

Adding Audio to PowerPoint

Windows PC

A. As indicated in the screenshot below:

1. Click on *Start*
2. Pull your mouse to *All Programs* and hover over it until it opens a new menu
3. Pull your mouse up to *Accessories* and hover over it until it opens a new menu
4. Pull down to *Entertainment* and hover over it until it opens a new menu
5. Pull over to *Sound Recorder* and left-click with your mouse



B. The following window will open:



C. Click on the red *Recording* button, on the right to start recording.



D. Click the *Stop* button (second from the right) to stop recording:



E. Click File > Save As



F. Now simply save your recording anywhere you wish and then upload it into the appropriate location in your course

MAC

A. **Getting started:**

1. Click the Apple menu and select *Control Panels*
2. Select *Monitors & Sound*
3. Click the *Sound* icon
4. Under *Sound Monitoring Source*, select an input source. If you wish to speak directly into the computer, select *Built-in Mic*
5. Choose Sound Output Quality: 11.025, 22.050 or 44.100 KHz. Some systems may not have all choices.

B. **Recording the sound**

1. Click the Apple menu and select *Simple Sound*
2. Click the File menu and select *New*. You're presented with a window set up like the controls on a tape recorder
3. Click the *Record* button and start speaking
4. Click the *Stop* button when you're finished. You can click *Play* to check what you recorded
5. Click *Save*. You're presented with a Save dialog box in which you can name the sound file and place it in whatever folder you like.

C. Now simply save your recording anywhere you wish and then upload it into the appropriate location in your course