

NARRATING YOUR PRESENTATION IN POWERPOINT

This handout covers:

- Voice guidelines for audio recording
- Connecting and testing your microphone
- Recording narration in PowerPoint
- Correcting audio recording mistakes

Equipment

You will need:

- a desktop microphone w/ computer speakers or a headset
- Your completed Microsoft PowerPoint presentation (see PowerPoint Assignment Checklist)



Some Voice Guidelines for Recording

Sometimes, recording your own voice can be the most daunting part of a project. The following are tips that may be helpful.

ALWAYS write out your script when doing an audio recording. Most of us are not gifted enough to just “wing it”.

The Script

1. Write like an expert, edit like a speaker.

This style of scripting will allow you to think academically – ensuring that you include all of the important content in your draft. Editing like a speaker will help you filter out jargon, complex sentence structure, and difficult pronunciation. That means reading the text out loud during the editing process. It really is a KISS exercise.

2. Avoid slang and regional phrases.

This has to do with your audience. A wide-ranging audience simply may not be familiar with your colloquialisms.

3. Format your script to be read.

Visually, your script should be in a form that makes it easy for you to see and read. Frequently, double or triple spaced lines in large font size **(18 or 20 depending on the font)** help to keep the page legible when

positioned a comfortable distance from the speaker. Some people find that using sans serif fonts also contributes to readability.

4. **Mark for pauses, inflection, emphasis, etc.**

Don't be afraid to mark your script to remind yourself about areas of emphasis, places to pause, words that need stressing, etc. Use whatever marks you wish – as long as you remember what they mean!

The Microphone

1. **Good microphone position.**

Depending on the kind of microphone you're using, the speaking distance should be between 4-24 inches, that is the distance from your mouth to the microphone. The ideal position is a combination of factors...microphone, distance from lips to microphone, clutter around the microphone and voice volume.

2. **Proper microphone placement.**

Avoid placing your microphone in front of your monitor or any hard surface that might reflect sound. Sound bouncing around causes distortions.

3. **The microphone.**

You might use a microphone on a stand or one attached to a headset. Regardless, all microphones are sensitive to hard consonant sounds (like B, P, and T). The impact of the air expelled when speaking these sounds can create an unpleasant "thud" in the recording. Avoid this by moving slightly "off-axis" when saying hard consonants.

The Read

1. **SSSSSSave yourssself.**

Sibilance is a killer. Practice softening your hard "s" sounds. Instead of forming this sound at your teeth with your mouth tightly closed, try forming it just a bit further back in your mouth with your jaws more relaxed.

2. **Breathe!**

You cannot speak if you do not breathe. Breathing deeply helps expand the chest cavity giving you more presence. Deep breathing also helps to calm you.

3. **Assume the position.**

Sit or stand tall. Slouching impedes the movement of air into and out of your lungs.

4. **Assume a character.**

If the piece calls for it, be a bit dramatic. Act a bit. Gesture. Feel. Perform. Ask yourself, "What's my motivation?" No matter what you are reading, think about

what you want your audience to get out of your read. You have to help them get it.

5. Rehearse.

Never go into a session cold. You'll only frustrate yourself as you fumble over unfamiliar lines or words. When you rehearse read out loud and use the inflections and other devices you intend to use when you record.



Connecting and Testing your Microphone

1. Connect your microphone. Most of the microphones around today are USB microphones. Plug your microphone into one of your computers USB slots. Next, we will run through the steps to make sure your computer properly recognizes and is adjusted to record audio.
2. From the **Start** menu, select **Control Panel**.
 3. Double-click on the **Sounds and Audio Devices** icon.
Sounds and Audio Devices
 4. Click on the **Voice** tab.
 5. Verify both Voice playback and Voice recording show the name of your headset in the pull-down menu.
6. Click on the **Test Hardware** button. Follow the wizard directions to make sure your microphone is working properly.



Recording Narration in PowerPoint

When you record a narration, you run through the presentation and record each slide. You can pause and resume recording any time.

1. Open PowerPoint.
2. On the **Slide Show** tab, in the **Set Up** group, click **Record Slide Show** .



3. Select one of the following:
 - **Start Recording from Beginning**
 - **Start Recording from Current Slide**
4. In the **Record Slide Show** dialog box, select the **Narrations and laser pointer** check box, and if appropriate, select or deselect the **Slide and animation timings** check box.
5. **Click Start Recording.**

TIP To pause the narration, in the **Recording** shortcut menu, click **Pause**. And to resume your narration, click **Resume Recording**.
6. To end your slide show recording, right click the slide, and then click **End Show**.
7. The recorded slide show timings are automatically saved and the slide show appears in Slide Sorter view with timings beneath each slide.
8. Notice, each slide has a sound icon  in the lower right corner.
9. Save the Presentation.



The narrations are saved with your PowerPoint presentation.



You should run your presentation to make sure it recorded as you intended. If not, make note of which slide had the error and clear the recording and re-record just that slide.

Congratulations!

You have successfully narrated your PowerPoint Presentation! Don't forget to use the checklist and submit your presentation and checklist!

View the PowerPoint 2010 Tutorial on [Narrating a SlideShow](#) for more help.