Adding Audio to a Presenter File

Presenter lets you record your own audio files or import existing files. Recorded files are saved in mp3 format. Imported files can be in WAV or mp3 format. Stereo files are imported as stereo, and mono files are imported as mono.

Audio files included in presentations are saved within the audio assets folder; the PPCX file contains metadata about audio files. Presentations with a PPC file (created with versions of Presenter before Version 7) must be converted to PPCX to enable Adobe Presenter features.
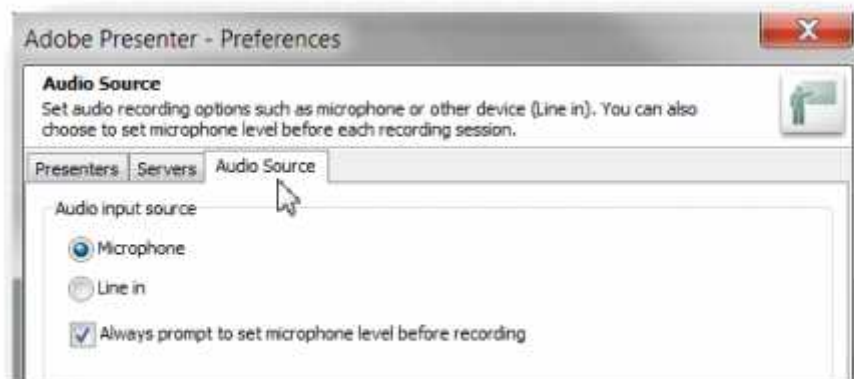
Note: *If you move or copy presentation files, be sure to zip all files, including the audio assets folder - moving or copying the audio assets folder without the PPCX file may lead to the loss of the audio files. It is not recommended to rename the PowerPoint file after the audio has been added to the file. If it is required it must be done using the "Save As" feature which will create a new media PPCX file with the audio folder in the designated spot.*

Recording Audio

The sound card installed in your computer acts as a digital recorder for audio. However, we recommend not using the internal microphone that comes with most computers. Use a headset *or* professional-quality microphone cable and a stand to hold the microphone while you are recording.
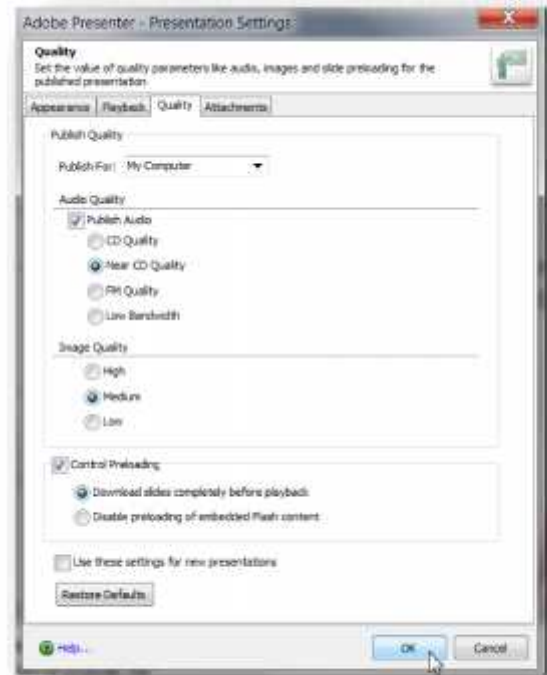
Select Audio Source

1. Open your PowerPoint file and select the Presenter tab, then click on Preferences in the toolbar.
2. Select the Audio Source tab.
3. In the Audio Input Source area, select either Microphone or Line In.
4. (Optional) Select the *Always prompt to set microphone level before recording* option if you want to calibrate the microphone before each recording session. Calibrating is useful if you use different microphones or your recording environment changes (i.e., a quiet room versus room with background noise).
5. Click **OK** at the bottom of the dialog box.

Set Audio Quality

1. Still in the **Presenter** tab, select **Settings** from the toolbar.
2. Select the **Quality** tab.
3. Select an audio quality level. Remember that a higher quality level results in a larger audio file size.
   a. **CD Quality (stereo or mono)** Bit rate of up to 128 Kbps and sampling frequency of 44 Khz
   b. **Near CD Quality (stereo or mono)** Bit rate of up to 112 Kbps and sampling frequency of 44 Khz
   c. **FM Radio Quality (stereo)** Bit rate of up to 64 Kbps and sampling frequency of 44 Khz
   d. **Low Bandwidth (mono)** Bit rate of up to 32 Kbps and sampling frequency of 22 Khz.
4. (Optional) If users might view your presentation on computers with slow connection speeds, select **Control Preloading**, then select *Download slides completely before playback*. When enabled, it takes longer for the presentation to start, but the slides play more smoothly.
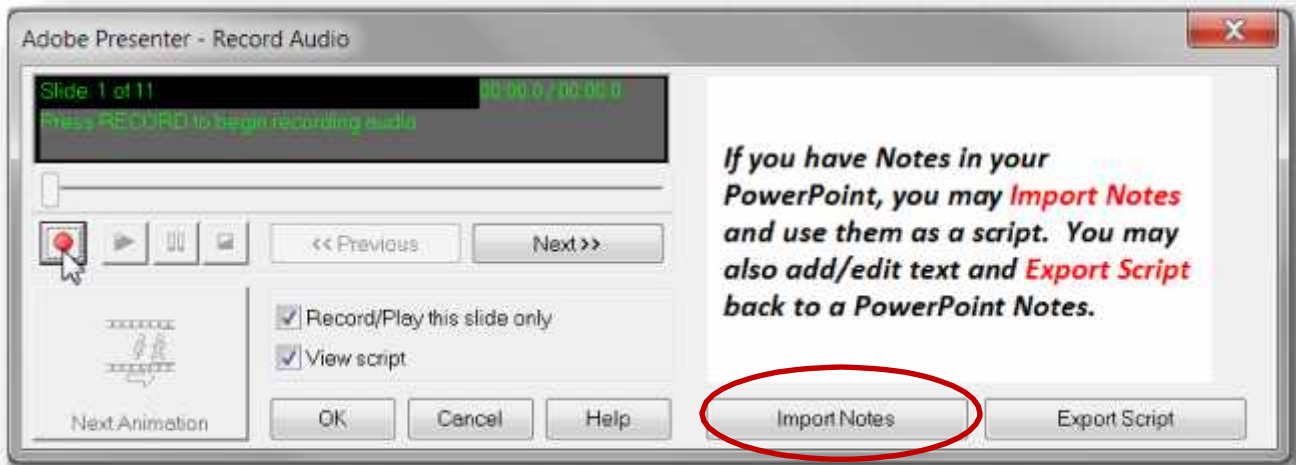5. Click **OK**.

Start Recording

1. Audio files are recorded *per slide*.

2. You will be prompted to calibrate your microphone. Speak into the microphone, when the levels are OK the red **Checking Input Level** will turn to the green **Input Level OK**. Click **OK**.
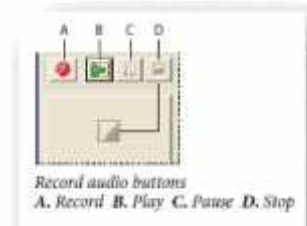

3. Before you begin recording, if you wish to import your PowerPoint notes to use as a script, click **on Import Notes**.

4. Click the **Record Audio** button to begin recording. Speak into the microphone or recording device.

5. When you finish, click the **Stop Recording** button. Presenter converts the audio to mp3 format.

6. Click the **Play** button to listen to the recording.

   Note: If are using a headset, unplug it if you wish to listen to the audio file through the computer speakers.
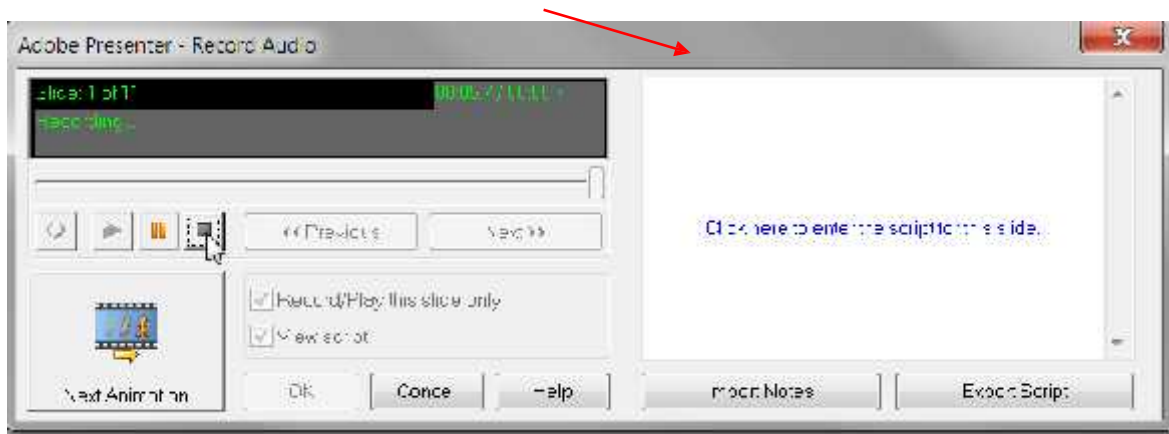
7. You now have the option to finish recording audio for this slide by clicking **OK**; or you may wish to click **Previous** or **Next** to record audio for another slide.

Tip: *To ensure you are capturing your narration, wait a couple of seconds to begin speaking after you start your recording, and wait a couple of seconds to stop recording after you have finished speaking. You can always edit out the extra space at the beginning and end of every audio file.*
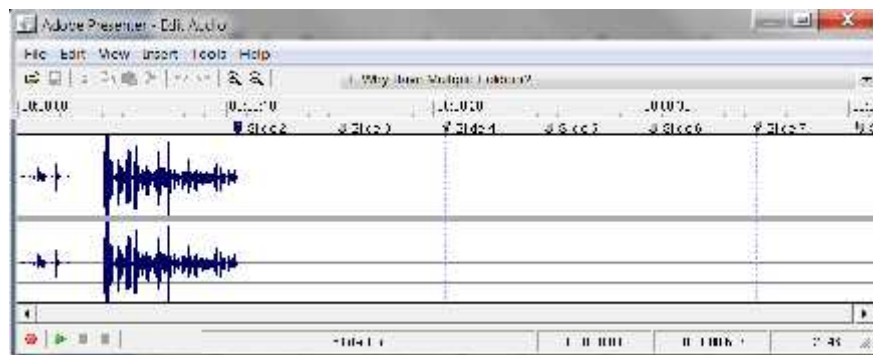
Slides with Animation

If you have animation on your PowerPoint slide, you may wish to time your audio narration with the entrance of each animated object, such as a list item. You may do so by clicking on **Next Animation**.
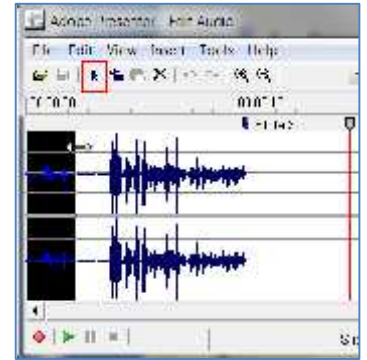

Editing Audio

1. Make sure you are on the slide which contains the audio file you wish to edit. In the Presenter tab, click on **Edit Audio**.
2. Your audio file for that particular slide will open in the **Edit Audio** dialogue box.
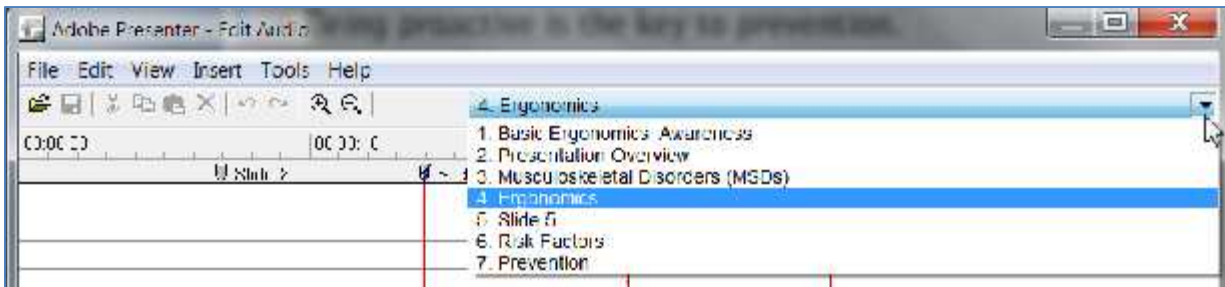

3. By placing your cursor in the audio file and dragging, you may highlight (in black) any portion of the audio that you wish to delete. Click on the **Cut icon** (scissors) will delete the file.

4. You may also place you cursor on a particular place on the waveform and

    a. **Import** an existing audio file.

    b. Add **silence** or **record** additional narration.

5. You may also jump to another audio file associated with a different slide.

6. Be sure to **save** any edits you make to your audio file.