

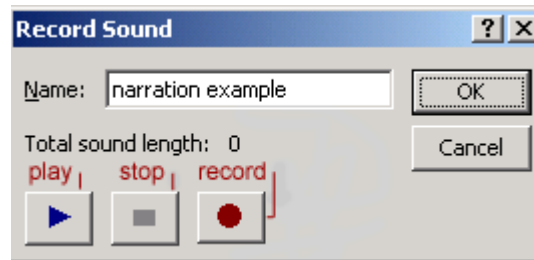
## Recording your own sound files in PowerPoint

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To record sound files, you need to plug a microphone into the **mic** jack on your computer's sound card.


The following steps show you how to record a narration for a slide.

1. In **Normal** or **Slide View**, click on the slide you want to add a recording to.
2. Click the **Insert** menu < **Movies and Sounds** < **Record Sound**.
3. When the **Record Sound** dialog box appears, type a name for your recording in the Name box.



4. Use the Play, Stop, and Record buttons to record your narration.
5. Press the Record button to begin recording your narration.
6. Press the Stop button when you are finished recording your narration.

**NOTE:** If you want to change your recording, you need to delete it and start over. Hit the **Cancel** button from the Record Sound dialog, or select the  icon on the slide and hit **Delete**.

7. When you are satisfied with your recording, click **OK**. The Record Sound dialog box will close, and a speaker icon  will appear in the middle of your slide. You can resize this icon or move it to other parts of the slide.

With information from <http://gethelp.library.upenn.edu/workshops/biomed/ppt/sound.html>