

# Add narration to a presentation in Power Point

--excerpt from the help section in Power Point

[+](#) Show All

Narration can enhance Web-based or self-running presentations. You can also use narration to archive a meeting, so that presenters or absentees can review the presentation later and hear any comments made during the presentation.

## In this article

---

[About narration in a presentation](#)

[Record a narration before a presentation](#)

[Preview a narration](#)

[Re-record part of a narration](#)

[Record a narration during a presentation](#)

[Record comments on a slide](#)


[Set the slide timings manually](#)

[Turn the slide timings off](#)

---

## About narration in a presentation

You can either [record a narration before you run a presentation](#) or [record a narration during a presentation](#) 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. 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. However, sounds that are set to play when clicked will still play when you click them.

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

## Automatic slide timings and narration

As you record your narration, Microsoft Office PowerPoint 2007 automatically records the amount of time that you take on each slide. You can choose to save these slide timings with the narration when you are prompted to do so, or you can [set the slide timings manually](#). Slide timings are especially useful if you want the presentation to run automatically with your narration. You can [turn the timings off](#) when you don't want the presentation to use them.

## Embed or link a narration

You can either link or **embed** a narration.

When you embed a narration, the narration sound file becomes part of the presentation and travels with it, resulting in a larger file size for the presentation.

When you link a narration, the file size of the presentation is smaller, because the sound file is stored outside the presentation. You specify a location on your hard disk drive for the narration, and the sound file plays with the presentation. If you give the presentation on a different computer, you must move the linked sound file to that computer. The best way to move a presentation and its linked files is to use the Package for CD feature. Or you can manually update the links on the second computer by [deleting the narration](#) and then [adding back the narration sound file](#) before you deliver your presentation.


In addition, when you link narrations, you can go back later and edit the sound files by using a sound editing program.

**TIP** Accompany the narration [with slide notes](#). Because audiences have different needs and computer equipment, consider accompanying your narration with notes. Notes can benefit anyone who is hearing impaired or whose computer lacks a sound card. If you save your presentation as a Web page (.htm) file, the notes will appear beneath each slide as it is displayed. If you save the presentation as a presentation (.pptx) file, the audience can print the notes, or you can print the notes for them.

 [Top of Page](#)

## Record a narration before a presentation

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.
8. The narration is automatically saved, and a message appears asking if you want to save the timings for the presentation as well. Do one of the following:
  - To save the timings, click **Save**. Your slides appear in Slide Sorter view, with the slide timings shown below each slide.
  - To cancel the timings, click **Don't Save**. (You can [record the timings separately](#).)

**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. However, sounds that are set to play when clicked will still play when you click them.

[Top of Page](#)


## Preview a narration

1. On the slide, click the sound icon .
2. Under **Sound Tools**, on the **Options** tab, in the **Play** group, click **Preview**, or double-click the sound icon.



[Top of Page](#)

## Re-record part of a narration

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



3. Do one of the following:
  - If you already tested your microphone, click **OK**.
  - To test your microphone, click **Set Microphone Level**, follow the directions to set your microphone level, and then click **OK**.
4. If you selected the first slide to begin recording again, go to step 5.

If you selected a different slide to begin recording again, 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**.
5. In Slide Show view, record the narration for the slide, and then do one of the following:
    - To stop re-recording, press ESC.
    - To continue re-recording, click the mouse to advance to the next slide, speak the narration on the slide, and then click to the next slide to continue re-recording.
    - To end the re-recording before you go through all the slides, press ESC.
    - To re-record through all the slides, when you come to the black Exit screen, click it.
  6. The narration is automatically saved, and a message appears asking if you want to save the timings for the slides as well. Do one of the following:
    - To save the timings, click **Save**.
    - To cancel the timings, click **Don't Save**.

[Top of Page](#)

## Record a narration during a presentation

If you want to capture your own comments, the comments of your audience, or both during your presentation, you can turn on narration before you begin your presentation.

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**.
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, add your speaker comments along with any audience comments, and then click the slide to advance to the next slide. Repeat this process for all the slides in your presentation.

**TIP** To pause and 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.
8. The narration is automatically saved, and a message appears asking if you want to save the timings for the presentation as well. Do one of the following:
- To save the timings, click **Save**. Your slides appear in Slide Sorter view, with the slide timings shown below each slide.
  - To cancel the timings, click **Don't Save**.

[↑ 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 Clips** group, click the arrow under **Sound**, and then click **Record Sound**.



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

Office PowerPoint 2007 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 **Animations** tab, in the **Transition To This Slide** group, under **Advance Slide**, select the **Automatically 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.