



# MS PowerPoint: Voice Recordings

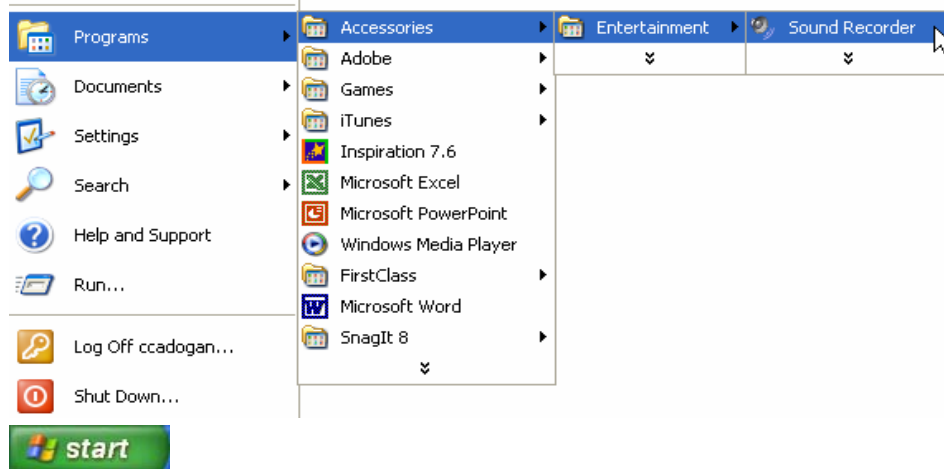
Windows version 2002

**You can record voice or sound files that can be inserted into the PowerPoint presentation.**

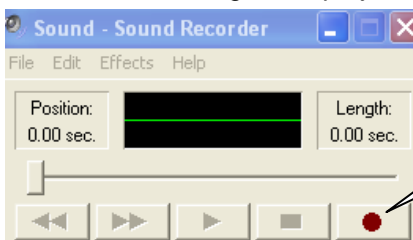
## To make a recording:

Note: the following instructions are intended for use with Windows XP. Access to the built-in Voice Recorder (found in the Accessories folder) is necessary for this process.

Attach a microphone or headphone with built-in microphone to the computer.  
Go to Start>Programs>Accessories>Entertainment>Sound Recorder



Click the record button and record your sound clip. Click the stop button to end the recording. Save the recording in the project folder that you created for the PowerPoint project.



Go to File>Save and save the sound clip in your PowerPoint project folder.

