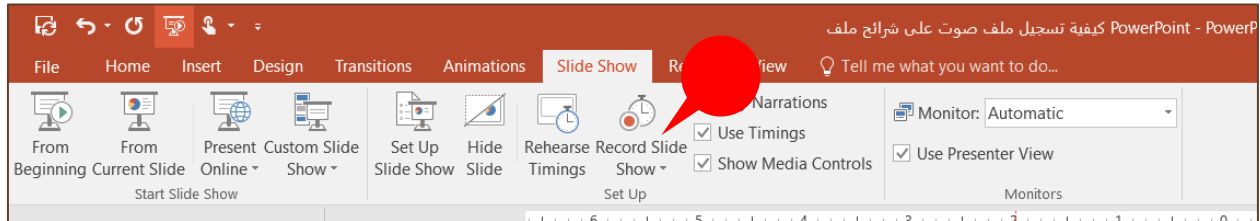




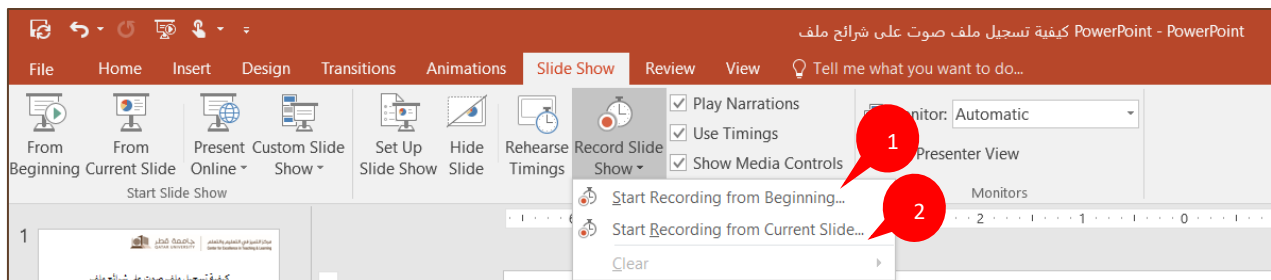
## How to Record Voice over PowerPoint Slides

In order to record voice over PowerPoint slides, the slides should be ready and prepared including any animation, then click on **Slide Show** then click on **Record Slide Show**.



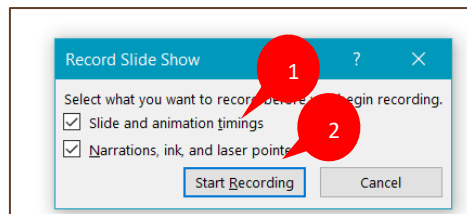
There are two options for recording, to show that click on the small arrows under the recording icon:

1. Start recording from beginning
2. Start recording from current slide



Otherwise, clicking on the icon directly, it will start the process of recording. Once the icon is clicked, the following action will pop asking preferences of the two available options.

1. Slide and animation timings
2. Narrations, ink, and laser pointer



In case these are the preferences, keep the tick mark, or else select one or none.

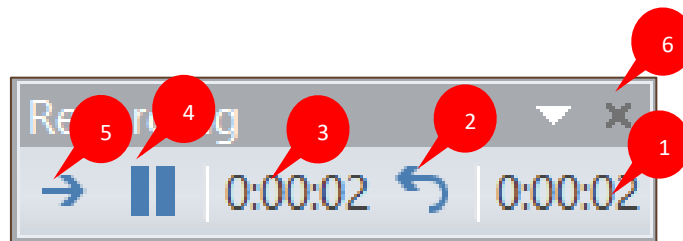


After clicking on start recording, the PowerPoint will open as in presentation view and the small recording ribbon will appear above the top of the screen.



The recording ribbon will have the following options:

1. Timer of the overall recording
2. To repeat the recording on the current slide
3. Current timer for the current slide
4. To pause the recording
5. To move to next slide
6. To exit the recording



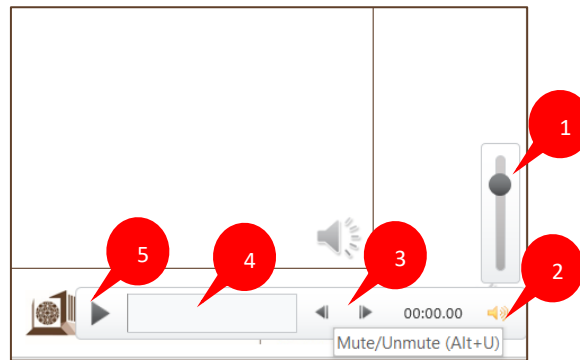
The following icon will show to indicate that there is a voice recording on the slides.





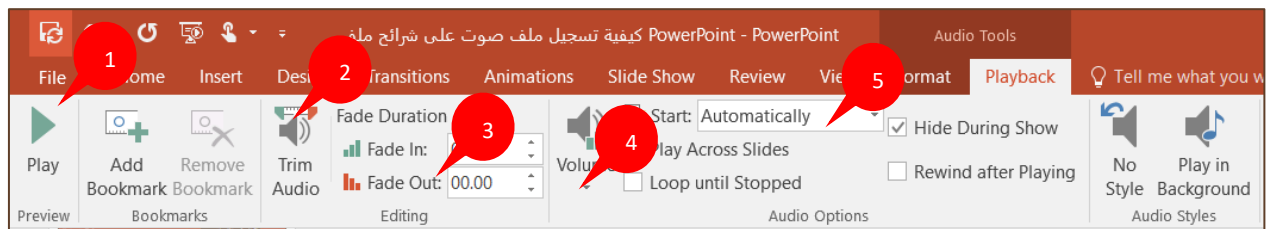
Once the mouse moved above the icon, the following options will appear:

1. Increase/ decrease volume
2. Mute or Unmute
3. To forward to rewind the recording
4. Recorded voice will play here and you can track the movement along
5. To play the recorded voice



In addition, once click on the icon, the tool bar below will appear:

1. Play the audio
2. Trim and then use the red and green sliders to trim the audio file accordingly
3. To fade in or fade out audio, change the number in the Fade Duration boxes
4. Select Volume and select the required setting
5. How the audio file starts, select the dropdown arrow and select an option





To save the PowerPoint file, click on **File**, then the PowerPoint program, will automatically suggests the following option for saving:

1. Presentation quality
2. Internet quality
3. Low quality



Another way to save the file is to select **Save As** then select MPEG-4 Video

