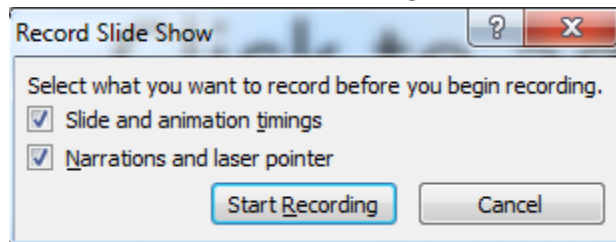


Instructions for Recording Audio in PowerPoint 2010 for Windows

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 2010.
4. In the PowerPoint ribbon, select the **Slide Show** menu and then click **Record Slide Show**.



5. On the "Record Slide Show" dialogue, make sure both boxes are checked.



6. Click **Start Recording** when you are ready to start your presentation.
7. 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.*
8. Make sure you save the presentation once you have finished recording.
9. That's it! Please email cets@seas if you run into any issues.