

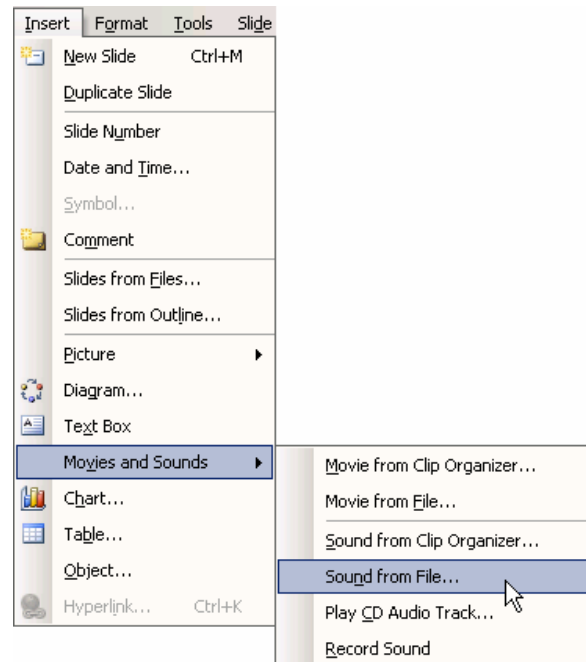


Inserting an Audio File in PowerPoint



Insert an audio file in PowerPoint:

- Step 1: Download your audio file to a designated folder.
- Step 2: Save your new or revised PowerPoint document in the same folder.
- Step 3: Go to "Insert" > "Movies and Sounds" > "Sound from File."
- Step 4: Click to select the audio file that you wish to insert in your document and click "OK."
Note: With some software applications, you may have to "Browse for File" and navigate to your saved file.
- Step 5: Select the automatic play option or choose to start the audio with a mouse click.



To edit your sound options:

- Step 1: Right-click on the sound icon and select "Edit Sound Object."
 - Step 2: Select the "Loop until stopped" option to have the sound play continuously.
 - Step 3: Adjust the volume.
 - Step 4: Make the sound icon invisible during your slideshow by checking the appropriate box.
- TIP: Keep the folder and file names brief. If the full path to an audio file exceeds 128 characters, the file will not load and the audio will not play in PowerPoint. If you rename the audio file, make sure to maintain the **.mp3** file extension.

