1. On the slide that you would like to record narration, click **Insert** tab, then click **Audio**.

2. Click **Record Audio**.

3. Click ![Record Audio](image) to begin recording. **Note**: A microphone must be connected to computer e.g. through a head set with microphone.

4. Click ![Stop Recording](image) to stop recording.

5. Click ![Exit Record Mode](image) to exit the record mode.

6. Click ![Playback](image) to playback recording. If recording is not acceptable, then delete and re-record using the above steps. Repeat this process until narration is satisfactory.

7. When previewing or playing slide show, click or mouse over then ![Start](image) to play recorded narration. Or set the audio to start automatically when the slide plays in the presentation.