



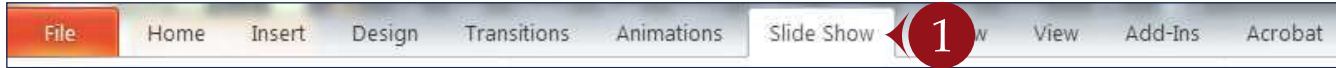
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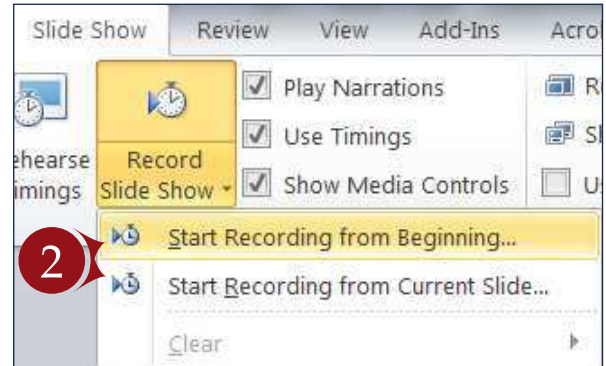
Recording Audio In PowerPoint

1. With the PowerPoint presentation open, click on Slide Show on the main menu bar.

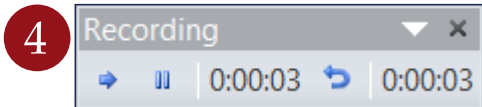


2. Click Record Slide Show, then choose to start recording from the current slide you are on or from the first slide of the presentation.

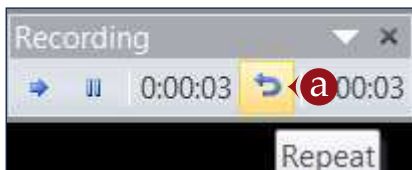
3. A Record Slide Show pop up will appear notifying you of two options. Both options should be checked. Once Start Recording is clicked, the audio begins recording.



4. A small Recording menu will appear in the top left corner. This menu has the options to pause recording, repeat, or move to the next slide.
Note: For high sound quality, headset use is recommended.



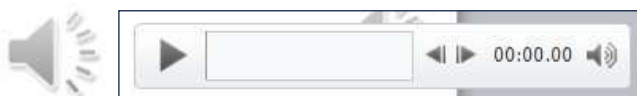
- a. Repeat: Restarts the current slide's recording, and deletes the previous audio.
- b. Pause: Pauses the current audio recording. Click Resume Recording to resume.
- c. Next: Moves to the next slide and starts recording on it.



5. Press "Esc" at any time during the recording to stop the recording. If Next is clicked during the last slide, the recording will stop.



Note: There will be an icon like this (🔊) at the bottom right of each slide once there is audio recorded on the slide. You can also review the audio using this icon. If you select this item, you can remove the audio of that slide by pressing delete.





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