

## **Adding Audio to Microsoft® PowerPoint® Presentations:**

**These are instructions for inserting audio into your Microsoft® PowerPoint® presentations.**

**Step 1:** Open up your PowerPoint® presentation.

**Step 2:** Click on slide #1, then select your Insert tab at the top of your PowerPoint® presentation.

**Step 3:** Select audio on the far right. Then pull down to “record audio.”

Enter your slide name, then select “record” and click the stop button, then OK. Now you see the audio icon is now on your slide.

If you want to redo it just record over it.

**Step 4: Manual Playback:** If you want your playback to be manual (each time someone selects a slide) then follow these instructions: In order to play back your presentation once your recorded audio is inserted for each slide, select the slide show tab at the top, then on the far left select “start from the beginning.” Hover over the audio speaker icon and select the play button.

**OR**

**For Automatic Audio Playback:** Select the speaker icon from your recording on the first slide and select Audio Tools in top right hand corner and choose “Playback” then go to *Audio Options* and choose “start on click” and pull that down to “automatically” and let go. Then go to Slide show on the top tabs then choose “start at the beginning.” Your audio should now start automatically. If you want each slide to playback automatically you will need to repeat this process for each slide.

For more help, go to the question mark in the top right hand corner of your presentation and enter the words “Add and play sound in a presentation” and information should appear.

Make sure to save your audio visual presentation in a place you will remember.

***That is all there is to it. Good luck!***