

## Quick Instructions for Voice-over-PowerPoint (for PC)

*There are many variations, customizations and enhancements you can try later, as you get more and more comfortable with the basic steps.*

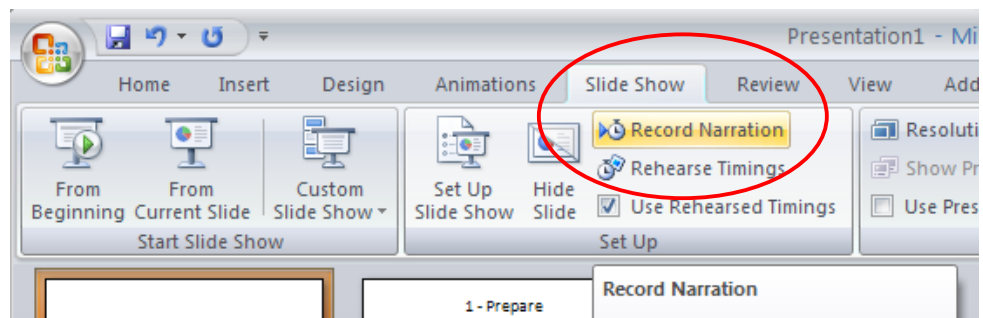
- *Start small*
  - *just a few (3-4) slides*
  - *make it fun*

*Be sure you have a working microphone either internal or external to your computer and that it is set at a good volume and not muted. If you have been using Elluminate, you should be fine.*

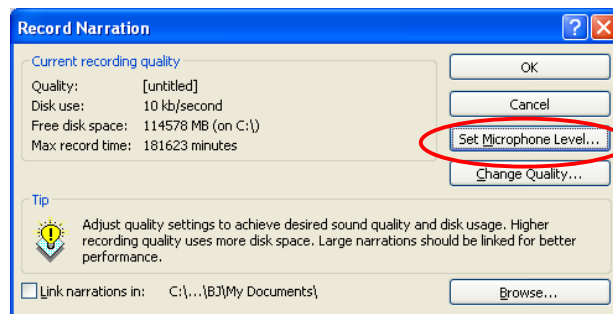
After you have created a few slides, let's do a quick sample narration.

*Your screen may look a bit different from the screen shots below depending on the version of PowerPoint you are using and whether you are on a Mac or a PC... but look for the functions... they are all there.*

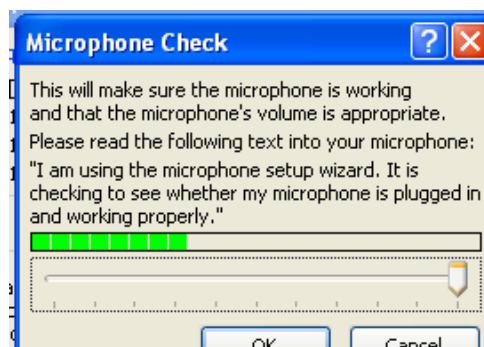
**Look under the Slide Show tab near the top of your screen and select "Record Narration."**



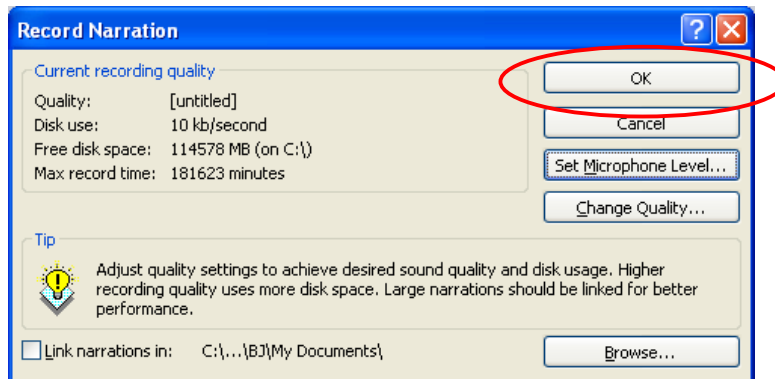
**You can check your microphone by clicking on "Set Microphone Level"**



**... and follow the instruction**

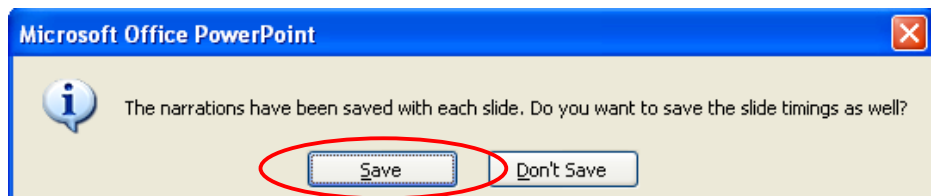


**Now, you're ready to record! Click "OK" and your first slide will fill the screen... begin talking.** When you are ready to advance to the next slide, click your mouse or press the return key and continue talking. Finish all slides and then press Esc (key).



Don't be concerned if you make mistakes, stammer or pause trying to remember what you were going to say – this is practice and you only have a few slides. You can repeat this process as many times as you like to get things the way you want them.

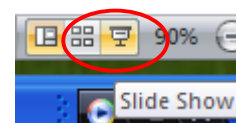
**After you press Esc "Save" and you're done!**



**Be sure to save your presentation.**

There are several ways to save and share your presentation. For your practice presentations, just saving and showing a presentation in your usual manner will be fine. (To show: open presentation click on "Slide Show" tab and to select show or use the slide show icon at the bottom of your screen.

Remember, you need to have the computer speakers on or use a headset to hear.



Later, when you are practiced and have a presentation that you want to post or email, you can consider other methods (Like saving as a pps file [PowerPoint Show] for viewing by those who may not have PPT on their machines.) We can discuss other methods, too.

**Congratulations – you've done it!**

(... hopefully...)