

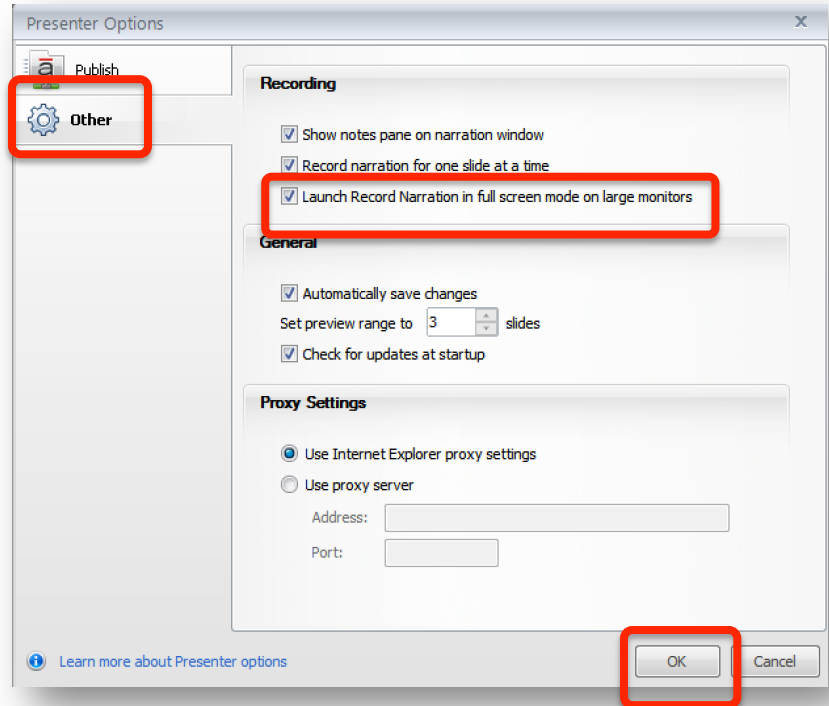
BASIC NARRATION



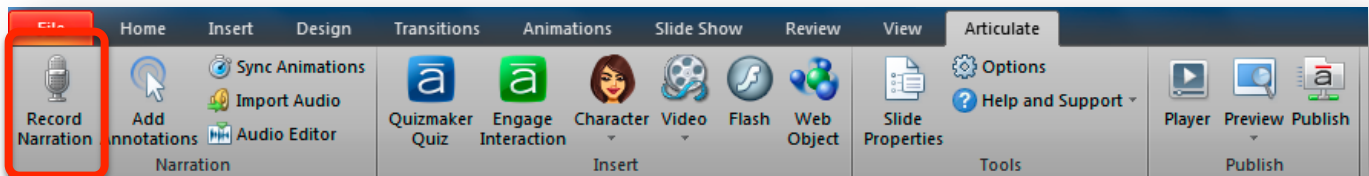
Quick Starting Tip!

The record narration screen defaults to sitting in the lower right hand side of the screen. To make your recording experience better, you may want to change a setting before you begin.

- Click the “Options” button on the Articulate button.
- When the “Presenter Options” window appears, navigate to the “Other” tab.
- Check the option for “Launch Record Narration in full screen mode on large monitors”.
- Click OK to go back to your presentation.

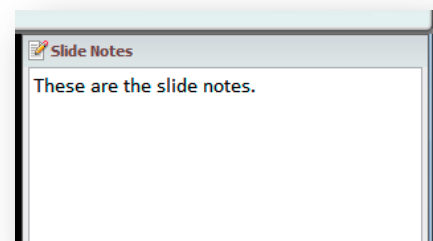


1. From the Articulate ribbon, click the “Record Narration” button.

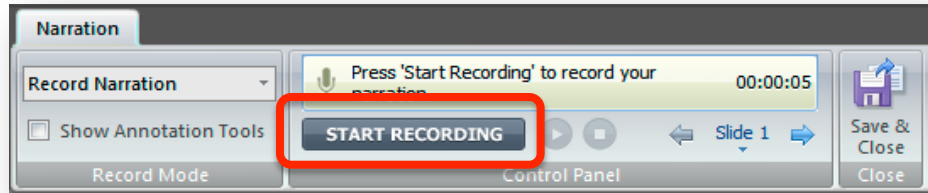


2. After a moment, the PowerPoint window will be replaced by the Articulate recording interface.

This pop up window also shows the “Slide Notes” for that slide. The text that appears in the Slide Notes is the same exact text that is shown in PowerPoint's Speaker Notes below a slide. If you have chosen to have the Slide Notes shown in your Articulate Presentation, learners will be able to view what you have written here. You may also decide to not show the Slide Notes, which is a setting you can change on the “Player Template”. You can find more on this on page 9 of this document.

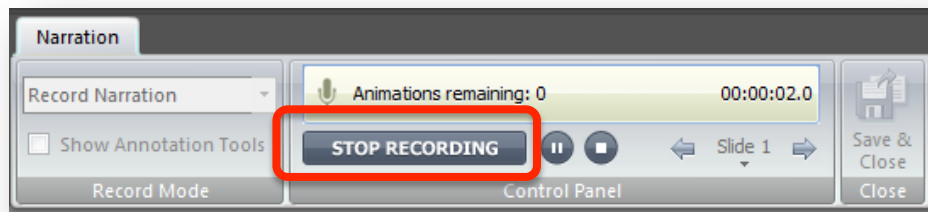


3. When you are ready to begin speaking, click “Start Recording”.



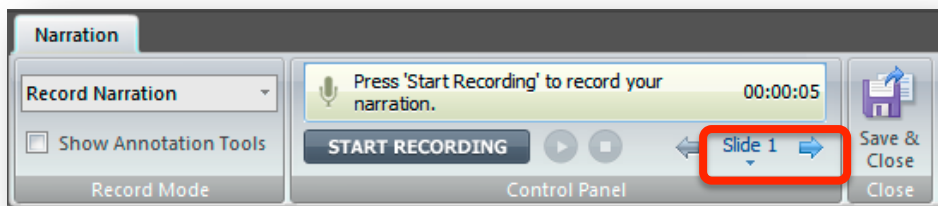
You will notice the triangle play button changes to a pause button and the text on the large gray button will have changed to “Stop Recording”. However, **if you have animations on your slide**, this gray button text will change to “Sync Animation”. Click the “Sync Animation” to trigger your next animation to play. Once all of the animations on the slide are complete, the button will change to “Stop Recording”.

You may pause your recording at anytime by clicking the pause button and then, resume by clicking the button a second time.



4. When you are done recording narration for the slide, click “Stop Recording”.

- **If you would like to hear the playback of what you have just recorded**, click the Play button.
- **If you are satisfied and ready to record the next slide**, click the blue arrow to move to the next slide. If there is a particular slide to which you would like to navigate, click the drop down arrow under “Slide #” and scroll to the slide that you would like to skip to.



- **If you would like to re-record this slide's narration**, click “Start Recording” to overwrite your previous audio and begin again. **Note:** Once you click the Start Recording button, the previous narration is removed, and you must re-record the narration for that slide. Unfortunately, there is no undo option.



Sound Check!

UCSF faculty, staff, and learners can take advantage of a quiet recording room equipped with a high quality microphone in the CL-245 Multimedia Room of the Kalmanovitz Library on the Parnassus campus. To reserve the space, go to http://tiny.ucsf.edu/reserve_mm

- In order to prevent data loss, periodically save your progress by clicking “Save & Close” from the recording interface. The main PowerPoint window will reappear. Save your PowerPoint presentation as you normally would. To return to the Articulate recording interface once again, click “Record Narration”.
- For working in CL245, make sure the microphone is connected to the computer via the USB cord. You will know the mic is turned on, if it has a red light on the front of it. (If the red light is blinking, this means that it is on mute.)
- Begin by doing a test recording, then listening to the playback to test your recording levels. To adjust the recording levels, use the "Gain" dial on the back of the microphone. For most people, turning the dial to about 1 or 2 o'clock produces good results. If your normal speaking voice is a bit loud, you may want to adjust the dial down, and closer to 11 or 12 o'clock. We recommend placing the mic about 12-18" from your mouth, and that you speak over top of the mic, rather than down into the mic.
- Close the door to allow for complete quiet in the room.
- **To learn more about best practices in recording narration,** here are two online resources:
 - A Brief eLearning Video on Writing Voice Over Scripts: <http://bit.ly/1d3EbXq>
 - An Articulate forum on Best Practices for Writing Scripts for Narration: <http://bit.ly/1eJfPAV>

ADDING ANIMATIONS

In addition to the recording narration tools, Articulate has options to add and sync animations and add annotations. To find these, click the check box to “Show annotation tools” on the left hand side.

