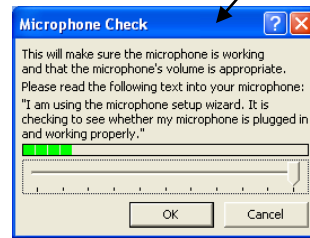
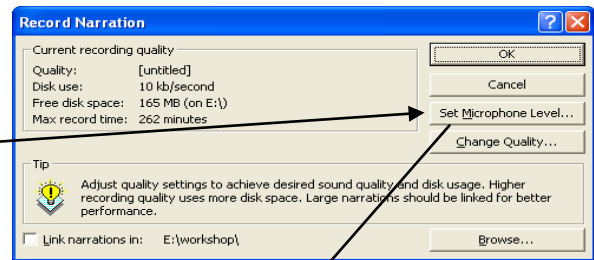
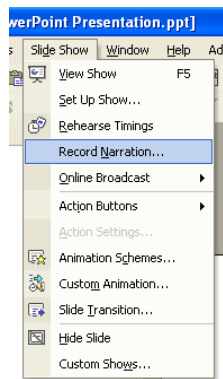


Impatica for PowerPoint – Impaticize Process

Adding Narration to PowerPoint

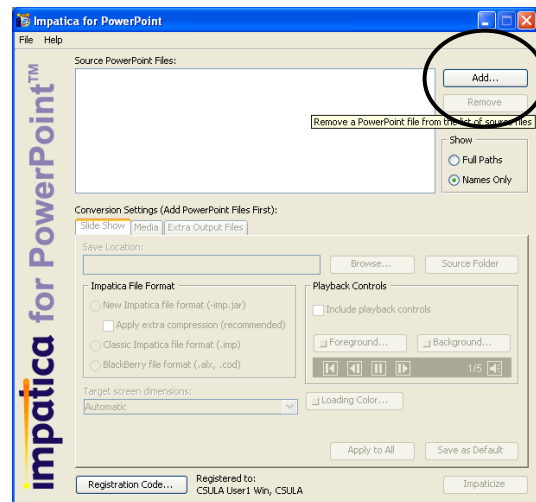
1. Select **Slide Show** Menu
2. Select **Record Narration** command
- Set Microphone level
- Use slider to set microphone record level



STEP 1 Open Impatica for PowerPoint

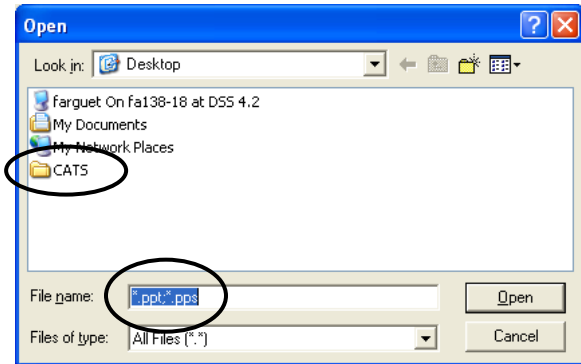
Begin by opening Impatica for PowerPoint.

1. Click the **Add** button to begin to "Impaticize" your presentation. A new window will open.



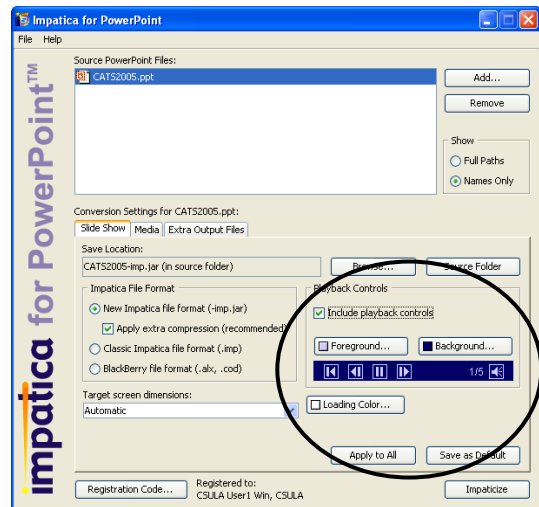
STEP 2
Locate your PowerPoint File(s)

. Locate your saved PowerPoint file(s) on your hard drive.



STEP 3
Add your file to Impatica

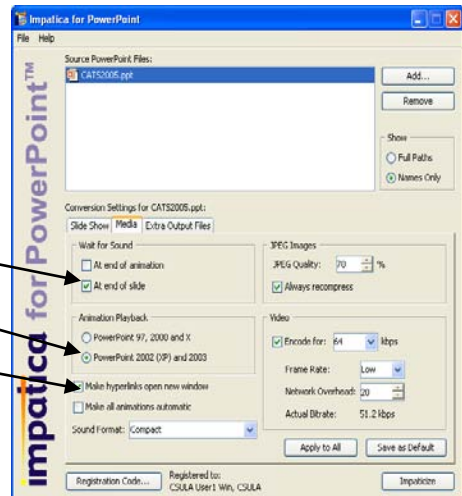
1. Once you've added your file it is then displayed in the source PowerPoint files window.
2. Select the **Include playback controls**. Set any additional options that you'd like, but the default options are fine.



STEP 4
Set Media Options

Recommendations:

1. Check-off **Wait for Sound** options
2. Check-off **Make all hyperlinks open new windows**
3. Leave **Sound Format: Compact**
4. Do not set JPEG/Video options if these elements are not included in your Presentation



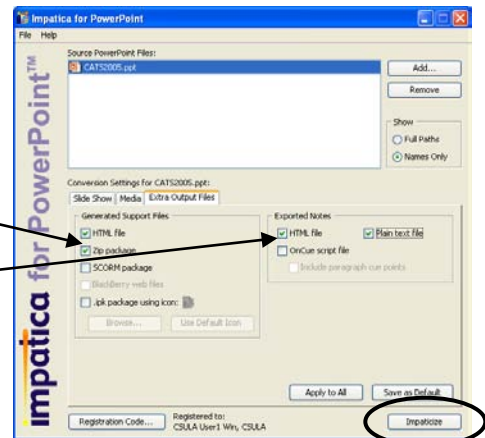
Review Video Encode table for appropriate settings if video is included

STEP 5 Set Extra Output Files Options

Recommendations:

1. Check-off **HTML file** and **Zip package** options under the Generated Support Files section
2. Check-off **HTML file** and **Plain text** options only if notes are included in your presentation

Click the **Impaticize** button. This will begin the conversion process.



STEP 6 Processing Status

The **Status Window** gives you a visual representation of the status of your PowerPoint conversion.

