

Adding Multimedia Content

Sounds, music, voice narration, and video can be added to your presentation for that professional appearance that more technology-sophisticated audiences of today expect.

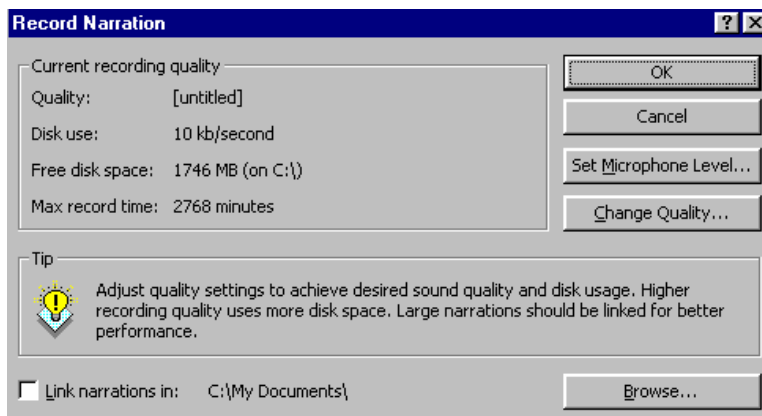
Voice narration can be useful for self-running slide shows, for individuals who cannot attend the presentation, for a web-based presentation, for recording a presentation that includes audience comments and questions for later review, or for special comments on selected slides.

PowerPoint cannot record and play sounds at the same time, so if you are recording narration during your presentation, other sounds you inserted on slides will not be played.

You can run your slide show **without narration** by clicking **Set Up Show** on the **Slide Show menu**, and then selecting the box **Show Without Narration**.

To Record a Voice Narration

1. On the **Slide Show menu**, click **Record Narration**.



2. On the dialogue box that appears, the amount of free disk space and the number of minutes you can record are displayed. If this is the first time you are recording, click **Set Microphone Level**, and follow the directions of the Microphone Setup Wizard to automatically set the level as you read.
3. Click **OK** to start the presentation and begin recording your narration. (To insert the narration as a linked object, click the **Link narrations** in box and then click **OK**.) *PowerPoint's* timer automatically keeps track of the time you spend on each slide if you click **Yes**. To save only the narration, click **No**.