



Instructional Technology Center

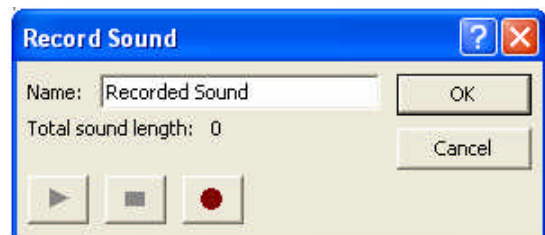
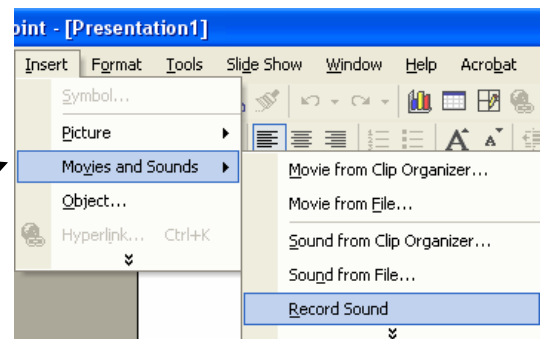
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Audio in PowerPoint

| Types of Audio Files: | Where to Find Audio Files: |
|--|--|
| <ul style="list-style-type: none">*.wav*.wma*.midi | <p>http://www.partnersinrhyme.com/</p> <p>http://unitedstreaming.com/login_unitedstreaming.cfm</p> <p>http://www.junglewalk.com</p> <p>Record your own</p> <p>Visit ITC Sound Library</p> |

Option 1: Recording your own Voice

- a. Make sure your microphone is plugged in. *(If you are using a laptop, the microphones are built in for your convenience.)*
- b. Go to the slide in your PowerPoint where you want audio.
- c. Click **INSERT**, then **MOVIES AND SOUNDS**, then, **RECORD SOUND**.
- d. A box will appear asking you to name your recorded sound. Type in any name you like.
- e. To begin recording, click on the **RED BUTTON**.
- f. Speak to record your audio.
- g. When complete, click on the **STOP** button *(rectangular button in the center)*.
- h. To hear your recording, click the **PLAY** button.
- i. When complete, click **OK**.
- j. This icon will appear on your slide.



How to Work with your Sound Object

1. Click **SLIDE SHOW**, and then **CUSTOM ANIMATION**. (Make sure to click, select, the sound object first.)
2. A sidebar will appear and you can see the music file has a **drop down arrow**. Click this arrow and select **Timing**.
3. Here you choose when you want the sound to start and stop. Before clicking on OK, click on the **Effect** tab in the upper left hand corner.
4. The effect tab has options that allow the user more control of when the sound file starts, stops, and even an option to “hide while not playing”.

