

Information Technology Services Tutorials

Recording Sound - PowerPoint 2007

First you will need a microphone and headphone to record audio. Speakers are OK as long as you turn down the speakers when you are recording the audio. You don't need an expensive microphone, but follow these tips for best recording.

- Find a quiet area to record. Background noises will be picked up and make the recording less clean.
- Write out a script before beginning. An outline of what you are going to say is OK as long as you are comfortable making it up as you go along. If not, a script will be helpful and prevent re-recording slides.
- Practice your script before recording. Make adjustments as needed. Remember, you can always re-record your slide.

Plug in your microphone into the mic jack in your computer. Plug in your headphones into the headphone jack in your computer. Newer computer will have the jacks in the front of the computer CPU. Older computer will have the jacks in the back. Most computers have a pink jack for the microphone and a green jack for the headphones. Consult your computer manual for specifics.

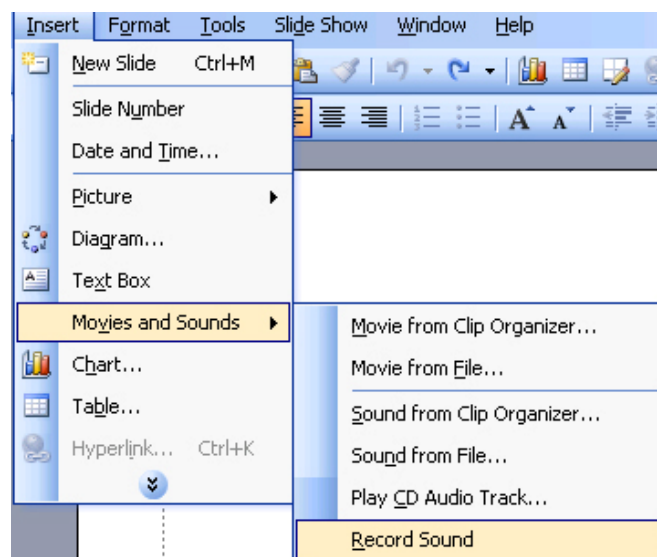
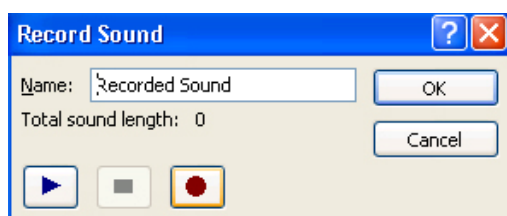
Open your PowerPoint presentation.

Click on the **Insert** tab.


Click on **Movies and Sounds**.

Click on **Record Sound...**

The "Record Sound" box will open.



To begin recording, click on the red "Record" button. Click the blue "Stop" button when finished.

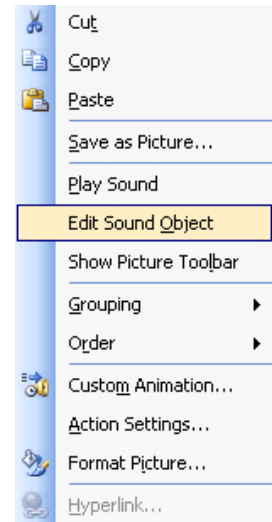
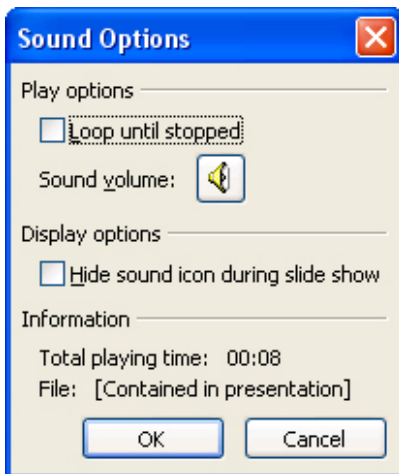
A small speaker will appear in the center of the presentation slide. 

To preview your audio, double click on the speaker icon or start the slide show and click on the speaker icon.

To make changes to how the sound plays, right click on the speaker icon or click the speaker icon and select **Edit...Sound Object**.

Click on **Edit Sound Object**

The **Sound Options** box opens.



Select the options and click **OK**.

Note: Audio cannot be edited within PowerPoint so rehearse your audio before recording it.

For additional help with PowerPoint, go to: <http://www.siue.edu/lovejoylibrary/> and click on the **Atomic Learning** link under *Research Help*. Click on **Our Tutorials** at the top of the page and select **English**. Click on **P** for PowerPoint, scroll down and select the version and platform (Mac or PC).

Delete the audio

To delete the sound from the slide, click on the  sound icon and press **Delete** on your keyboard.