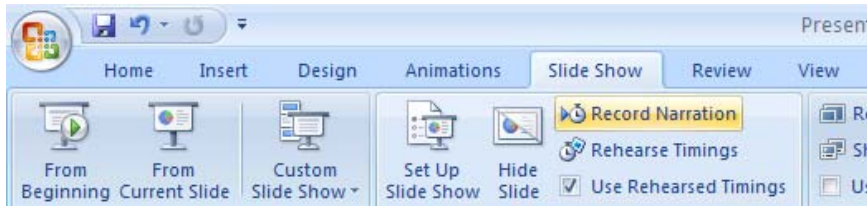
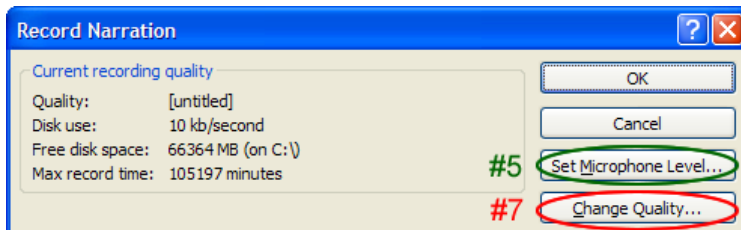


# Instructions for Recording Audio in PowerPoint 2007 for Windows

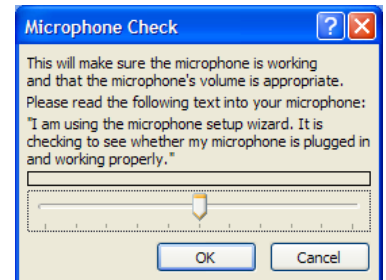
1. You will need a microphone. Most laptops come with a built-in microphone.
2. If you have an external microphone, plug in the mic cable into the microphone jack of the computer you will be using for your presentation.
3. Load your presentation into PowerPoint 2007.
4. In the PowerPoint menu, select the **Slideshow** menu and then click **Record Narration**.



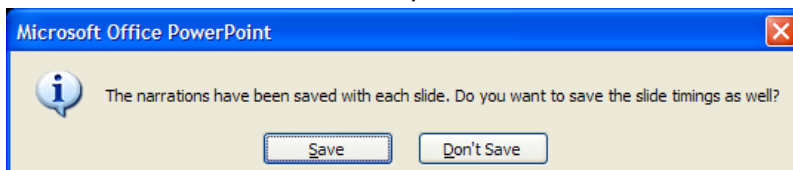
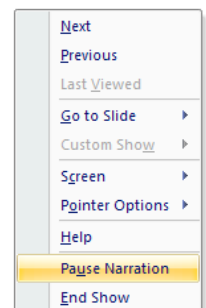
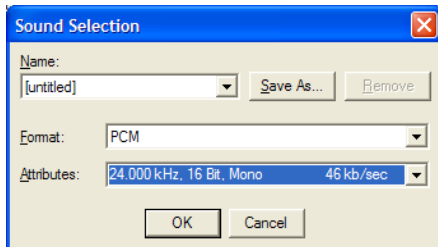
5. Click the **Set Microphone Level...** button.



6. In the "Microphone Check" window, start talking into your mic as you would when addressing your class. It is important that you speak as loud as you would in the actual class. Once the slider has stopped adjusting, move it down (to the left) one more notch. It is better to be a little low than too high. Click **OK**.
7. Click the **Change Quality...** button.
8. Set the **Format** to "PCM" and the **Attributes** to "24.000 kHz, 16 bit, Mono". Click **OK**.



9. Click **OK** on the Record Narration window to start the presentation and the recording. *Note: don't click the check box beside "Link narrations in:" unless you know that is what you want. Selecting it will create a separate audio file in addition to the PowerPoint file that you will need to keep track of.*
10. If during the presentation you need to pause the recording, simply right click anywhere on the presentation and select **Pause Narration** (Shft-F10, Shft-P) from the menu. Right click again and select **Resume Recording** (Shft-F10, Shft-R) to start again. *Note: if you go back to a previous slide and start recording again, you will overwrite your original recording.*
11. When you finish and close the presentation, you will be prompted about whether you want to save the narration. Make sure you click **Save**.



12. That's it! Please email cets@seas if you run into any issues.