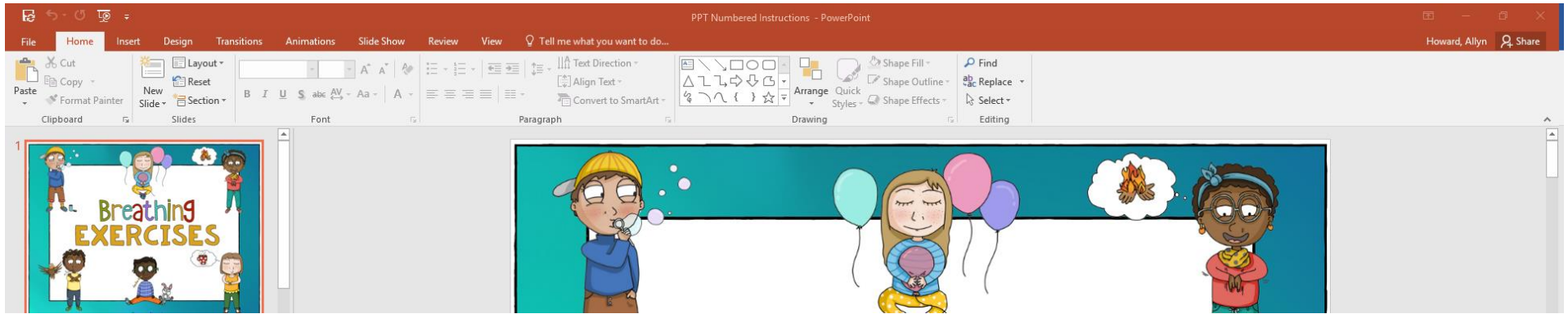
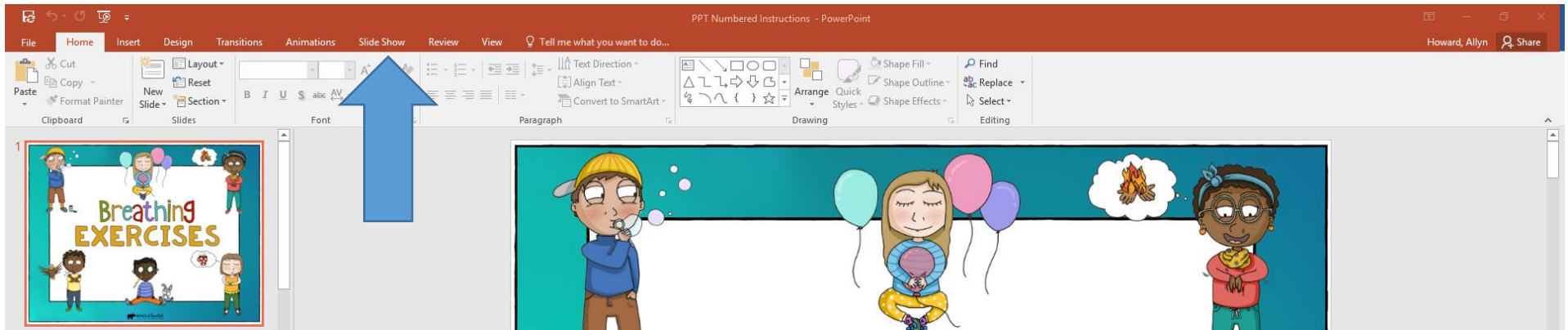


Adding Voice Over to Microsoft Power Point Slides

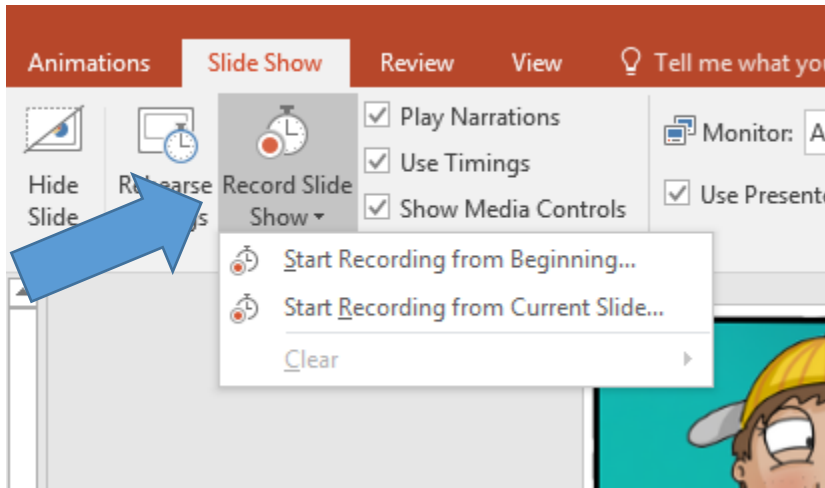
Open an existing or create a new Power Point presentation.



Once you are ready to add voice over, select the "Slide Show" tab at the top.



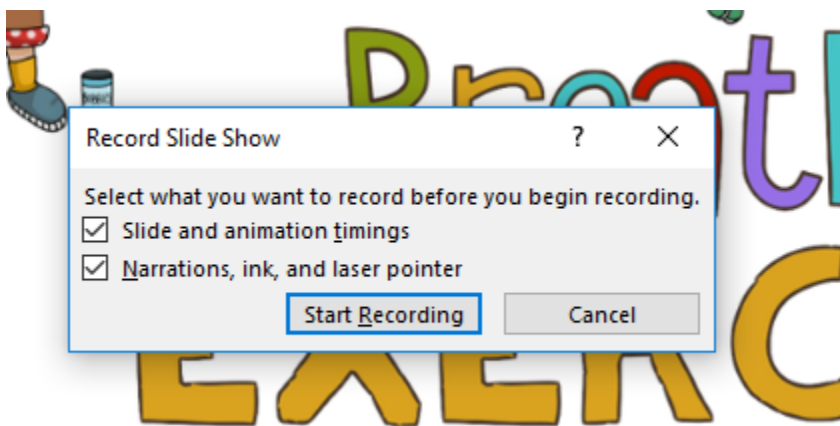
Then select “Record Slide Show” for the dropdown to appear.



I would recommend starting your recording from the current slide, and working slide by slide in case you make an error, you only have to re-record the slide versus re-recording the entire presentation, but this up to you.

Additionally, I would make sure that “Play Narrations”, “Use Timings” and “Show Media Controls” are all checked so you can capture slide transitions and screen edits if you opt to add them.

Once you choose, a final approval box will appear where you will “Start Recording”



Once you start recording the presentation will automatically transition to full screen mode. There is a very short delay so I would wait 1-2 seconds before beginning to speak. You will know you are recording by the small, grey “Recording” box in the upper left corner.



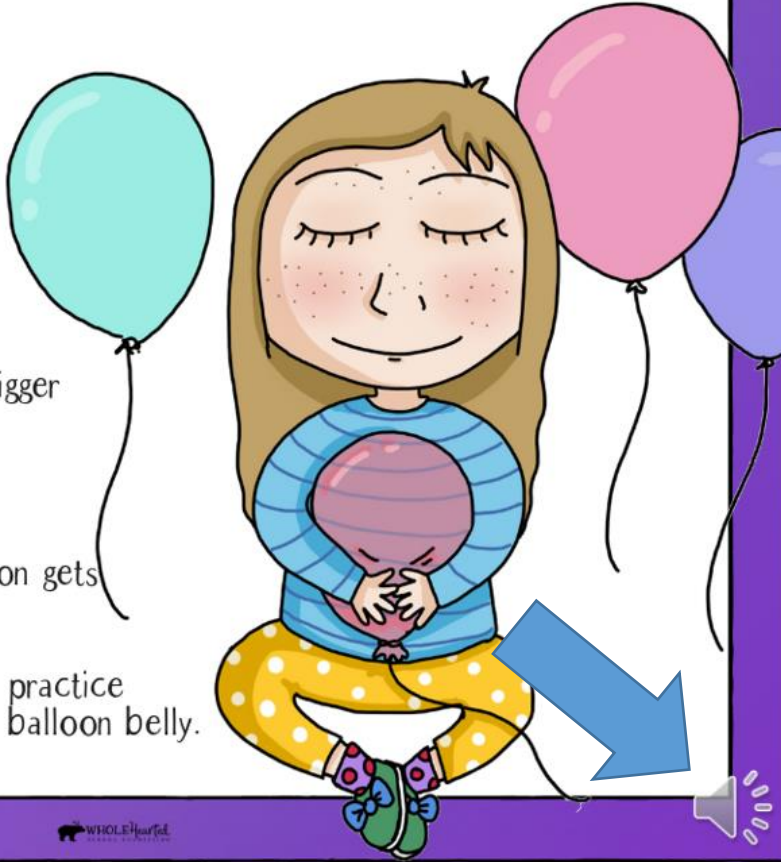
To transition to the next slide you can select the first right arrow. You may pause by selecting the pause key. When you are done recording, hit the “X” to stop.



You will know your recording was successful by the speaker icon in the lower right corner of your slide

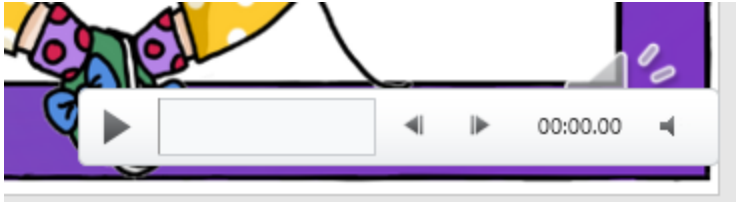
Balloon BELLY

1. Pretend that your belly is like a balloon.
2. Take in a slow, strong breath.
3. Notice how the balloon gets bigger as it inflates with air.
4. Slowly breathe out.
5. Pay attention to how the balloon gets smaller as it deflates.
6. Take a few, quiet moments to practice slowly inflating and deflating your balloon belly.

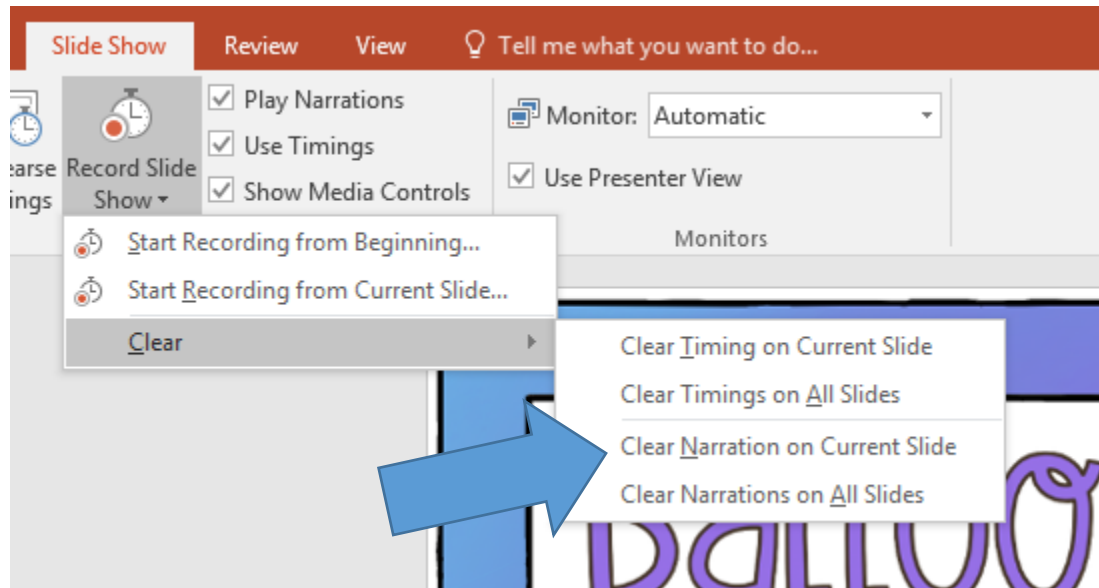
A cartoon illustration of a girl with long brown hair, freckles, and closed eyes, sitting in a meditative pose. She is wearing a blue and white striped long-sleeved shirt and yellow pants with white polka dots. She is holding a pink balloon against her belly. There are three other balloons around her: a teal one to the left, a pink one to the right, and a purple one partially visible on the far right. A large blue arrow points from the girl's belly towards a small speaker icon in the bottom right corner of the slide frame. The slide has a purple border and a white background for the text and illustration.

WHOLEhearted

You can listen to your recording by clicking on the icon.



If you would like to clear your narrations you can do so by returning to the “Record Slide Show” dropdown. Just be cautious not to Clear **ALL** slides (unless that is your intent).



Once you are all done, you can play your presentation “From Beginning” to hear the audio and slide will transition automatically.