

Pechu Kucha Presentations – How to introduce sound

When adding commentary to your presentation, please follow the steps below.


For this method you will require the use of a laptop or computer with:

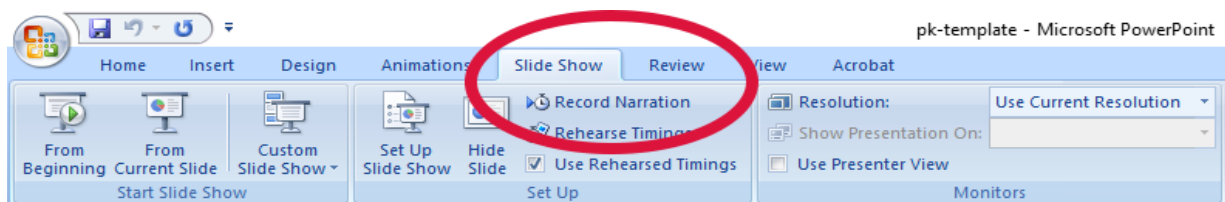
- a sound card
- microphone
- and speakers

NOTE: Recording narration is not available in PowerPoint Online. If you have a desktop version of Office, click Edit in PowerPoint in your desktop program to follow the procedures described below. This guide was compiled for use with Microsoft Office 2007. For detailed descriptions on other versions of this software please visit the following link:

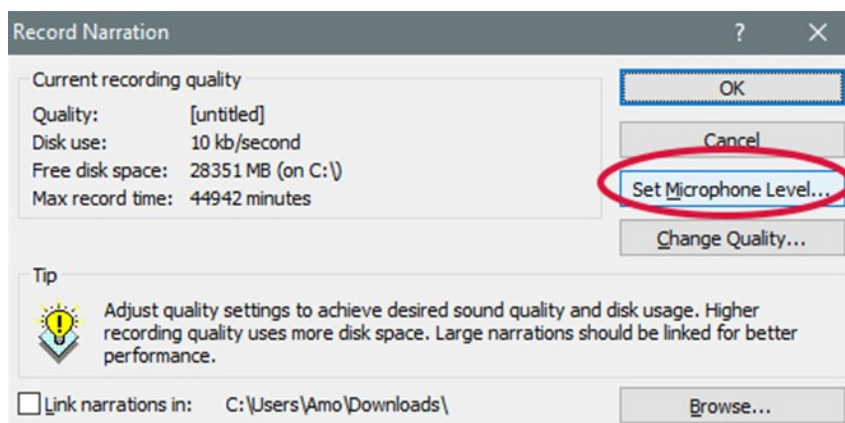
<https://support.office.com/en-us/article/Record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#ID0EAABAAA=2016>

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

1. In Normal view, select the slide that you want to start the recording on.
2. On the Slide Show tab, in the Set Up group, click Record Narration .



3. Click Set Microphone Level, follow the directions to set your microphone level, and then click OK.



4. Do one of the following:

- *To embed the narration, click OK.*
- *To link the narration, select the Link narrations in check box, click Browse, click a folder in the list, and then click Select.*

TIP: To prevent possible problems, use the same folder that your presentation is saved in.

5. If you selected the first slide to begin the recording on, go to step 6. If you selected a different slide to begin the recording on, the Record Narration dialog box appears. Do one of the following:

- *To start the narration on the first slide in the presentation, click First Slide.*
- *To start the narration on the currently selected slide, click Current Slide.*

6. In Slide Show view, speak the narrative text into the microphone, and then click the slide to advance to the next slide. Follow this process for each slide that you want to add narration to.

TIP: To pause or resume the narration, right-click the slide, and then on the shortcut menu, click either Pause Narration or Resume Narration.

7. Click the black Exit screen.

- *The narration is automatically saved, and a message appears asking if you want to save the timings for the presentation as well. To save the timings, click Save. Your slides appear in Slide Sorter view, with the slide timings shown below each slide.*

NOTE: Voice narration takes precedence over other sounds, and only one sound can play at a time in a presentation. As a result, other sounds that are set to play automatically in a presentation are overridden by a narration and will not play.