

Adding Voice Recordings to Keynote

Recording in Keynote

When recording in Keynote, you have the ability to create one voice recording for the entire slideshow. This is a great option for short presentations.

To add a voice recording:

First open the Inspector which is located in the top area of the page.



Once it is open, click on the first tab to access the Document Inspector.

Once you are in the Document Inspector, click the "Audio" tab.

In "Soundtrack" area you can add background music to your Keynote.

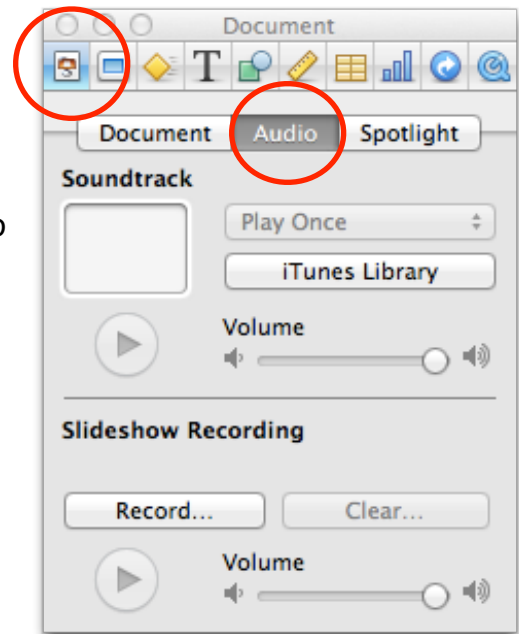
In the "Slideshow Recording" area, you can record a voice narration.

To begin recording, click the "Record..." button.

When the presentation opens in full screen view, you can begin recording.

Continue clicking and narrating through the entire presentation, and when you get to the end of the slideshow, it will automatically stop the presentation and end the recording.

If you want to re-record, you can click the "Clear" button and try the recording again.

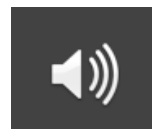


Adding Audio Files to Keynote Slides

Audio files can be created in either GarageBand or QuickTime. Once you have the audio files saved to your desktop, they can be easily dragged and dropped onto any Keynote slide.



The audio file will play when you go to that slide. The icon will be invisible in "Play" mode and will not print.



In the QuickTime Inspector you can change the default autoplay setting and check the box to have the recording "Start on click".

