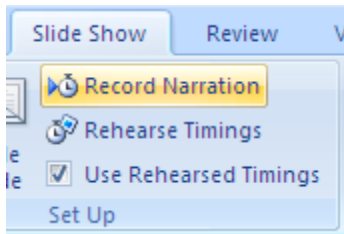


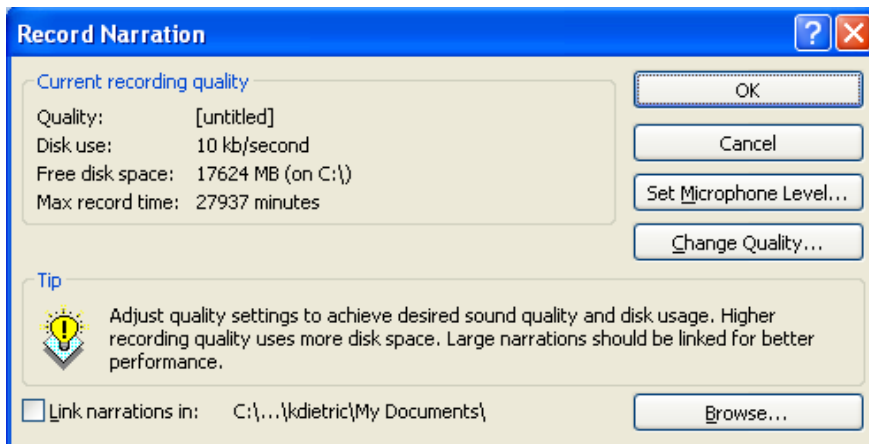
There are three ways to add your voice to a PowerPoint Slide show. You can narrate the slide show, add sound file, or import sound from another source.

Here is how to narrate a show:

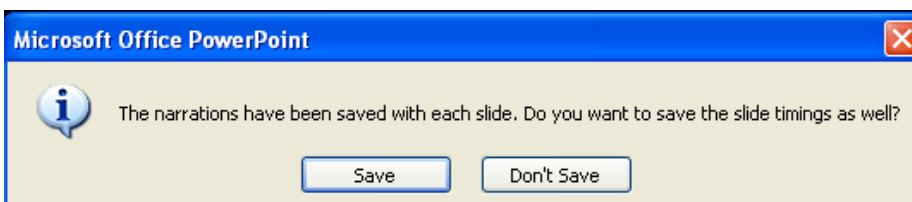
After you make the slide show, graphics and text, go back to the first slide. Select the **Slide Show** tab and choose **Record Narration**.



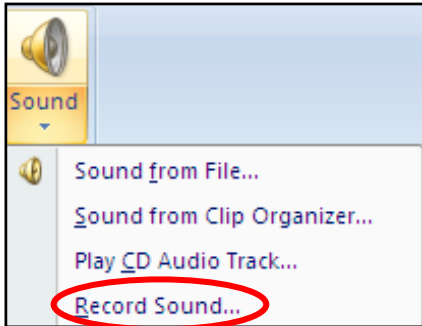
A new window will allow you to select a few features of the narration, such as sound quality. Once you select the features, click **OK**.



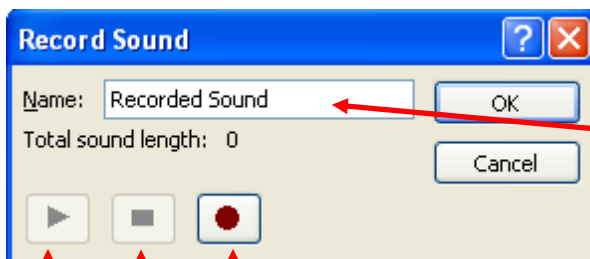
This will take you through the slides and allow you to record your narrations through the slide show. After you finish recording, this dialog box will allow you to keep the timings you used to advance the show. You can choose to save the timings or not.



Another way to add your voice to a slide show is to insert sound files onto the slides. On the **Sound** tab, select **Record Sound**.



This screen pops up, which allows you to record your voice or a sound through a computer microphone.



You can name the sound file.

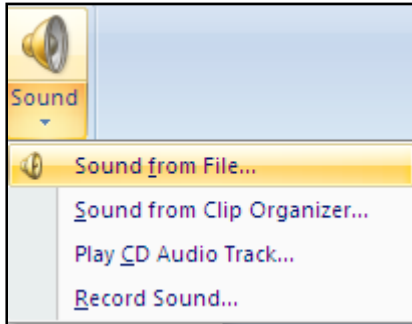
Play Stop Record



When you finish recording, a symbol like this will appear on your page.  
This is the sound file.  
Double click on it to hear the recorded file.



Finally, you can import your voice files from another location (such as files made using Audacity that are saved to your computer). On the **Sound** tab, select **Sound from File**.



Locate the sound file and select **OK**.

