HOW TO CREATE AN ILM
FOR POWER POINT
1. Review this 5-6 minute PowerPoint presentation with your computer speaker(s) on.

2. Click on the speaker icon 🎧 at the upper right corner to hear audio associated with each slide.

2. There may be multiple icons per slide, so be sure to listen to all of them.
How To Use This Independent Learning Module

1. Read the recommended pages in Costanzo: 332-342
2. Review this PowerPoint presentation with your computer speaker(s) on.
3. Click on this icon 🎧 to hear audio associated with each slide. There may be multiple icons per slide, so be sure to listen to all of them.
4. Complete the formative assessment at the end of this presentation.
5. Contact Dr. Standley at standley@email.arizona.edu if you have questions about the material.
6. Review material prior to the block exam.
RECOMMENDED LECTURE TEMPLATE

- Title Slide with contact information
- Objectives
- Thought Questions
- Outline
- Content Slides
- Summary of main points
- References
ADDING VOICE - OVER

- Next, do voice over
- Steps:
- Insert Button
• Step 2: Click downward facing small arrow below Audio button
• Step 3: Record
  • Click the 3rd option “record audio”
  • Drop down:
    a. Enter name of recording if desired (not necessary)
    b. Click on red button to record
    Middle button will turn blue:
    c. Click on middle blue button to stop recording.
    d. Click red button again to continue recording or click on blue button to stop.
    e. Click OK when done recording
• When OK is clicked, a speaker icon will appear in middle of slide.
• Drag speaker icon to desired on the slide.
• More than one speaker icon can be used on a slide. Click second speaker icon:

• Set audio timing by clicking on the speaker icon. tool bar.
Left click on speaker icon

- When OK is clicked, a speaker icon will appear in middle of slide.
- Drag speaker icon to desired on the slide.
- More than one speaker icon can be used on a slide.
- By clicking on the speaker icon on your slide an audio tools tab appears on the tool bar.
CLICK TO ADD TITLE

- When OK is clicked, a speaker icon will appear in middle of slide.
- Drag speaker icon to desired on the slide.
- More than one speaker icon can be used on a slide.
- By clicking on the speaker icon on your slide an audio tools tab appears on the tool bar.
SUMMARY

A. Design slides presentation
B. Voice over:
   1. Click on Insert (third tab from left on toolbar)
   2. Click on downward arrow of Audio
   3. Click on Record
   4. Label recording if desired - optional
   5. Click on red button to record
   6. Click on blue button to stop recording
   7. Click OK when done with recording
   8. Place speaker icon at desired location in slide and set audio timing