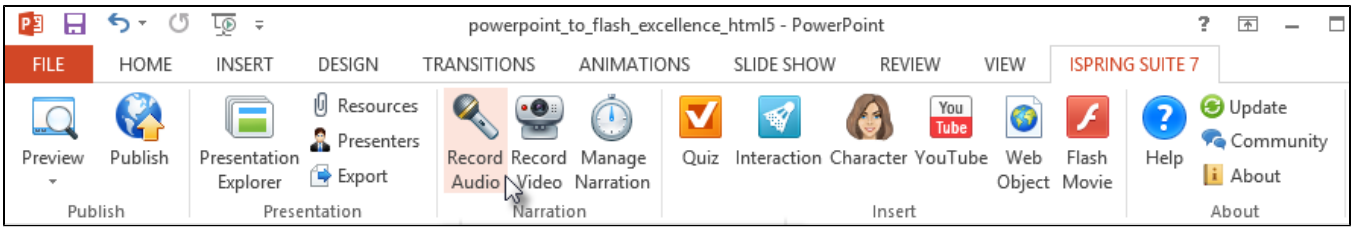
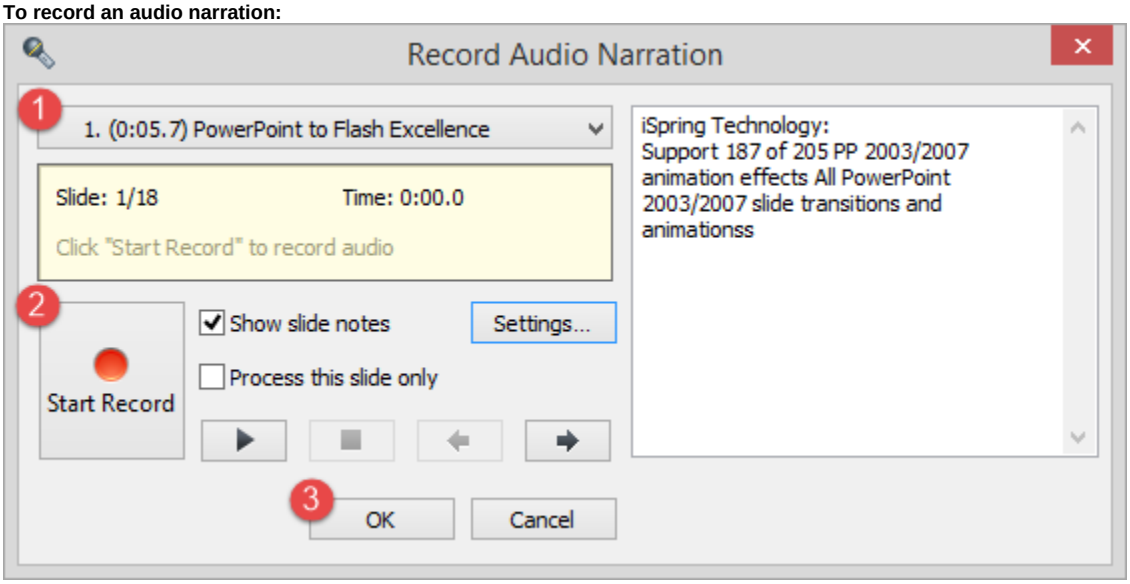
Recording Audio

You can record audio narrations by reading aloud your text notices or any other verbal announcements and synchronizing them with your slideshow. Just click the **Record Audio** button to launch the Record Audio Narration wizard.



To record an audio narration:



1. Choose the slide where you would like to record audio narration from the drop-down list of slides.
2. Click **Start record** to start recording your audio narration.
3. Click **OK** to apply the changes or **Cancel** to quit Record Audio narrations without saving any changes.

Table 1. Audio Recording Options

Option	Description
Drop-down Slide list	Choose the slide where you want to record audio
Start record / Next animation/ Next slide/ Stop	Click to start audio recording/ Click to advance to the next animation/ Click to advance to the next slide/ Click to stop
Show slide notes	Select this checkbox to show text notices for the slide
Process this slide only	Select this checkbox to process one chosen slide only
Prompt to overwrite existing audio	Select this checkbox if you want to be prompted to rerecord an existing audio
Settings	Click to select an audio recording device
Play/Pause button	Click to play/pause recorded audio
Stop button	Click to stop recorded audio
Left arrow button	Click to go to the previous slide
Right arrow button	Click to go to the next slide