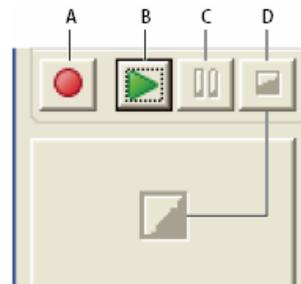


Adding Audio to PowerPoint Presentations with Adobe Presenter

There are two ways you can add audio to your PowerPoint presentation using Adobe Presenter. You can record your audio within PowerPoint or add existing WAV or MP3 format audio files to a presentation. This job aid will show you both of these options.

Recording Your Own Audio

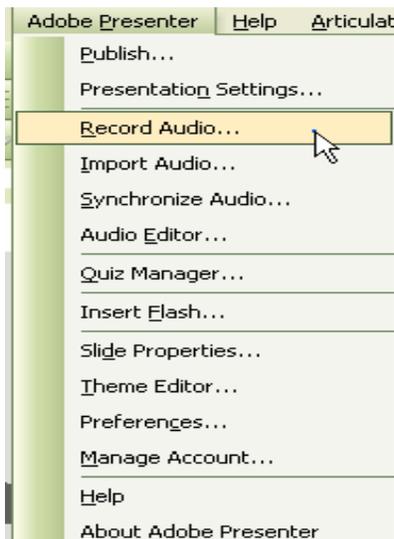
You will need a microphone connected to your computer to record audio for inclusion in a slide. The best choice is the headset type with an attached boom mic.



Record audio buttons

A. Record B. Play C. Pause D. Stop

1. In PowerPoint, open a presentation (PPT file).
2. Before you begin recording, you must first calibrate your microphone for recording. You must set the microphone or recording device to the correct recording level. Presenter can detect optimal microphone and recording sensitivity levels automatically.
3. Click on Record Audio option in the Adobe Presenter menu located in the Microsoft PowerPoint menu bar.



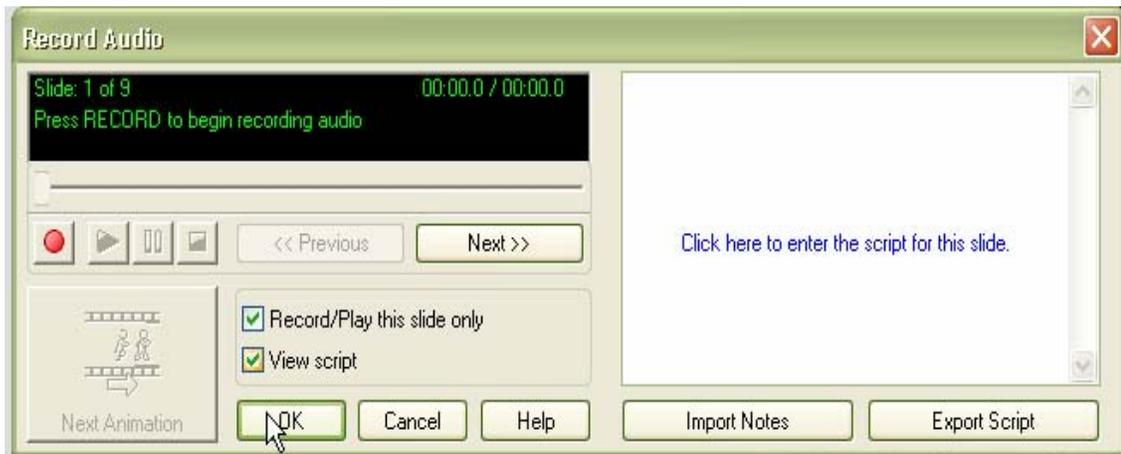
- The Set Microphone Recording Level dialog box appears. To select the correct recording level, speak the following sentence into the microphone until the red recording window becomes green: "I am setting my microphone recording level for use with Presenter. " When you finish, click OK.



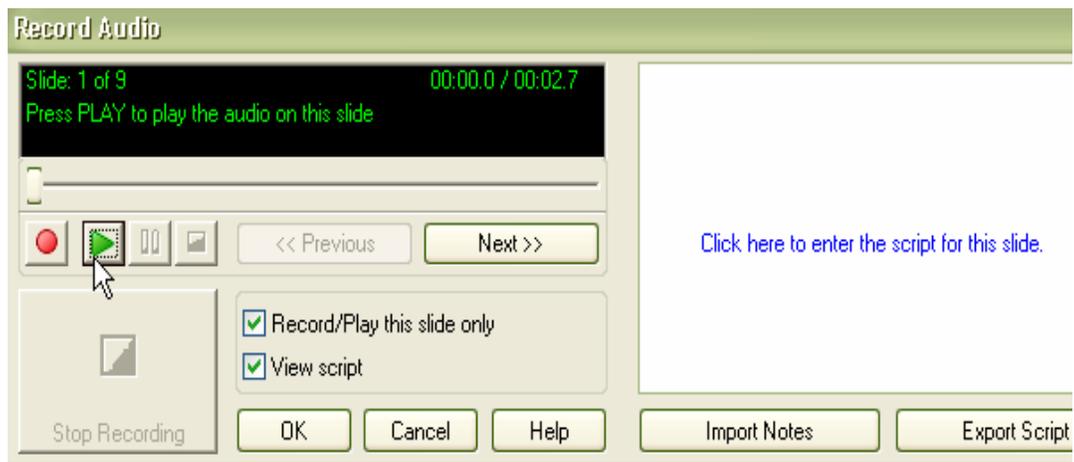
- To begin recording the audio for the slide, click Record Audio and speak into your microphone.



- Beneath the playback controls are two check boxes. Selecting the checkbox labeled “Record/Play this slide only” will cause the recording to stop between slides. If you have added slide notes for narration, clicking on the checkbox labeled “View script” and then clicking the “Import Notes” button will display the notes. You can also enter the script directly by clicking in the text box. Clicking the “Export Script” button will then place the narration into the slide notes section in PowerPoint.



- When you have completed the narration for the slide, click Stop Recording. Presenter converts the audio to MP3 format.
- Click Play to listen to the recording.



9. (Optional) Click Previous or Next to record audio for another slide.



10. When you finish, click OK. You must now save the PowerPoint presentation by clicking on the save button.

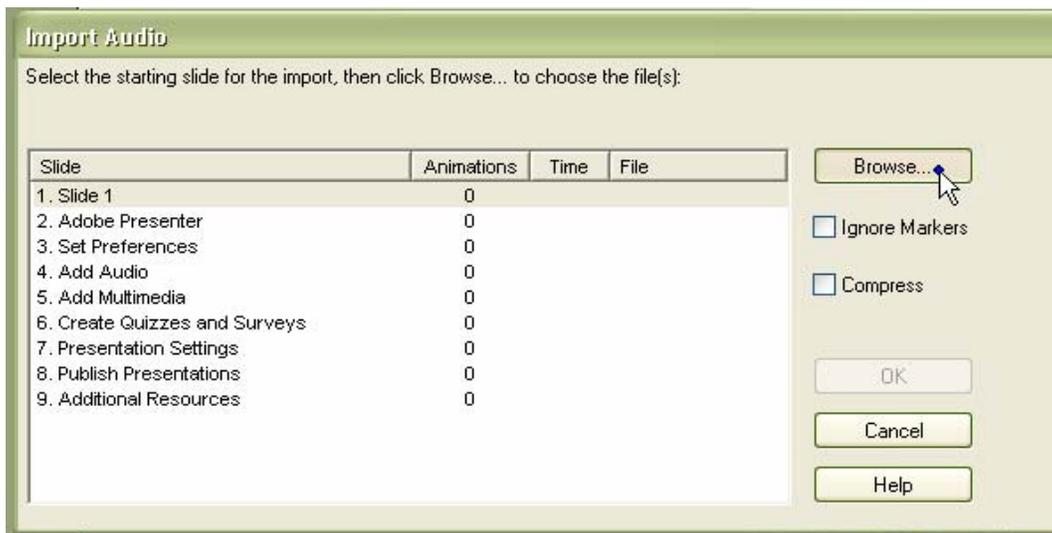
Adding Existing Audio Files to a Presentation

You can add existing WAV or MP3 format audio files, which you might have recorded using a different recording software, to a presentation. Simply import the files and use them as narration or instructions.

1. In PowerPoint, open a presentation (PPT file).
2. From the Adobe Presenter menu, select Import Audio.



3. Select the slide to which you want to add the audio file.
4. Click Browse and navigate to the audio file (WAV or MP3) you want to add to the slide.



5. Select the audio file and click Open. (You can add multiple files. If you select more than one, the first audio file is added to the slide you selected in step 3, the next file to the slide immediately following, and so on.) Presenter adds the audio file to the selected slide. The name of the audio file appears in the File column, and the length of the audio file appears in the Time column.
6. Note: You can add as many audio files as you want, but they cannot exceed more than 90 minutes of audio per slide in a presentation.
7. (Optional) Select the Ignore Markers option to ignore any sound markers placed in the audio file.
8. (Optional) Select the Compress option to reduce the size of the imported audio file. We recommend compressing audio files when possible. Audio files that are not compressed require significantly more storage space than compressed audio. However, if you have an audio file created with high-quality settings and you want to retain the quality level, consider leaving this option unselected. (Please note that selecting the Compress option will compress all audio in the presentation, not just imported audio. For example, if you use the record audio feature to record some voiceover narration for a slide, that audio file will also be compressed.)