

## How to Record Audio for a PowerPoint Presentation:

1. Create an Animated PowerPoint slide with at minimum one text box and one picture.
2. Then, depending on the version of PowerPoint, find the Insert menu either as a separate menu or as part of the Home menu.
3. In the Insert menu find either Media or Audio and select “Record Audio.”
4. Making sure that your microphone, either internal or external, is set up correctly, record a few sentences related to the text or picture on your slide.
5. After recording the audio, play it back to make sure that the recording is good enough to use.
6. Most slides will work best with one recorded audio file, but in some cases, more than one audio file might be desirable. The number of audio files used per slide will depend on the design.