

### **Audio Recording Steps in PowerPoint**

1. In **Normal** view, select the slide that you want to add recorded sound to.
2. Click on the **Insert** tab and in the **Media** group click **Audio**.
3. From the dropdown list, click **Record Sound** (in PowerPoint 2016) or **Record Audio** (in PowerPoint 2013).
4. The **Record Sound** dialog box will open.
5. In the **Record Sound** box, click **Record** (red circle), and begin speaking.
6. Click **Stop** (blue square) when you are done recording and **Play** (blue triangle) to listen to your recording.
7. If you would like to re-record your audio without saving, click **Cancel** and repeat the steps above.
8. Once you are satisfied with your audio, assign a name to the recording and click **OK** to save the recording and insert it on the slide you have selected.
9. The audio icon will appear on the slide. Test the audio by pressing play, to ensure it loaded correctly. Please place the icon in a location that does not distract from your content.