

# Instructions for using Articulate

1. Plug headset into computer

2. Open powerpoint

3. Click on the “Articulate” tab



4. Click on “Record Narration”



5. Press “Start Recording”



6. To pause recording press the pause button.

7. If there are animations on the page, press the “Next Animation” button to have the animation appear.



8. To end recording for current slide, press the “stop” button



9. To play back what you recorded for the slide, click on the “Play” icon button. If you don’t like the recording for the slide, press the record button again and re-record the audio for the slide.

10. To go to the next slide for audio recording there, click on the right arrow. You can go backward or forward and record the audio for any slides you want.



11. When done recording all slides, press “Save and Exit”



12. Close PowerPoint as you normally would and return laptop to Ed Tech

If you have questions or run into any problems, call Dale Voorhees at  
(407) 902-5176