

Record and Add Narration and Timings to a Slide Show

Microsoft Office 2010 – PowerPoint

Audio narrations and timings can enhance a Web-based or self-running slide show. If you're planning to create a video with your presentation, using narrations and timings is a great way to make it less static. You can use audio narration to archive a meeting, so that presenters or absentees can review the presentation later and hear any comments made during the presentation.

You can also record your use of the laser pointer in the slide show together with your narrations during a show. To do this see Turn your mouse into a laser pointer.

- Using narration in a slide show
- Record a narration before or during a slide show
- Preview a narration
- Set the slide timings manually
- Turn the slide timings off

Using narration in a slide show

You can either record a narration before you run a slide show or record a narration during a slide show and include audience comments in the recording. If you don't want narration throughout the presentation, you can record comments only on selected slides or turn off the narration so that it plays only when you want it to play.

When you add a narration to a slide, a sound icon Audio 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.

To record and hear a narration, your computer must be equipped with a sound card, microphone, and speakers.

Before you start recording, PowerPoint 2010 will prompt you to record either just the slide timings, just the narrations, or both at the same time. You can also set the slide timings manually. **Slide timings are especially useful if you want the presentation to run automatically with your narration. Recording slide timings will also record the times of animation steps and the use of any triggers on your slide.** You can turn the timings off when you don't want the presentation to use them.

Record a narration

When you record a narration, you run through the presentation and record each slide. You can pause and resume recording any time.

1. Ensure your microphone is set up and in working order prior to recording your slide show.
2. On the Slide Show tab, in the Set Up group, click Record Slide Show Button image.
3. Select Start Recording from Beginning.
4. In the Record Slide Show dialog box, select the Narrations and laser pointer check box, and if appropriate, select or deselect the Slide and animation timings check box.
5. Click Start Recording.

Tips:

- To pause the narration, in the Recording shortcut menu, click Pause. And to resume your narration, click Resume Recording.
- If you don't care for the recording for a particular slide, note the slide and continue recording. You can re-record a single slide's narration by first removing the "bad" audio file and then by using the Start Recording from Current Slide option.

6. To end your slide show recording, right click the slide, and then click End Show.

The recorded slide show timings are automatically saved and the slide show appears in Slide Sorter view with timings beneath each slide.

Preview a narration

View your slide show to hear your narration.

Correct a narration for one slide

Once you have finished recording your narration for all slides, each slide will have an audio icon in the lower right corner.

1. On the slide with the “bad” audio file, delete that audio icon.
2. On the Slide Show tab, in the Set Up group, click Record Slide Show Button image.
3. Select Start Recording from Current Slide.
4. Click Start Recording.
5. To end your slide show recording, right click the slide, and then click End Show.

Trim a narration

You can trim audio at the beginning and end of each clip. Perhaps, a narration discusses a subject that is not pertinent to the message of your audio clip or you want to shorten the audio to fit with the timing of your slides.

1. Select the audio on the slide.
2. Under Audio Tools, on the Playback tab, in the Editing group, click Trim Audio.
3. In the Trim Audio dialog box, do one or more of the following:
 - To trim the beginning of the clip, click the start point (shown in the image below as a green marker, on the far left). When you see the two-headed arrow, drag the arrow to the desired starting position for the audio clip.
 - To trim the end of the clip, click the end point (shown in the image below as a red marker, on the right). When you see the two-headed arrow, drag the arrow to the desired ending position for the audio clip.

Tip: If the Trim tool is greyed out, you are likely in Compatibility mode (look at the top of the PowerPoint screen). If so, you can convert your file using File>Info>Compatibility Mode – Convert.