

Instructions for Recording Audio in PowerPoint 2011 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 2011.
4. In the **Slideshow** menu, select **Record Slide Show**.



5. Once you click “Record Slide Show”, PowerPoint will go into presentation mode and automatically begin recording. As you advance through the presentation your recorded audio will be added to each slide.
Note: going back to a previous slide will delete any audio you recorded for that slide.
6. You can stop the recording at any time by hitting the “Esc” button. You may want to try recording just the first slide to make sure the recording worked correctly.
7. Make sure you save the presentation once you have finished recording.
8. That’s it! Please email cets@seas if you run into any issues.