

Purpose

Use this procedure to add narration to a slide in an Articulate Presentation.

Trigger

Perform this procedure when you need to add narration to an Articulate presentation.

Prerequisites

- Microphone installed
- Testing of the microphone for sound quality

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

Articulate

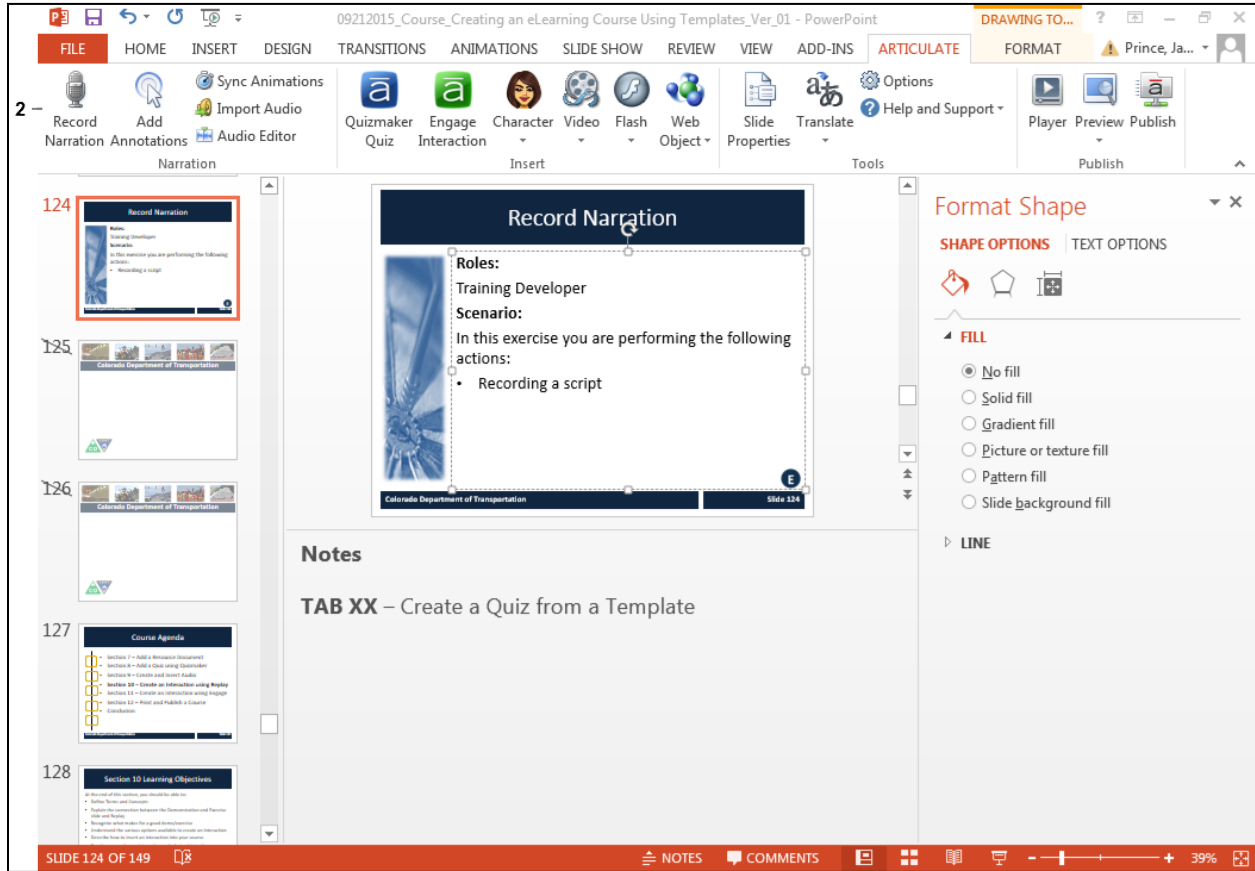
Helpful Hints

- Refer to the *Preparing for Recording* and *Writing a Script* documents for help with the setup.
- Refer to the Edit Audio file one you are done to make changes to the sound file.
- If you are recording the sound file in Audacity refer to the Import Audio work instruction for help.

Procedure

1. Start the transaction from the Articulate ribbon of an open PowerPoint Presentation.

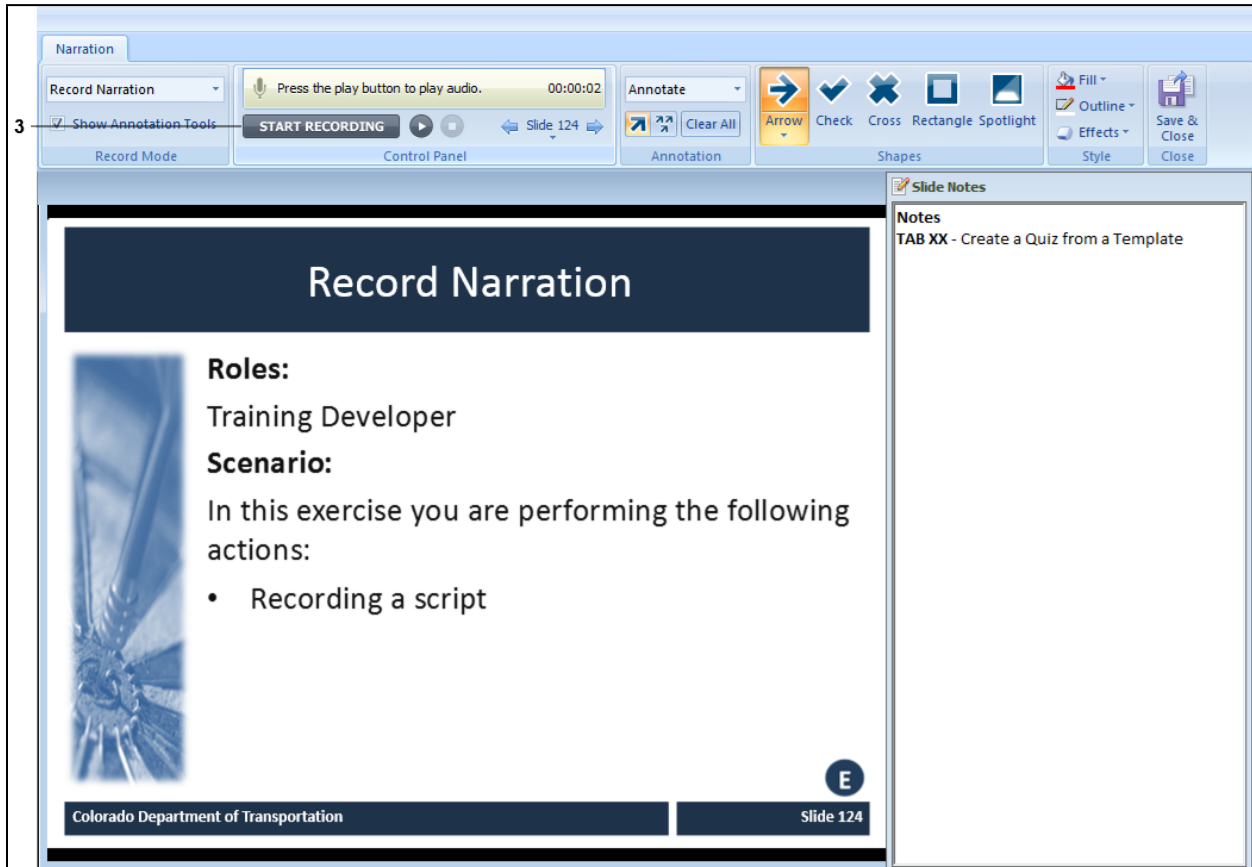
Desktop



Record

2. Click **Record Narration** button *Narration* . The *Narration* screen displays.

Narration

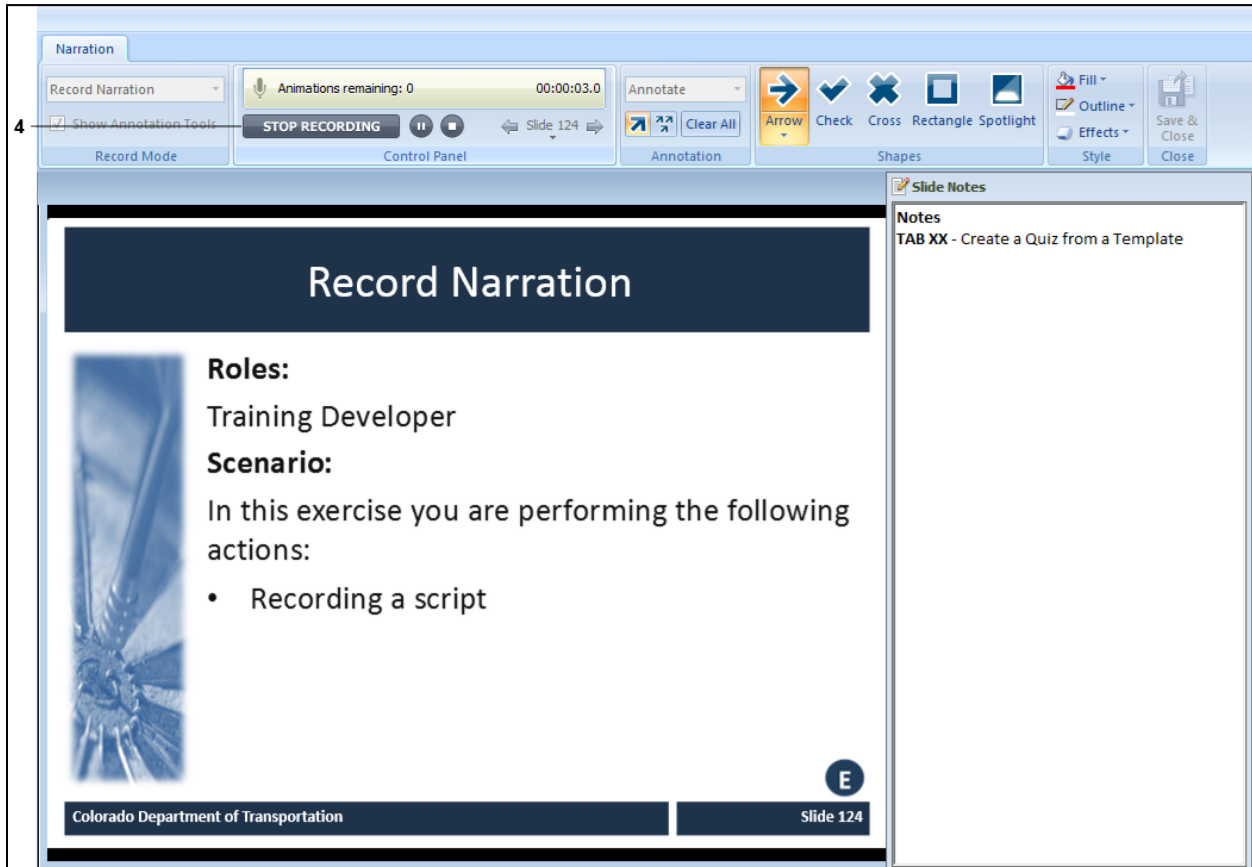


3. Click **Start Recording**  and read the script located under Slide Notes.



Pausing for a second before you begin the narration and after you stop ensures the recording is not cut off and you get a good recording. You are able to edit the silence out using the **Audio Editor** feature.

Narration



4. **STOP RECORDING**

Record Narration

Roles:
Training Developer

Scenario:
In this exercise you are performing the following actions:

- Recording a script

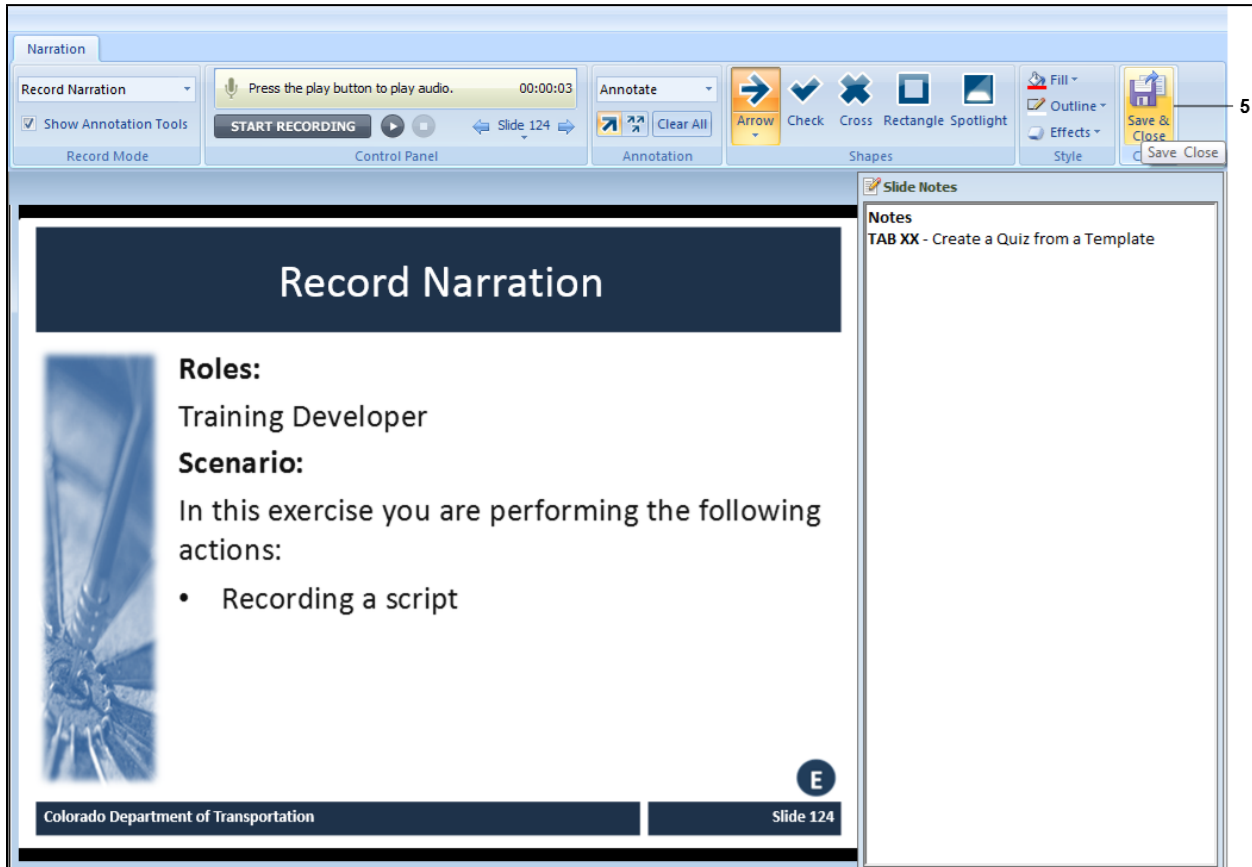
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4. Click **Stop Recording** **STOP RECORDING** once you are done reading the script.



The screens in Articulate are dynamic and change according to what you have clicked on. Clicking on the **Stop Recording** button allows you to then use the **Play** button to hear the narration as shown in the screen below.

Narration



5. Click **Save & Close** button . The PowerPoint presentation displays.



Prior to exiting the recording it is strongly encouraged that you listen to the recording to confirm the quality. If you need to record the narration again, click the **Start Recording** button and re-record the script. This overwrites the previous version of the narration.

Result

You have recorded narration for your presentation.

For feedback on this document, please contact dot_SAPSupport@state.co.us.