

Adobe Presenter – Recording audio

After you have imported your slide notes, you are ready to begin recording. We recommend that if you will be doing the audio recording in your office or other environment, that you consider the following:

- Make the environment as quiet as possible. Disable cell phone ringers, phone ringers and any other devices that may unexpectedly make sound during the recording process.
- Close out of email and your Instant Messenger software.
- Use a good quality headset. While desktop microphones are tempting, they also pick up a great deal of ambient and background noise.

Record your Script

1. Open the “Course_Introduction_Web_2.0” PowerPoint presentation located on your desktop
2. Select the Adobe Presenter tab from the PowerPoint menu
3. Select the Record Audio button
4. Calibrate your microphone by following the instructions in the Set Microphone Recording Level dialog box
5. Click OK
6. You are now presented with the Record Audio dialog box. Pay attention to the Record, Play, Pause, and Stop buttons along with the Previous, Next, and Next Slide buttons.
7. There are several different ways to record your audio for your presentation – record the entire presentation at one time, record with animations, and record each slide individually. For this exercise you’ll record one slide a time.
 - o To record one slide at a time::
 - a. Check the box Record/Play this slide only
 - b. Click the Record button (red circle)
 - c. Speak into the microphone
 - d. When you are done recording this slide, click the Stop Recording button
 - e. Click Next
 - f. Repeat these steps until all your slides have been recorded
8. Click the Play button to listen to the recording.
9. If the audio is acceptable, go to step 8 BUT if you need to re-record, go back to step 5 and re-record
10. When you have recorded audio for all of the slides, click OK

