WELCOME

By Mr. Techie

To narration for PowerPoint 2010
• Purchase or borrow a microphone, USB, Stereo or use the one built into your laptop or web camera as always check the documentation of your device if you are unsure of its features.
For this tutorial, you will need the following

1. Windows 7 Operating System (OS)
2. Microsoft PowerPoint 2010
3. A Microphone
   1. USB
   2. Stereo
Requirements

- Built in laptops or web cameras will work just fine as well

NOTE

- Built in Laptop Microphone
- Built in Web Camera Microphone
For a more detailed explanation on “Narration for PowerPoint”, please visit the Microsoft website; [http://tinyurl.com/292kykd](http://tinyurl.com/292kykd)

You can click on the above link to go to the website
• Enhance your online lessons
• Demonstrate software, with self paced audio & screenshots
• Create your own self running bulletin for faculty functions, presentations and/or student project exhibitions
• It doesn’t stop there, think of PowerPoint as your very own personal digital signage

Using this feature
• I have a USB microphone headset and will be using that for this tutorial

Microphone Setup
Before you start recording your brilliant presentation, we need to ensure you have good microphone placement for audio recording and the set up of your microphone.
Headset

1. Position the headset microphone an inch from your mouth, off to one side

2. Do not breathe directly into the microphone as this will distort your voice

3. Make sure the mute button on your microphone is not set to mute or on
Desktop

1. Position the desktop microphone an inch or so from your mouth, off to one side.

2. Do not breathe directly into the microphone as this will distort your voice.

3. Make sure the *mute* button on your microphone is not set to *mute* or on.
Web Camera

1. Position yourself close to the web camera if possible

2. Web cameras can also pick up noisy rooms so ensure that you are recording in a quite area
1. Plug your USB microphone into an available USB port on your computer
2. Go into the control panel by clicking on the “Start Button”
3. And then the “Control Panel” button

**Microphone Setup**
1. Click on the sound icon
• Click on the microphone you have connected
• Windows should automatically see it
• You can tell because of the green check mark beside the device
• Click on configure & windows will walk you through the rest of the process
Set up Microphone

• Click on “Set up microphone”
Choose Microphone Type

- Select the microphone type that you are using (I am using a headset, so Headset Microphone is selected)
- Select next
Read this!

- **Read** about Microphone placement
- Then select “Next”
Read the following statement into your microphone at a normal level

- Yellow - means that you are speaking too low
- Green - means you are speaking just right
- Red – means that your are speaking too loud and this will add unwanted noise to your voice recording
• After reading the statement
• Click the "Next" button
Finish Setup

- Click the “Finish” button
You are now ready to record
• Click on the “Slide Show” tab at the top
• Choose one of the two options below

Recording
• The following requestor will pop up
• Choose one of the options and start recording

Recording
• The following requestor will pop up
• You are now RECORDING
• The **arrow** allows you to advance to the next slide

• The **pause** button allows you to pause the recording and resume when you want to begin again

While Recording

Part two
While Recording

- The **curvy** arrow allows you to repeat the same slide, so you can go back and do another take.
- The **numbers** on the far right is the amount of recording you have done (hours:minutes:seconds).
• To **stop** the recording click on the X in the upper right hand corner

• The **numbers** in the middle represent the amount of recording you have done for that slide (hours:minutes:seconds)
• Once you stop the recording by clicking on the X in the record panel, it will take Windows a few minutes to write your recording to your disk drive.
• The longer your recording the longer it will take to write your file to disk so please be patient
• PowerPoint will bring you back to the Slide Sort view
• To get back to Normal view simply double click a slide

After the Recording
Once you have completed the recording of your presentation, play it back by clicking on one of these.
• Save your work!!
• Save often!!
• To clear your narration go to the “Slide Show” tab
• Slide Show>Record Slide Show>Clear
• Choose one of the options below
Once you have completed your recording save and share

Saving/Producing
• Write your script first
• A script can simply be a Word document printed out or even your PowerPoint
• Make sure you are comfortable, whether sitting or standing
• If sitting ensure that you sit up, do not hunch over as this will compress your diaphragm and you will have to take longer breaths
• After typing up your script **READ** it out loud to yourself
• This will of course help you to identify any typos
• Pacing of your speech, notice how fast you talk for your targeted audience
• Annunciate your speech, making sure the words are clear
• Take your time, do not rush yourself
• Have a glass of water, that you **SIP!** from
• Watch out for constants, letters with a hard sound such as “P, T, C, K” these types of constants will come off very harsh on your recording so try to soften them up
• Practice, practice, practice

**Audio Recording Tips**
Remember mistakes happen and you can always record over!
• Use your PowerPoint as your script
• Go to “Print”
• Under “Settings” choose “Outline”
• You should see a preview of your slides in an outline form
• Printing this out will make it easier for you to narrate your slide show
• You can quickly add images to your PowerPoint by;

1. Right mouse click on an image and copy & paste it from your web browser

2. Using the Screenshot button on the Insert tab in PowerPoint

3. Or the Snipping tool in Windows 7
• As always this information will be posted to the Tech Tips Blog the following week

• A quick note that the Tech Tips blog will be moving to Word Press

• A big thanks to Kurt Faulknerloser in supporting the Tech Tips blog all of these past semesters!

• Another big thanks to Mark Knight for hosting the new Word Press site where we’ll be next week

Tech Tips Blog

Tony.rizo@rcc.edu