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Instructional Technology Faculty FAQs

Topic: Course Development

Question: How do I narrate a PowerPoint presentation?

Answer:

1. Under the “Slide Show” menu button, select “Record Narration...”
2. Select “Set Microphone Level...” and follow the instructions. This will adjust your microphone to record the best quality audio. Click OK when finished.
3. Select “Change Quality...” and, under attributes, select the quality setting “22.050 kHz, 16 Bit, Mono”. Click OK.
4. Once you are ready to record, click OK. The microphone will automatically begin recording.
5. To stop recording at any time, hit the Escape key and click “Save” on the pop-up window.

For Further Support Please Contact

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