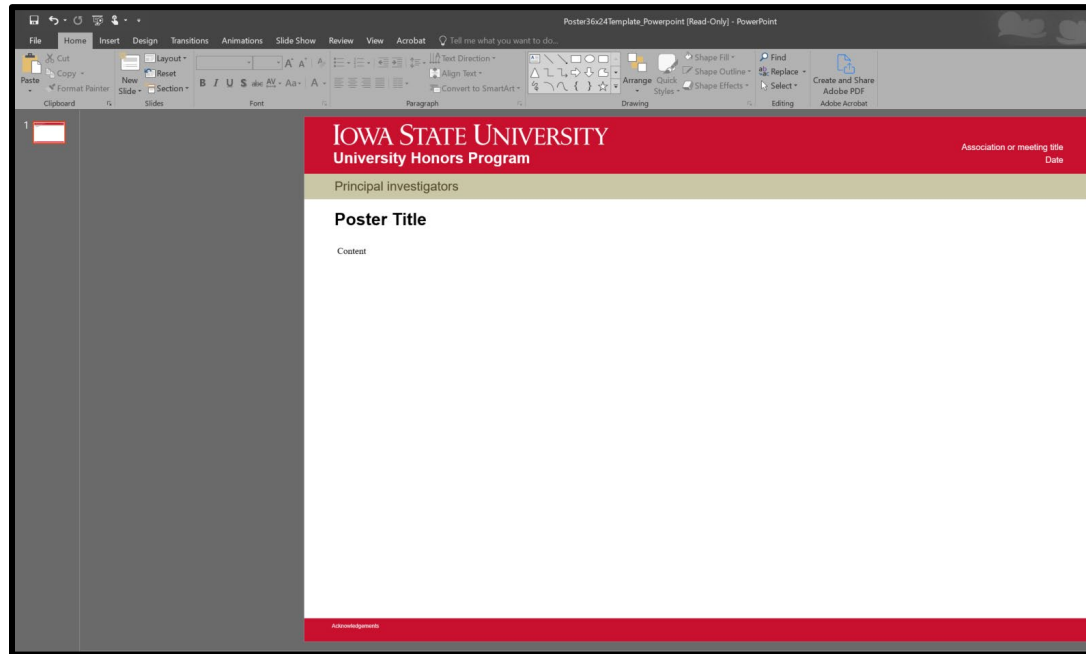


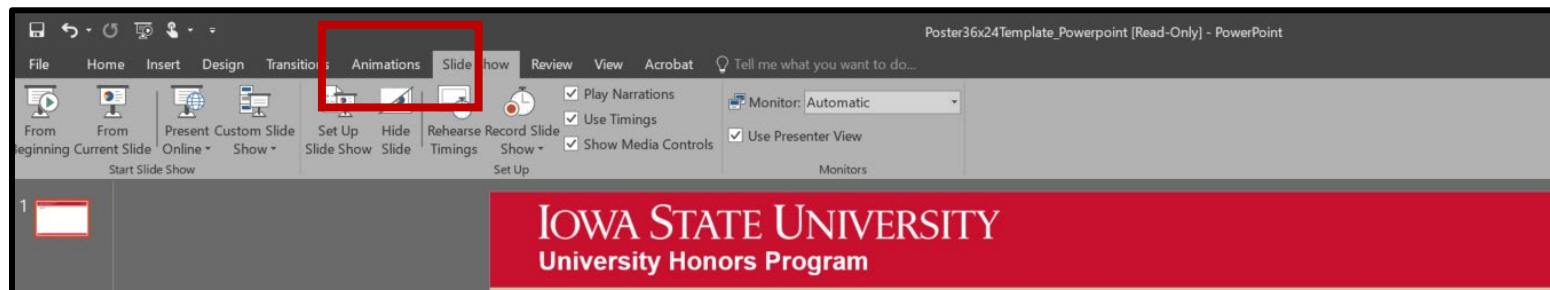
# Instructions for Recording Voiceover in PowerPoint

Iowa State Honors Program VIRTUAL Poster Presentation

## Step 1 – Open your poster in PowerPoint



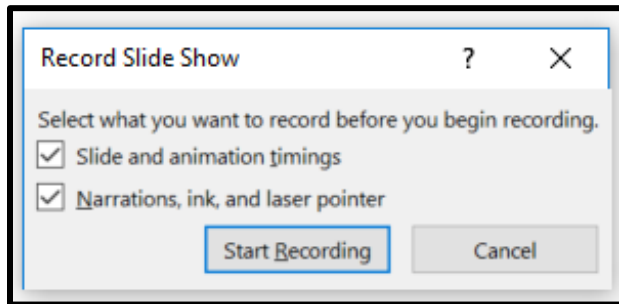
## Step 2 – Click “Slide Show” on the upper ribbon menu



**Step 3** – Click “Record Slide Show”



**Step 4** – The following menu will appear; leave both boxes filled and click “Start Recording”



**Step 5** – PowerPoint will open a new window AND automatically start recording audio once “Start Recording” is clicked

**Step 6** – Record your 5-minute audio and click the NEXT arrow (pointing RIGHT) when finished (yellow button depicted below)

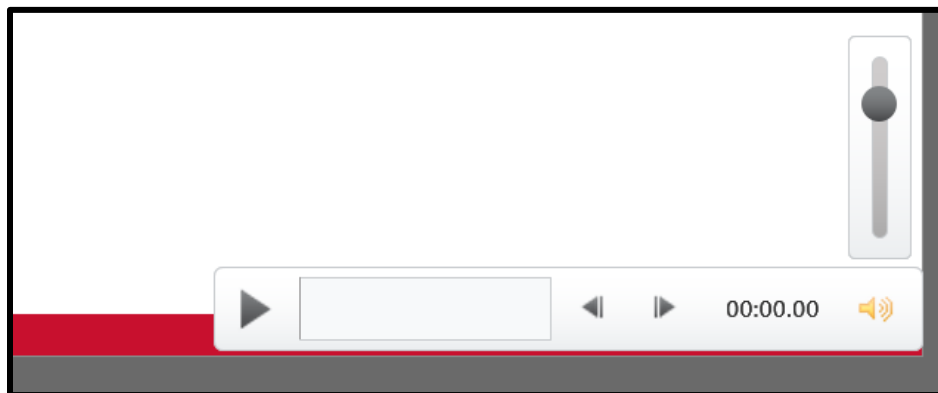


**Step 7** – PowerPoint will bring you back to the original window. A small icon will appear in the bottom-right corner of the slide itself.

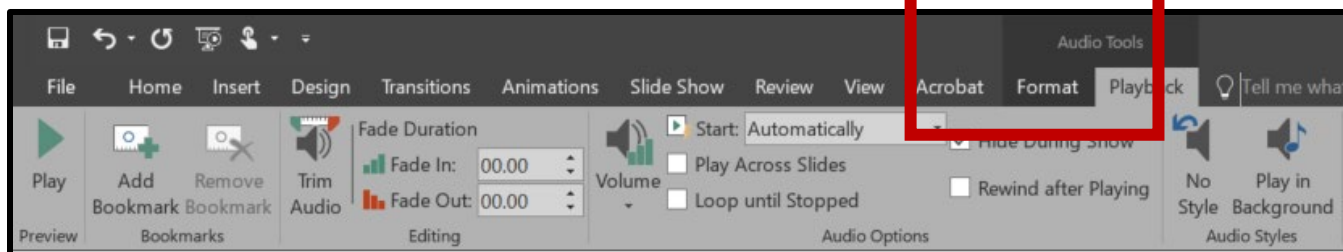


**Step 8** – Click the icon to see options for playback; review your recording and re-record if desired

**\*\*NOTE: A new recording will override the original**



**Step 9** – Trim and alter the recording as desired using the “Playback” tab



**Step 10** – Click “File”, then “Save As”; from the “Save as type” drop-down menu, select “MPEG-4 Video”

