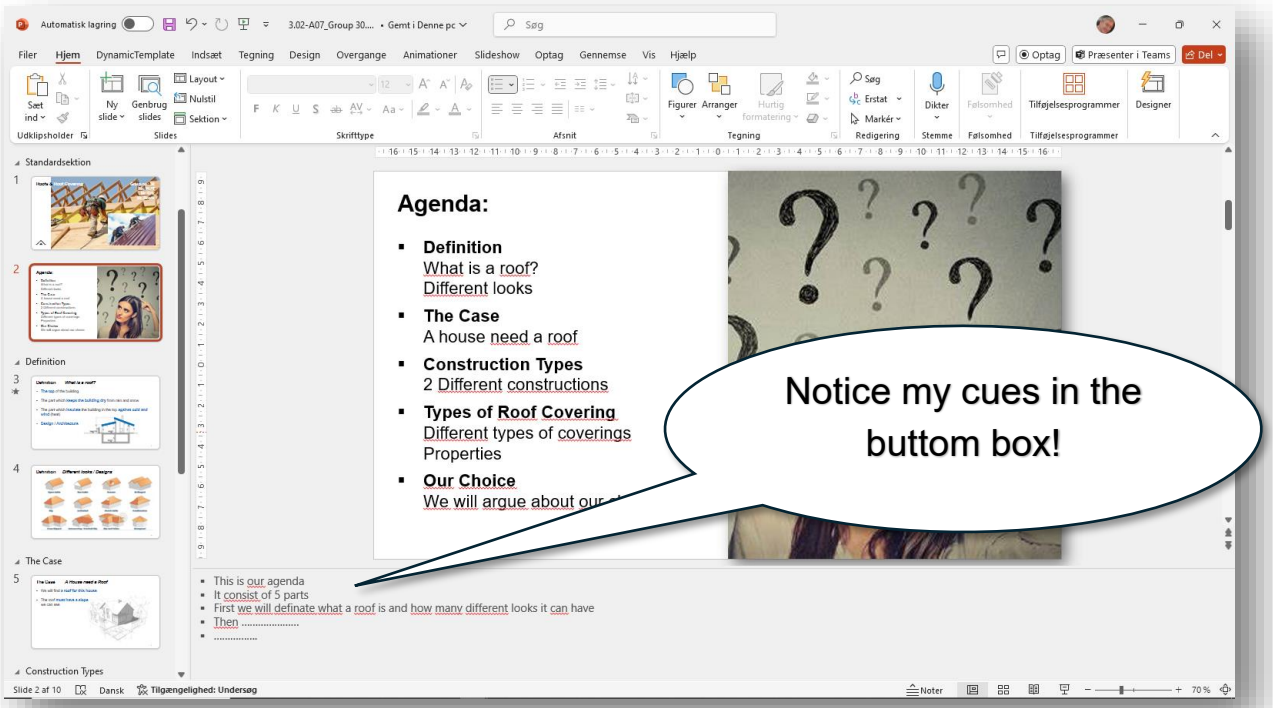
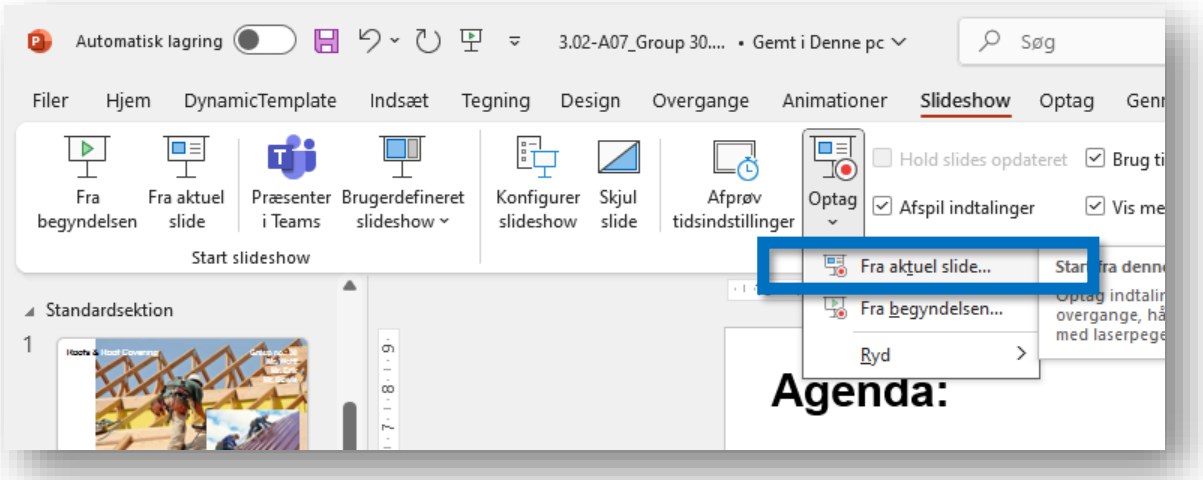
How to Record Voiceover in PowerPoints

1. I got a PowerPoint. Now I want to put speech in it.

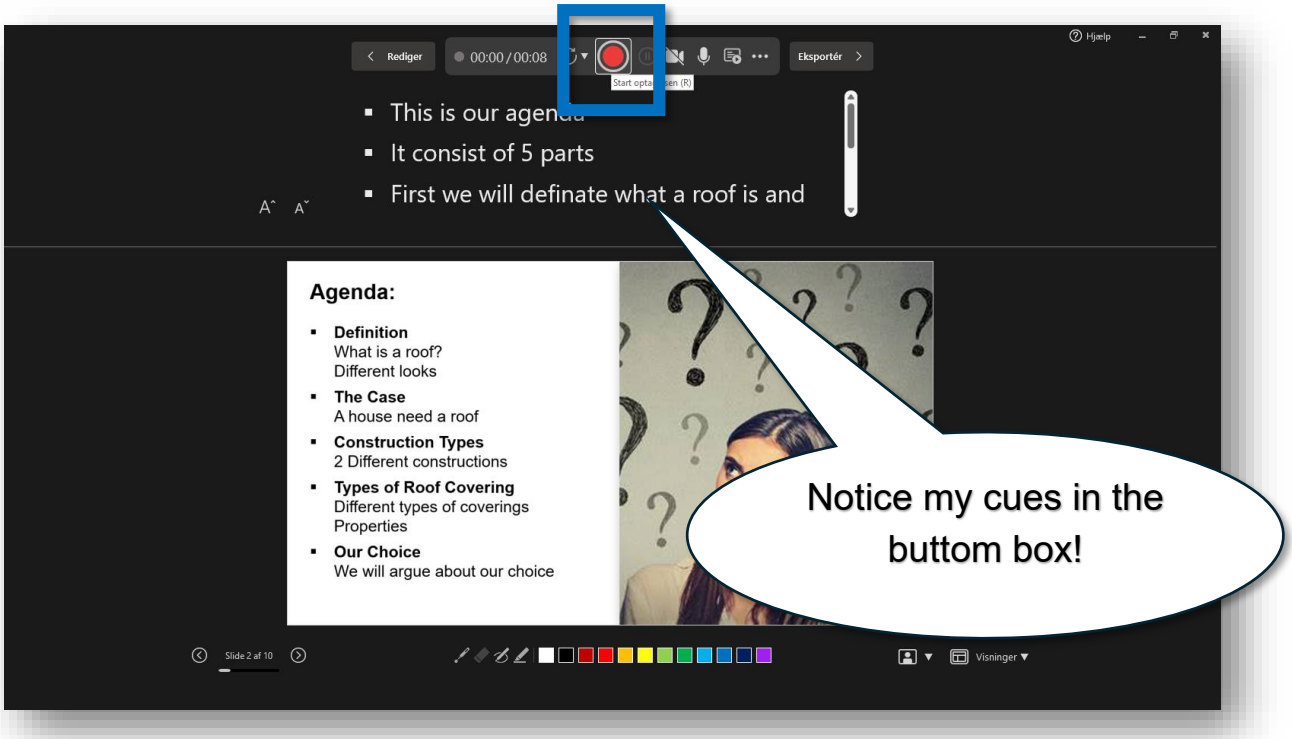


2. Go to the ribbon ***Slideshow***
   Click *record* and choose ***actual slide***.

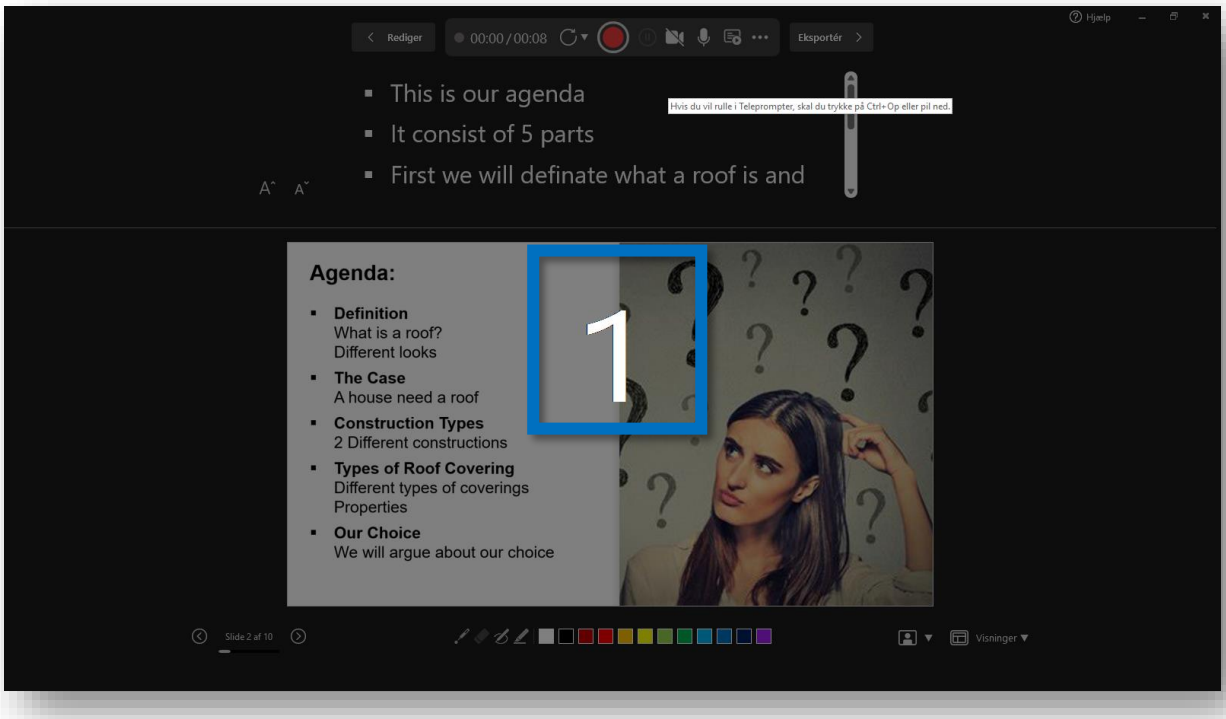


How to Record Voiceover in PowerPoints

3. Now your are ready for recording
   Click Record – the red buttom

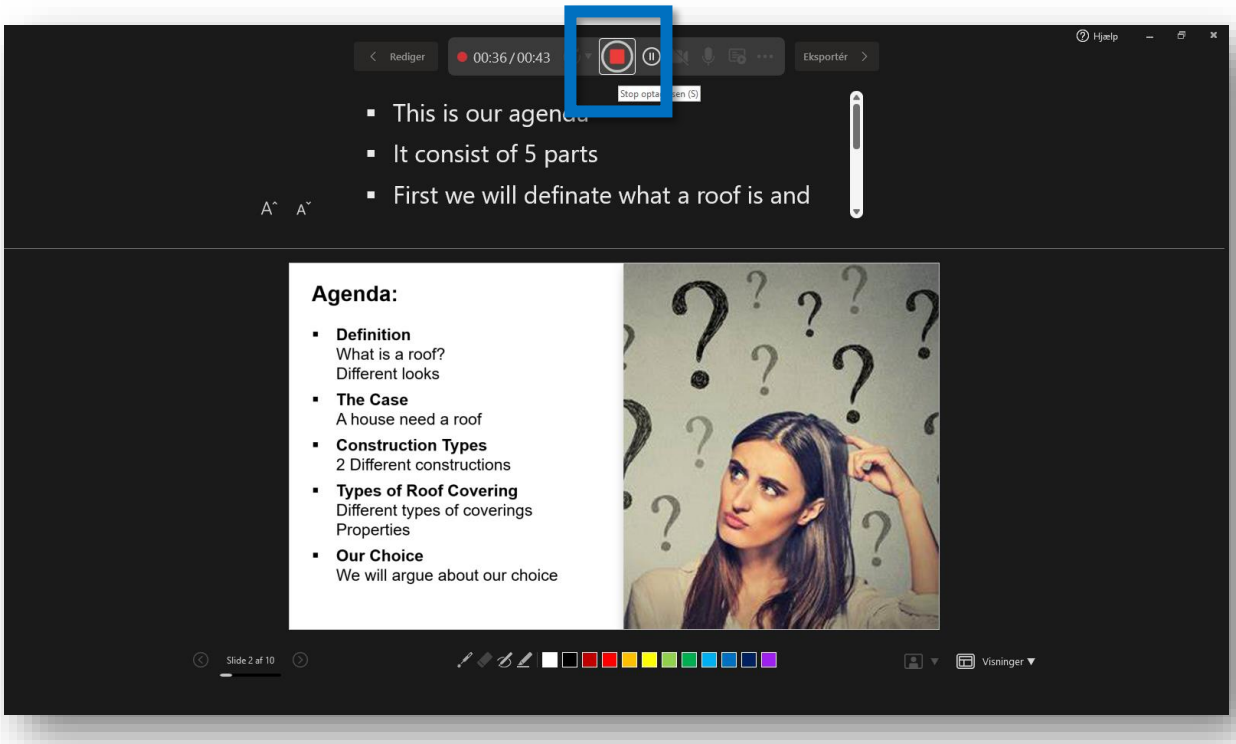


4. The program counts down to start

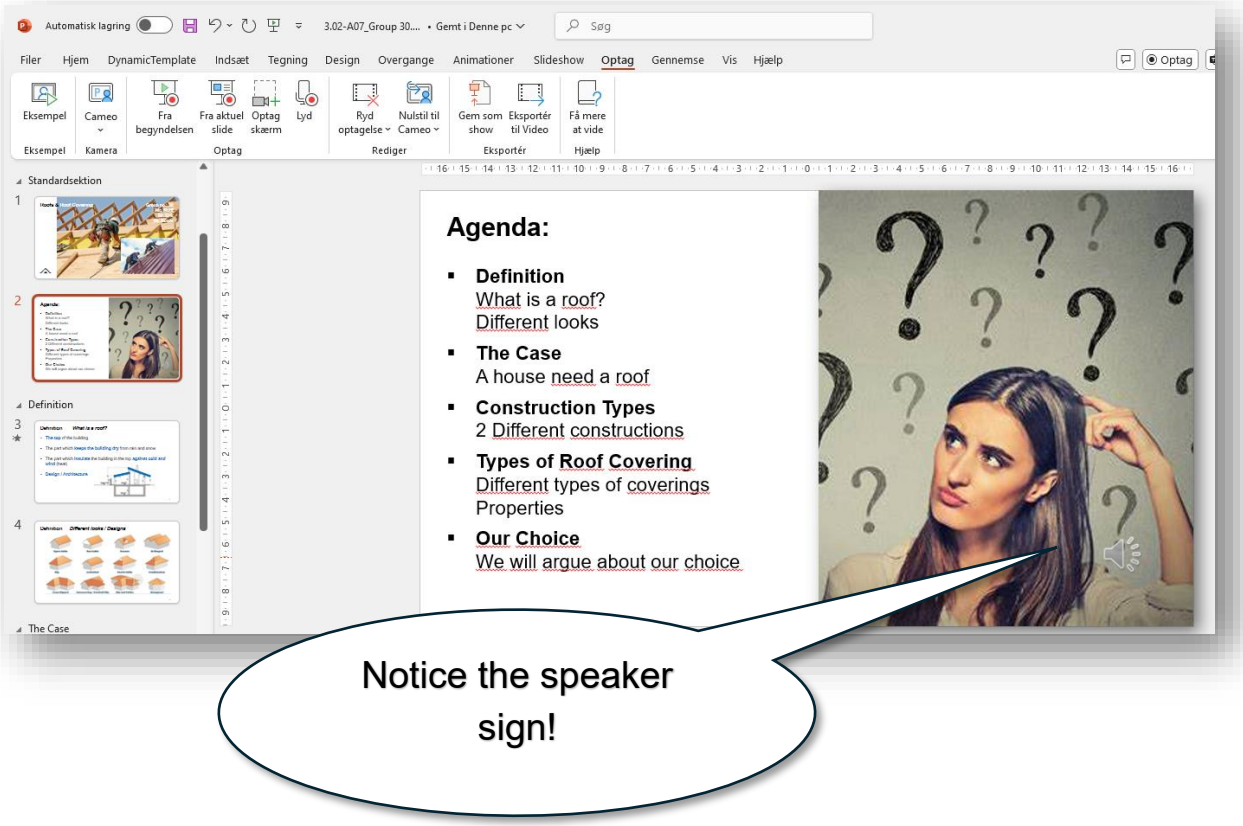


How to Record Voiceover in PowerPoints

5. I speek and use my cues
   When finish**, click the red buttom again**, and you got a slide with speech

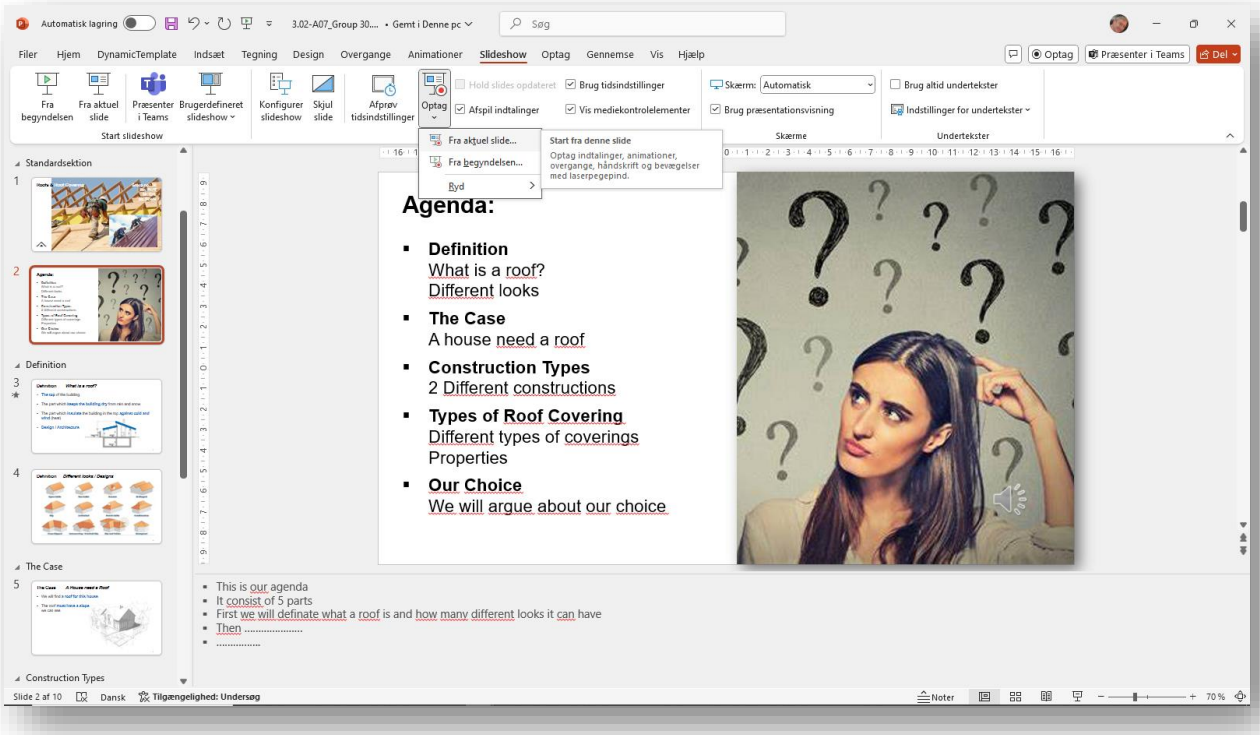


6. The slide is finish



How to Record Voiceover in PowerPoints

7. If you are not satisfied with the recording, you can make a new one.
   Click record again and choose actual slide.



8. Select the button **on the left** of the Record button and make a new recording

