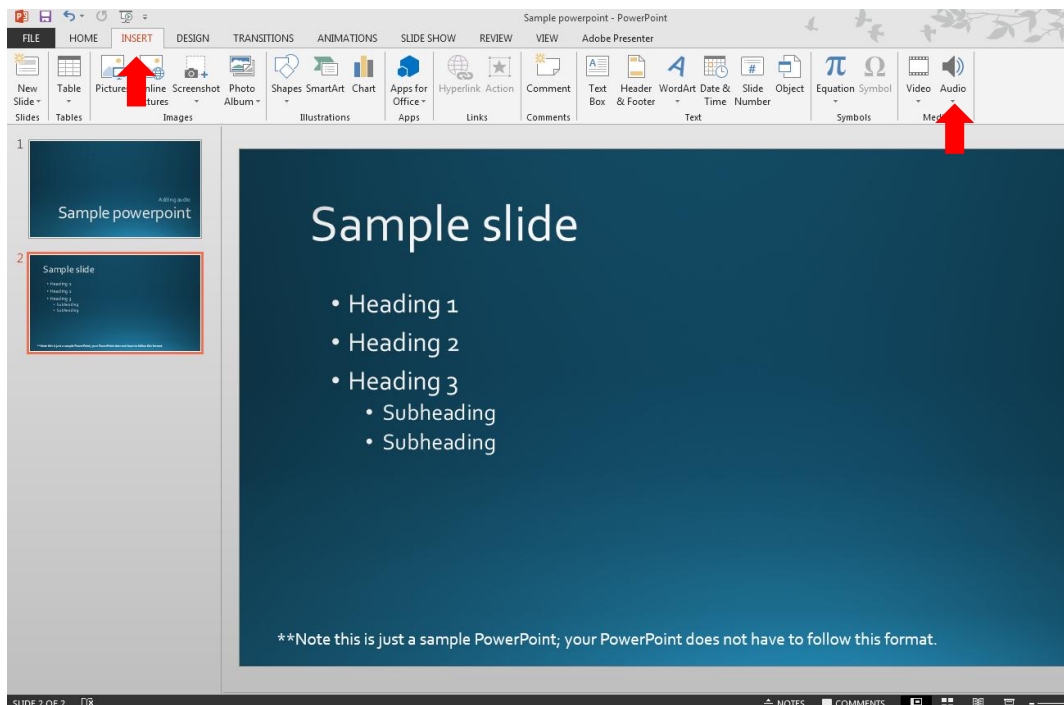# Adding Audio to a PowerPoint

Microsoft Word 2007/2010/2013

1. Identify each slide that needs audio.
2. While on the slide that needs audio, select the **Audio** option from the **Insert** menu.


3. From the **Audio** menu, select the type of audio being used.
   a. **Online Audio** is best for short, generic sound clips (e.g. a baby crying, dog barking, window breaking)
   b. **Audio on my PC** would be used if you have sound clips already saved on the computer.
   c. **Record Audio** would be used to record new sound clips to be used in the PowerPoint (this is most likely what will be used and what the following instructions will demonstrate)
4. Be sure that your microphone is plugged in and select **Record Audio**
5. In the **Name** field, type the title of the recorded audio file.
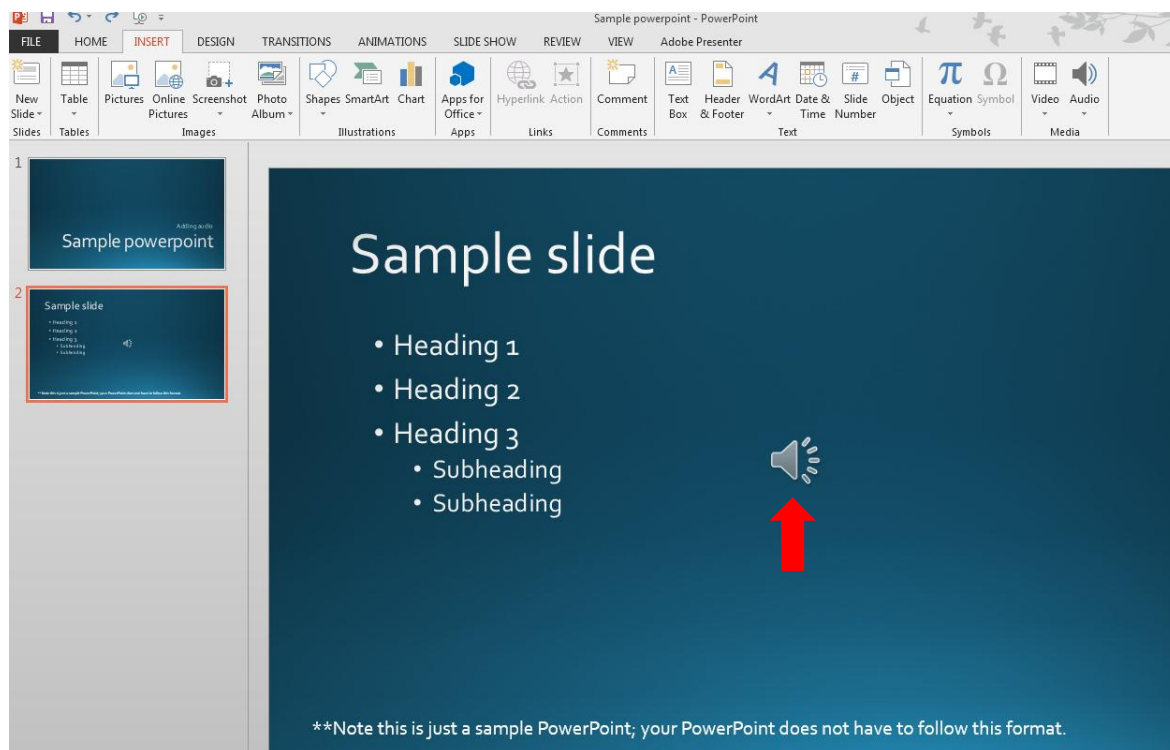
6. Click on the red record button.
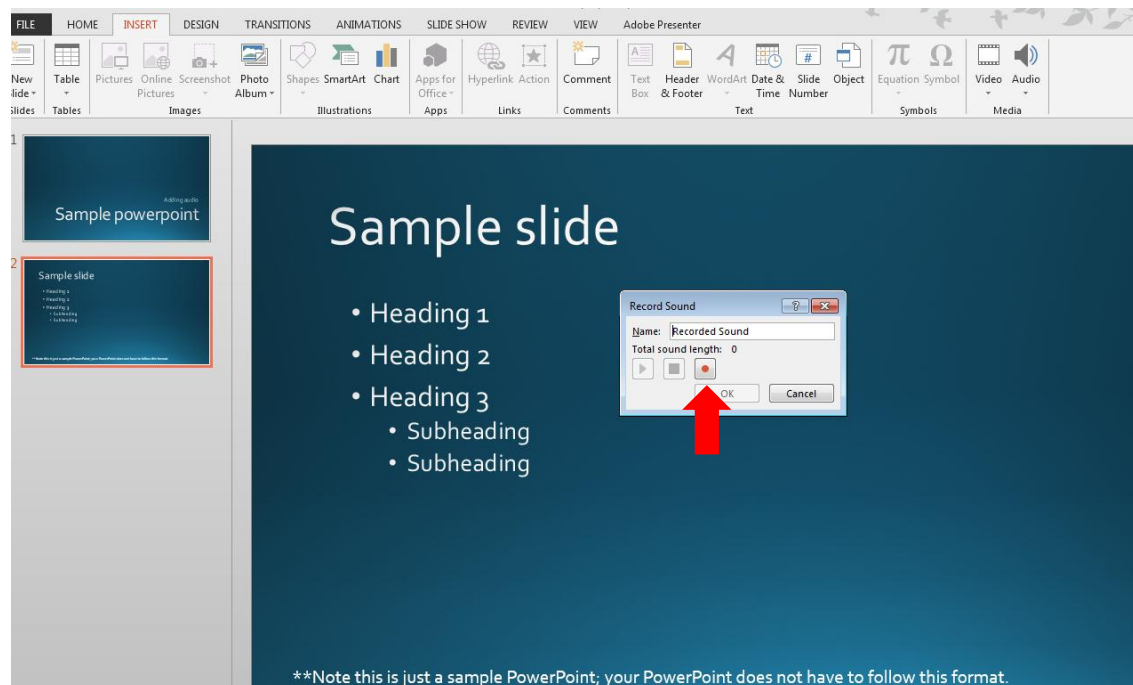
7. After clicking on the record button, say what you would like to record into the microphone.
8. When you are done recording, click on the blue stop button
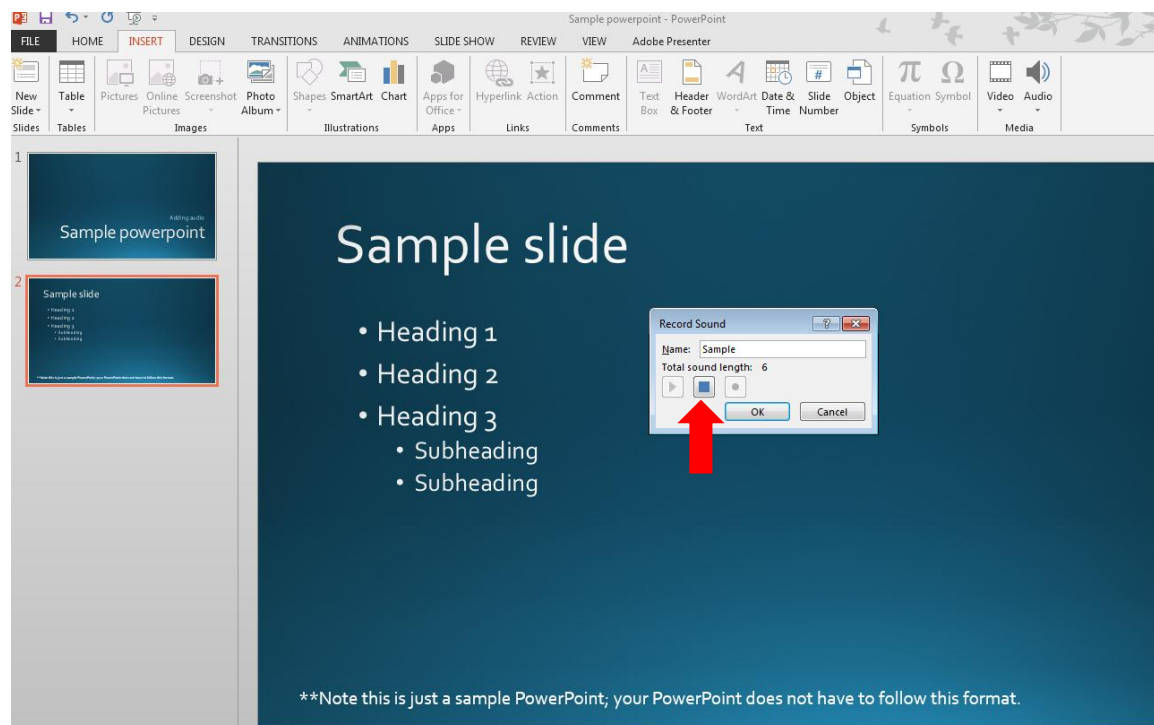
9. After clicking on the stop button, you will see a sound icon appear on your screen. The size and location of this icon can be changed by clicking on it.
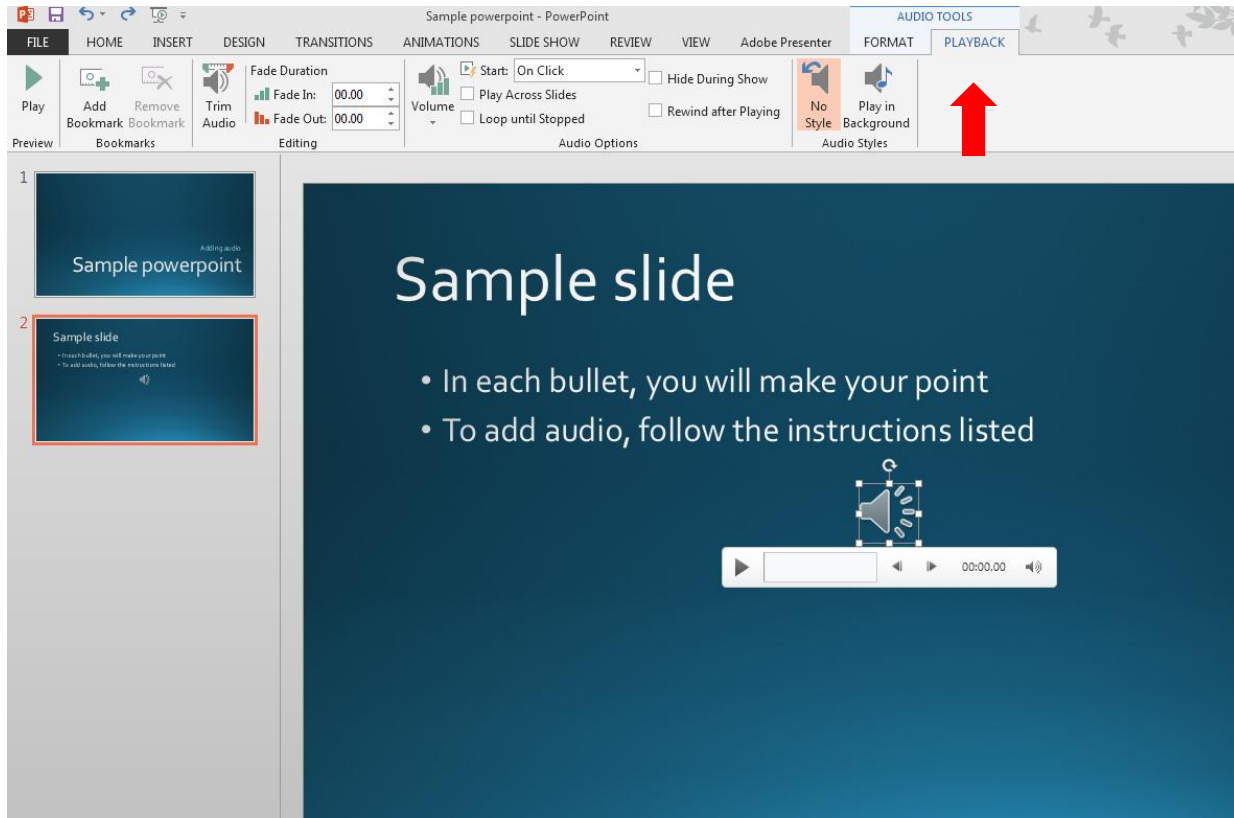

10. To listen to the audio, click on the sound icon and then the play arrow.
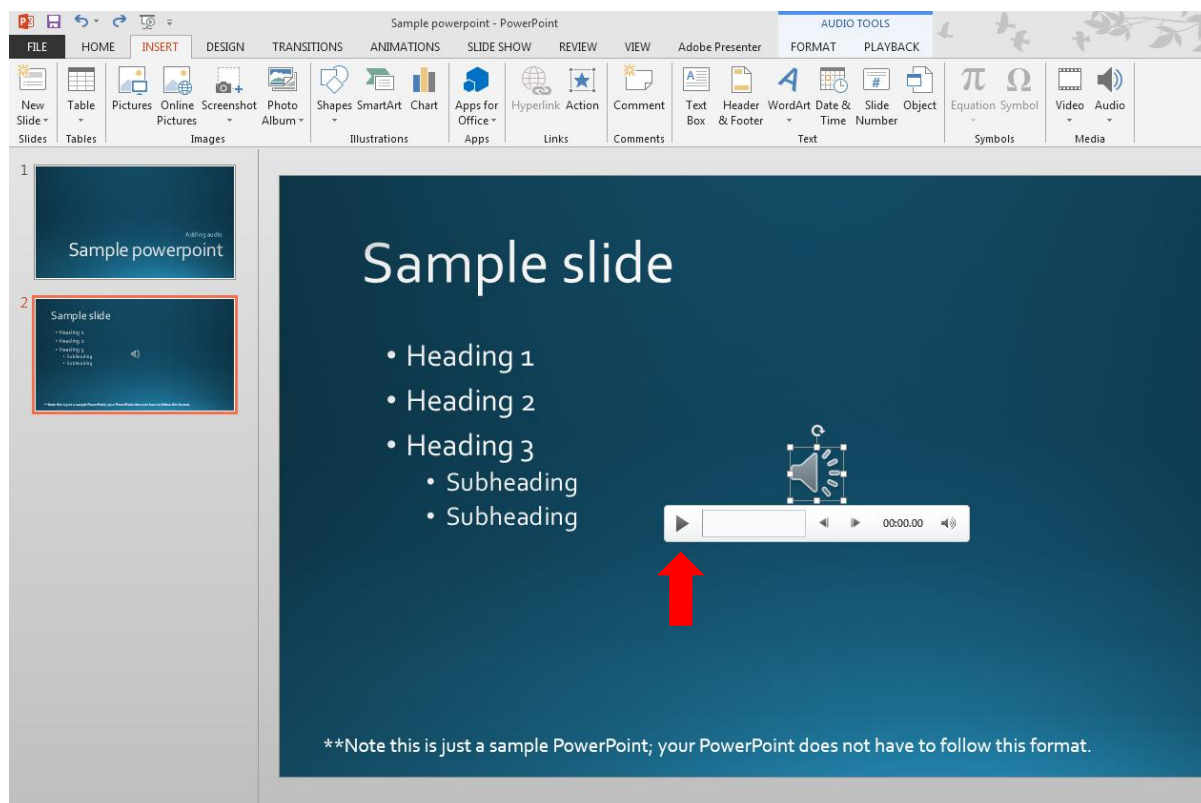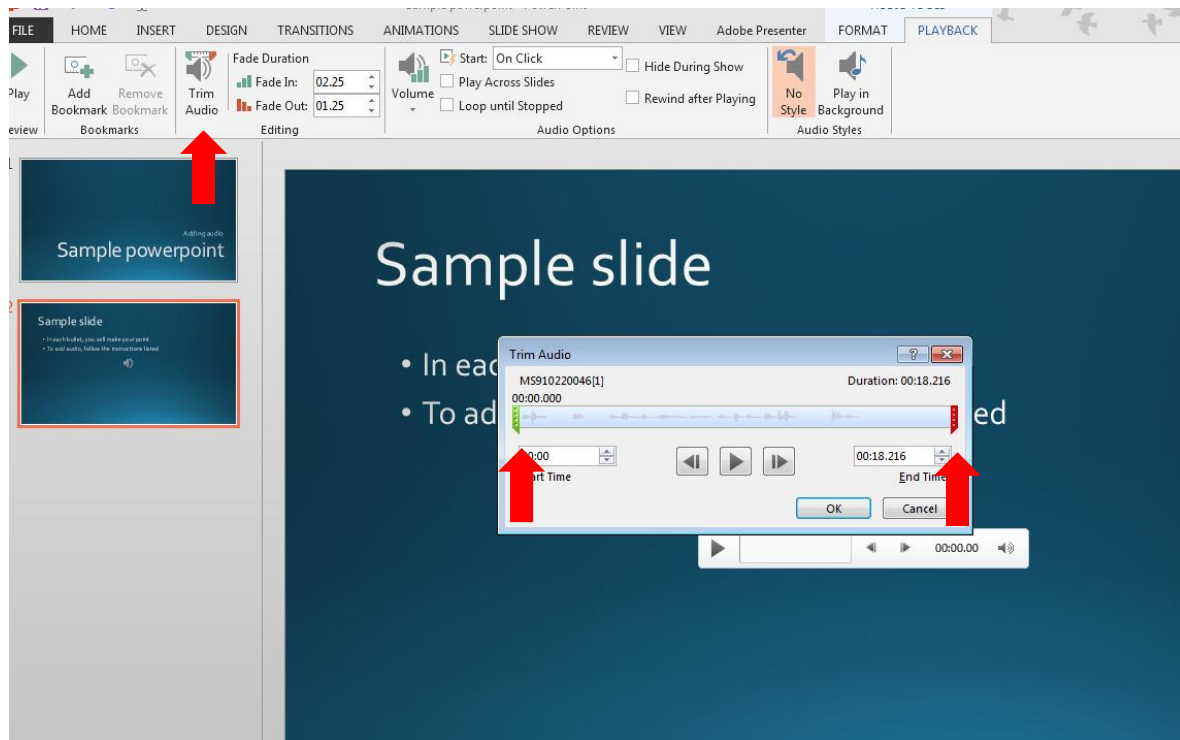
Editing your Audio

1. Click on the sound icon and then the **Playback** menu under **Audio Tools.**

2. From the **Editing** menu, you can trim the length of the audio or make it fade in and out.
3. To trim the audio, select **Trim Audio** from this menu.

4. To trim from the beginning, slide the green bar to the right. To trim from the end, slide the red bar to the left.


5. To have the audio fade in or out, select the number of seconds you would like for it to do this from the **Fade Duration** section.
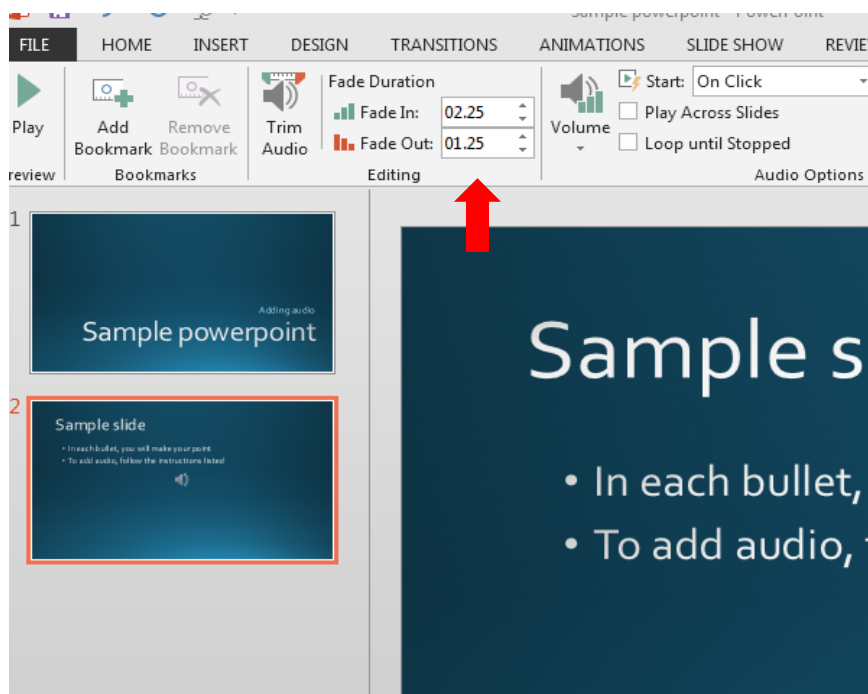
6. To have the audio play automatically, select **automatically** under the start options on the **Audio Options** section. Otherwise, the audio will start when the icon is clicked.
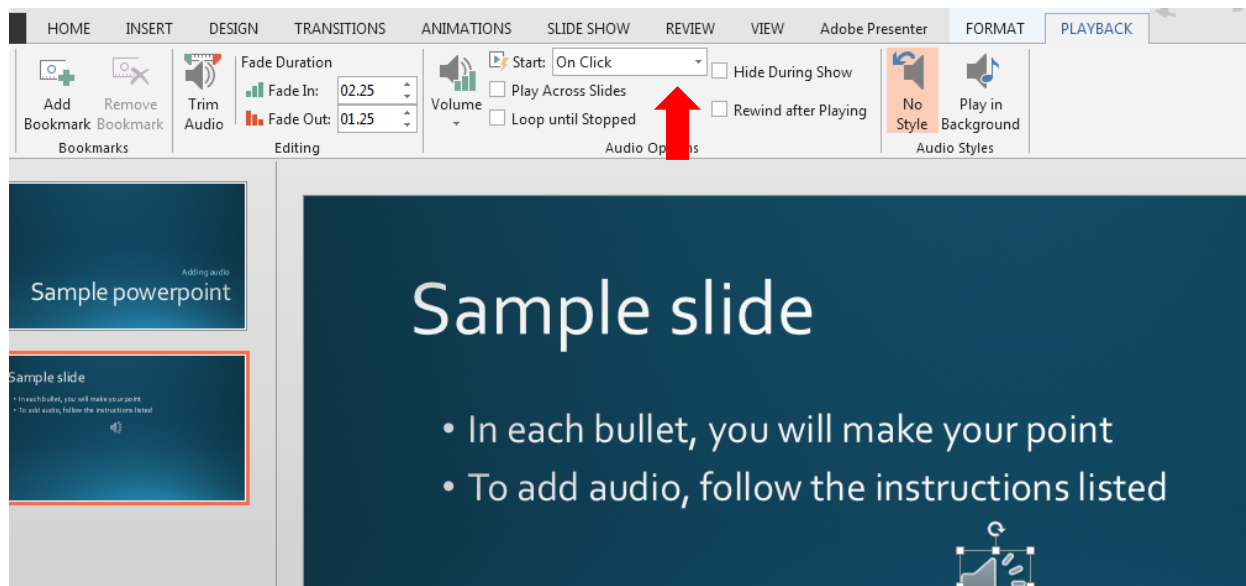
7. To have the audio play across all slides, play continuously until stopped, or rewind after it is played, check the box that corresponds to the option in the **Audio Options** section.
8. To hide the sound icon during the slideshow, check the **Hide During Show** box in the **Audio Options** section.
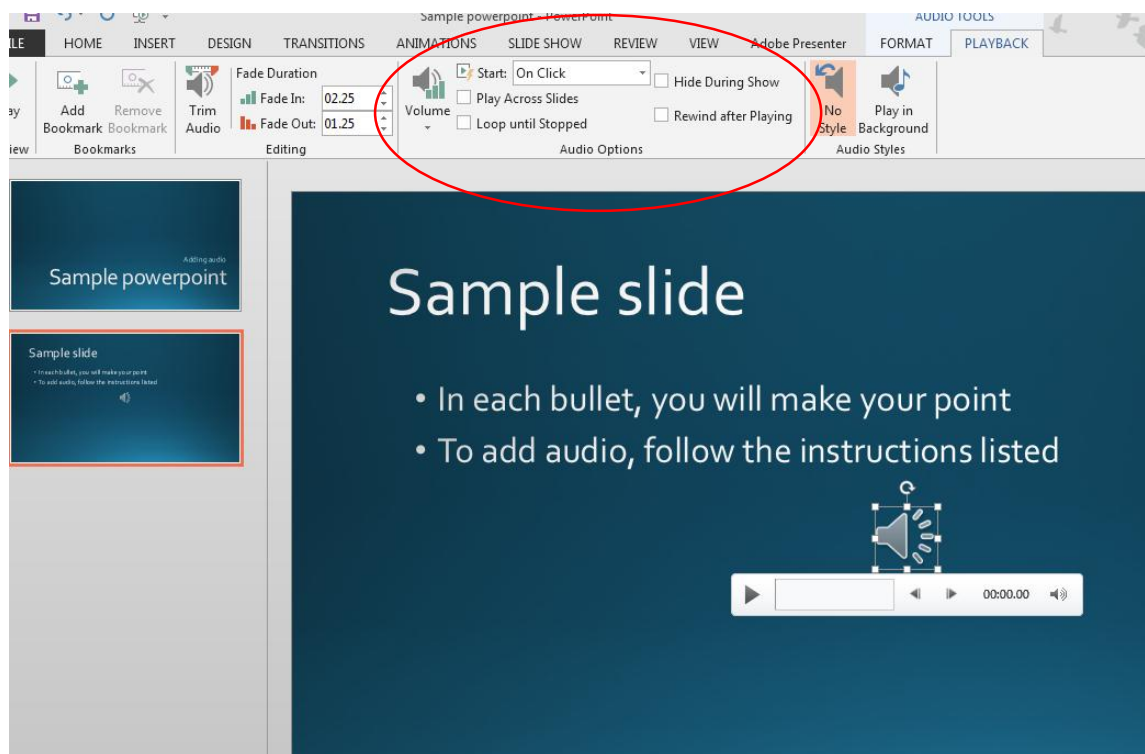
9.   To have the music automatically play in the background of every slide, select **Play in Background** from the **Audio Styles** menu. Note: this option is best for music or sounds that are relevant to the entire presentation.