

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.

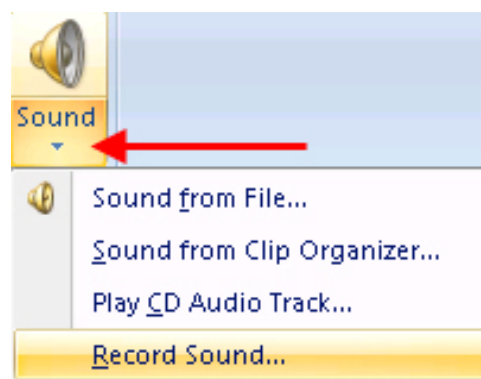
Open your PowerPoint presentation.

Click on the **Insert** tab.

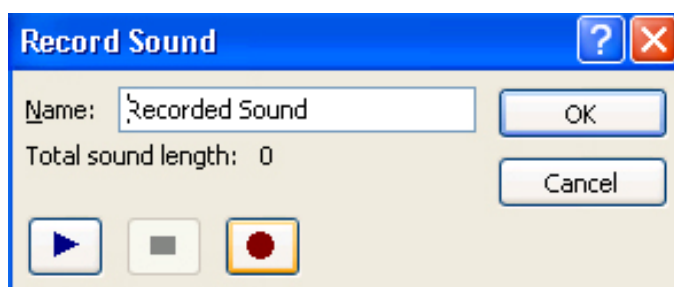
Click on the "Down" arrow to expand the menu.


Click on **Record Sound...**

The "Record Sound" box will open



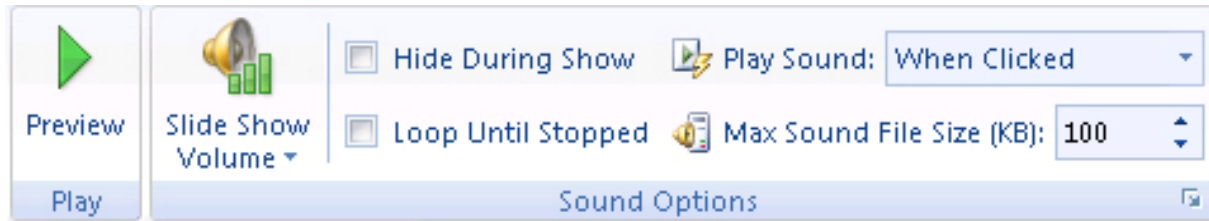
To begin recording, click on the red "Record" button. Click the blue "Stop" button when finished.



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

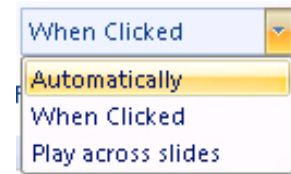
This speaker is an image. You can click once of the speaker and drag and drop it to any location on the page.

Double click on the speaker and the “Sounds Tool” bar opens.



To preview your audio, click on the green “Preview” button. If you wish to re-record the audio, delete the speaker icon on the slide and re-record the audio.

If you wish for the audio to play automatically when the slide is clicked, select the “Automatically” button in the drop down box. If you wish for this audio to play across slides until the audio is completed, click “Play across slides.”



Note: It is advised to record audio for each slide separately unless you are very comfortable speaking while recording.

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

For additional help with PowerPoint, go to: <http://www.siu.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.