

Record Audio in PowerPoint

1. **Navigate** to the slide you wish to record your voice
2. Click on the **Insert** tab
3. Click on **Audio** and select **Record Audio**
4. Click the **red dot** to record
5. Click the **square** to stop recording, then click OK.
6. An audio icon appears on the slide. **Click and drag** to move to one side
7. To set audio to play automatically:
 - a. Click on the **audio icon** on the slide
 - b. Click on the **Playback** tab
 - c. For **Start**: click the drop-down menu and select **Automatically**
8. **Type** what you recorded in the notes section to provide an alternative mean for people with hearing difficulties
9. To delete audio and start over, select the **audio icon** and hit **Delete** on your keyboard
10. Navigate to next slide and repeat steps 2-7
11. When completed, save the file and upload it to Blackboard