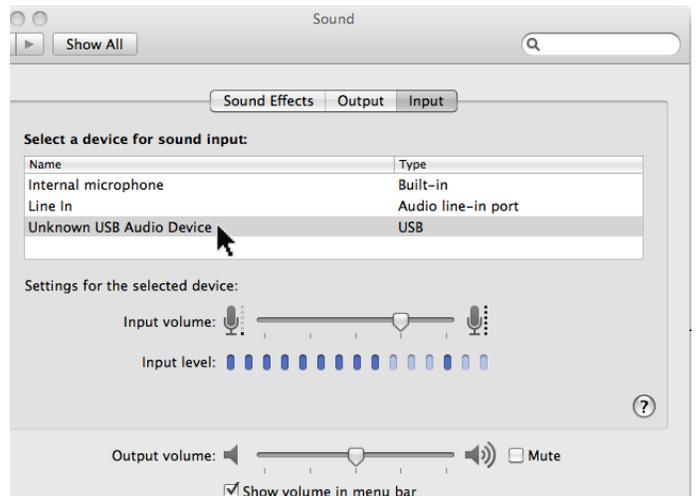


# RECORDING A VOICE-OVER FOR YOUR POWERPOINT PRESENTATION USING MICROSOFT OFFICE 2011 AND MAC OSX.

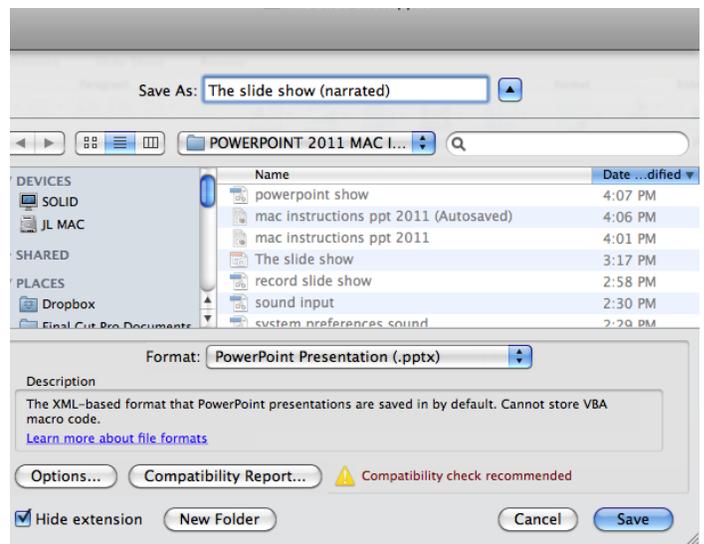
## SET UP THE USB MICROPHONE USING MAC OS X.

1. Plug a **USB Microphone** into your computer.
2. Go to **SYSTEM PREFERENCES** and click **SOUND**.
3. In the **SOUND** panel, click **OUTPUT**. Select your preferred audio output, either the **BUILT-IN SPEAKERS** or the USB headset you are using.
4. Now click **INPUT**, and select your USB Microphone. It may say the model number of the microphone or in this case it simply says **Unknown USB Audio Device**.
5. Test the input level of the microphone by speaking into it. You should see deflection on the **Input level** meter. You want this to be at about 75%. If you need to adjust the gain of the microphone, drag **Input volume** slider either to the left or right as needed. (At this point you will not hear the microphone through your speakers or headphones. This is normal.)



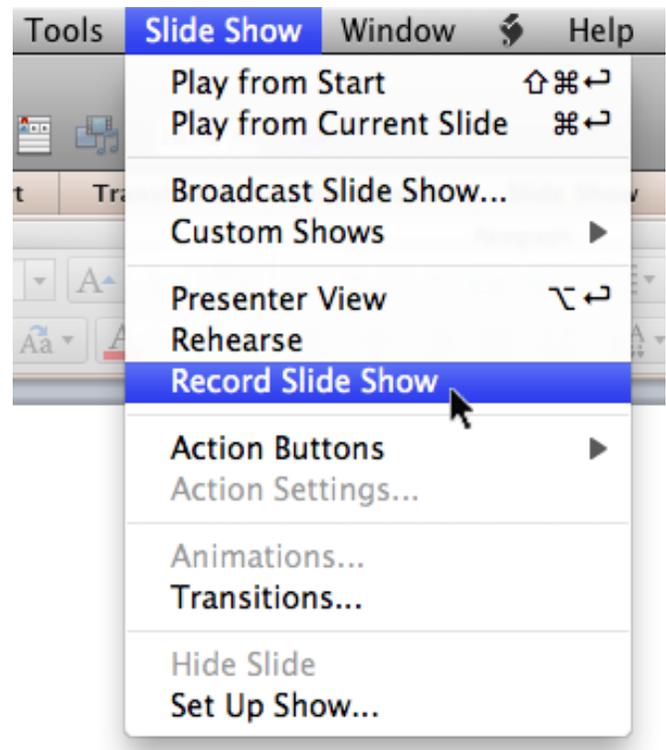
## PREPARING YOUR SLIDESHOW.

1. Before recording any narration, you might want to save a copy of your original slideshow. This way, you will always have a copy that you can return to without narration if needed.
2. Do this by opening your slide show in PowerPoint and then giving it a new name with the **SAVE AS** command.



## RECORD THE SLIDE SHOW.

1. We are now ready to record. Open up your PowerPoint show.
2. Before narrating the entire show, do a quick test recording and playback to make sure everything is working.
3. Click **SLIDE SHOW** in the Menu Bar and then **RECORD SLIDE SHOW**.
4. The show will start, begin narrating a few lines. After a few seconds, hit **ESC** to stop recording.
5. Play your show to check the recording. If it sounds distorted, your mic input may need to be lowered. If the recording sounds too quiet, increase the volume. Remember, these settings are adjusted outside of PowerPoint in the Mac's **SYSTEM PREFERENCES**, under **SOUND**.
6. When you are satisfied with the settings, it's time to record the actual narration. Select your first slide.
7. Take a deep breath, and again, click **SLIDE SHOW** in the Menu Bar and then **RECORD SLIDE SHOW**.
7. You are now recording. Narrate the entire show, using the **SPACE BAR** to advance the slides as you go.
8. When you are finished, hit **ESC** to stop recording.
9. **SAVE** your show.



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## RE-RECORDING.

1. Listen to your show. If there is a slide narration you would like to re-record, select the slide in the sorter, click **SLIDE SHOW** in the Menu Bar and then **RECORD SLIDE SHOW**. Redo the narrations on that slide. **DO NOT ADVANCE SLIDE**, unless you want to re-record the next slide!!
2. When you are finished press **ESC**.
3. Check the new recording.
4. Repeat on any other slides.
5. **SAVE** your show.

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## PREPARE SHOW FOR D2L.

1. When you are finished, you can now save your show as a PowerPoint Show. This type of file opens much faster for your students than a standard PPTX file. Your students simply need to download the file from D2L and then double-click it.
2. To do this, do **SAVE AS, POWERPOINT SHOW (.pptsx)**

YOU CAN NOW UPLOAD YOUR SHOW LIKE ANY OTHER CONTENT IN D2L.

