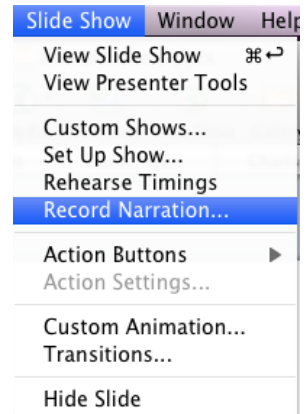


Instructions for Recording Audio in PowerPoint 2008 for Mac

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 2008.
4. In the **Slideshow** menu, select **Record Narration....**
5. Make sure the **Sound Input device:** field is set to "Built-in input" and the **Input source:** field is set to "Line in." Non-standard setups may require slightly different settings.



6. Click the **Record** button.
Note: don't click the check box beside "Link narrations:" unless you know what you are doing. Selecting it will create a separate audio file in addition to the PowerPoint file that you will need to keep track of.
7. Unfortunately there is not an easy way to pause the recording in PowerPoint 2008. You'll either need to stop the recording completely (and then start it up again), or use PowerPoint 2007.
8. When you finish and close the presentation, you will be prompted about whether you want to save the narration timings. Make sure you click **Yes**.



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