# Record a slide show with narration, ink, and slide timings

Audio narrations and timings can enhance a Web-based or self-running slide show. If you're planning to create a video with your presentation, using narrations and timings is a great way to make it less static. You can use audio narration to archive a meeting, so that presenters or absentees can review the presentation later and hear any comments made during the presentation.

You can also record your use of the laser pointer in the slide show together with your narrations during a show. To do this see Turn your mouse into a laser pointer.

## In this article

## Using narration in a slide show

You can either record a narration before you run a slide show or record a narration during a slide show and include audience comments in the recording. If you don't want narration throughout the presentation, you can record comments only on selected slides or turn off the narration so that it plays only when you want it to play.

When you add a narration to a slide, a sound icon appears on the slide. As with any sound, you can either click the icon to play the sound or set the sound to play automatically.

To record and hear a narration, your computer must be equipped with a sound card, microphone, and speakers.

Before you start recording, PowerPoint 2010 will prompt you to record either just the slide timings, just the narrations, or both at the same time. You can also set the slide timings manually. Slide timings are especially useful if you want the presentation to run automatically with your narration. Recording slide timings will also record the times of animation steps and the use of any triggers on your slide. You can turn the timings off when you don't want the presentation to use them.

⬆ Top of Page

## Record a narration before or during a slide show

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

2. Ensure your microphone is set up and in working order prior to recording your slide show.

3. On the **Slide Show** tab, in the **Set Up** group, click **Record Slide Show** .

4. Select one of the following:

   - Start Recording from Beginning

   - Start Recording from Current Slide

5. In the **Record Slide Show** dialog box, select the **Narrations and laser pointer** check box, and if appropriate, select or deselect the **Slide and animation timings** check box.

6. **Click Start Recording**.

   TIP   To pause the narration, in the **Recording**shortcut menu, click **Pause**. And to resume your narration, click **Resume Recording**.

7. To end your slide show recording, right click the slide, and then click **End Show**.

8. The recorded slide show timings are automatically saved and the slide show appears in Slide Sorter view with timings beneath each slide.

⬆ Top of Page

## Preview a narration

1. In Normal view, on the slide, click the sound icon      .

2. On the ribbon, under **Audio Tools**, on the **Playback** tab, in the **Preview** group, click **Play.**

⬆ Top of Page

## Record comments on a slide

1. In Normal view, click the slide that you want to add a comment to.

2. On the **Insert** tab, in the **Media** group, click the arrow under **Audio**, and then click **Record Audio**.

3. To record the comment, click **Record**, and start speaking.

4. When you are finished recording, click **Stop**.

5. In the **Name** box, type a name for the sound, and then click **OK**.

   A sound icon      appears on the slide.

⬆ Top of Page

## Set the slide timings manually

PowerPoint 2010 will automatically record your slide timings when you add narration or you can manually set the slide timings to accompany your narrations.

1.  In Normal view, click the slide that you want to set the timing for.

2.  On the **Transitions** tab, in the **Timing** group, under **Advance Slide**, select the **After** check box, and then enter the number of seconds that you want the slide to appear on the screen. Repeat the process for each slide that you want to set the timing for.

TIP   If you want the next slide to appear either when you click the mouse or automatically after the number of seconds that you enter — whichever comes first — select both the **On Mouse Click** and the **Automatically After** check boxes.

⬆ Top of Page

## Turn the slide timings off

Turning off the slide timings does not delete them. You can turn the timings back on at any time without having to recreate them. However, when the slide timings are turned off, your slides will not automatically advance when you record a narration, and you will need to manually advance the slides.

1.  In Normal view, on the **Slide Show** tab, in the **Set Up** group, click **Set Up Slide Show**.

2.  Under **Advance slides**, click **Manually**.

TIP   To turn the timings back on, under **Advance slides**, click **Using timings, if present**.

⬆ Top of Page

**Applies To:** PowerPoint 2010

## Was this information helpful?    ☐ YES   ☐ NO