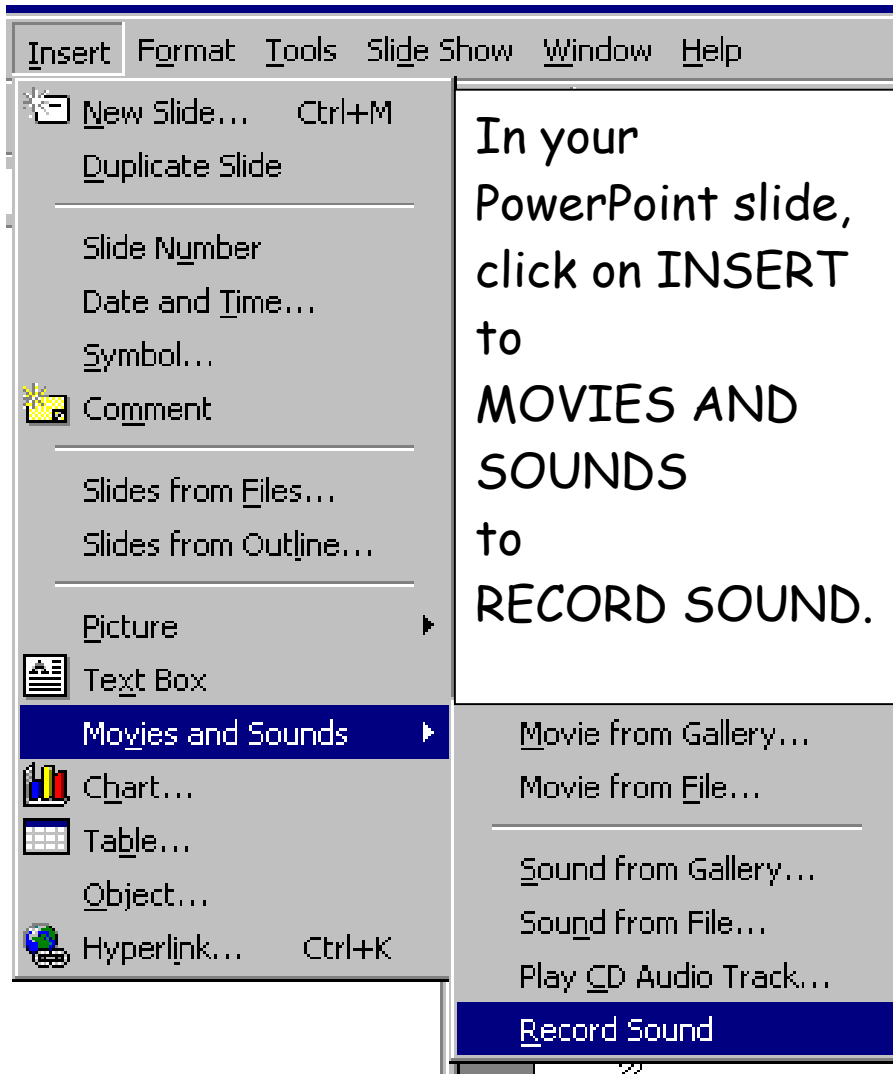
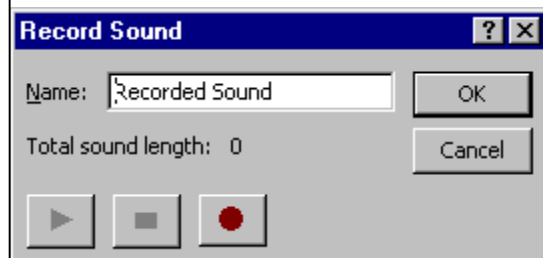


## Recording Voices using PowerPoint

- Make sure you have a microphone hooked up to your computer.

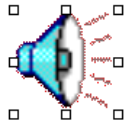


Name your sound. Click on the RED CIRCLE to start recording. Click on the SQUARE when you are done. If you'd like to preview your sound, click on the ARROW. When you are done, click OK.



PowerPoint - Recording Voices  
Nancy Gridley and Laura Oakes  
Elementary Technology Facilitators  
West Milford Township Public Schools

An icon of a speaker will appear on your PowerPoint slide.



You can only listen to your sound in the SLIDE SHOW mode.

- If you leave the sound the way it is, in the SLIDE SHOW mode, click on the speaker to hear the sound.
- You have other sound options if you click on SLIDE SHOW to CUSTOM ANIMATION.
  - Click on Multimedia Settings