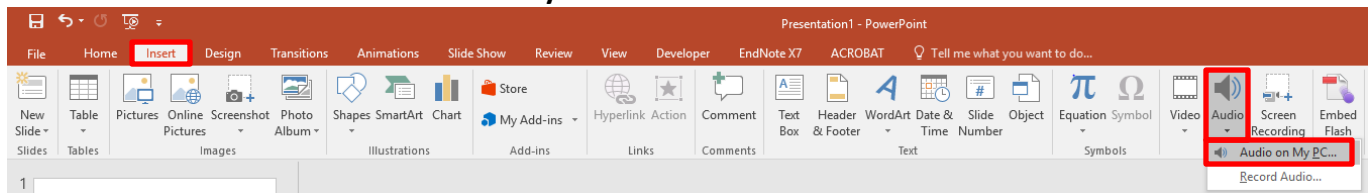# Sound

There are two ways in which you can add sound or audio to your presentation. These are by either inserting an audio file, or by recording one within the PowerPoint Program.
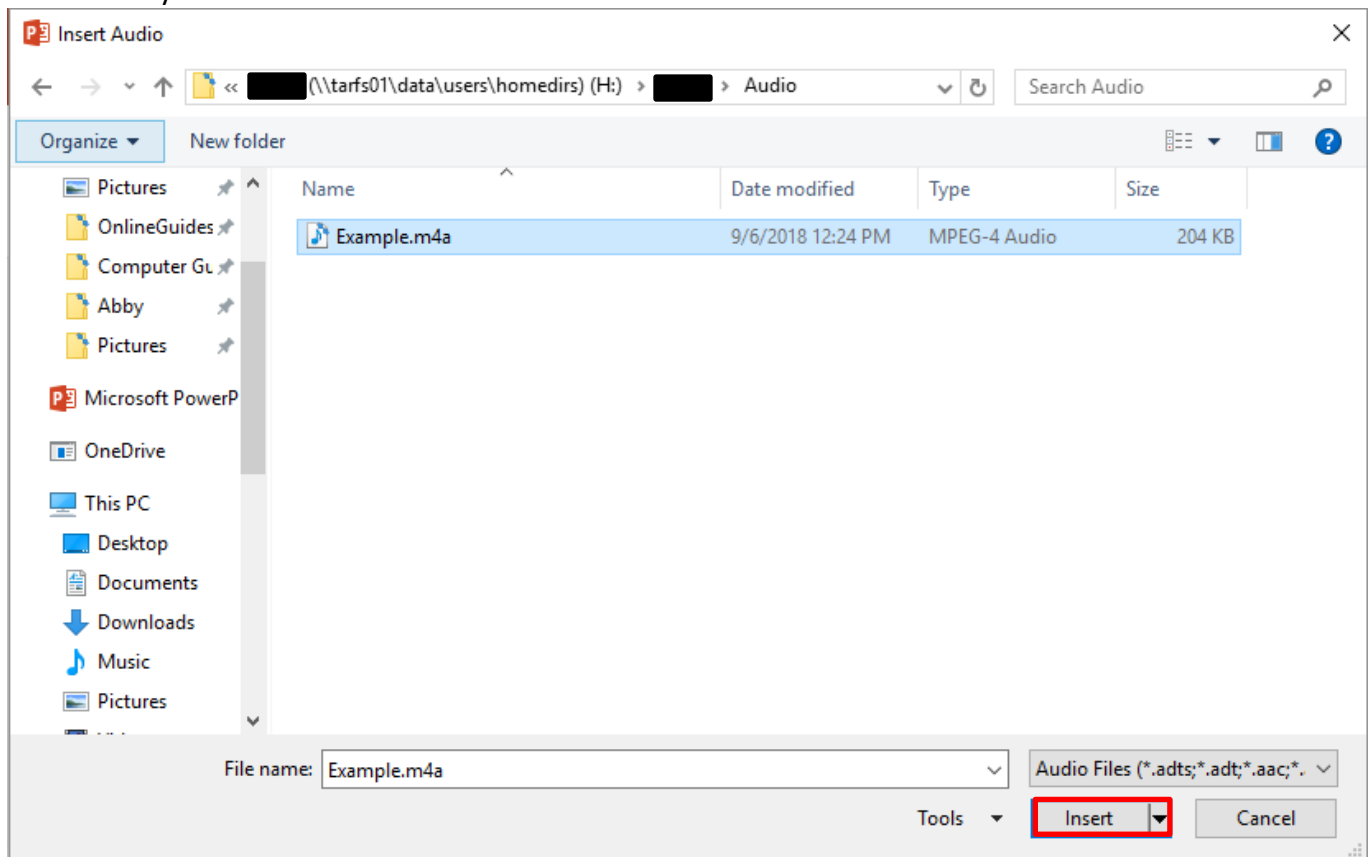
Inserting a Audio File

Select the slide you are going to insert your sound into.

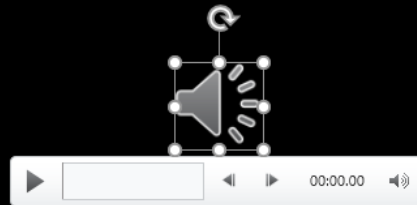**Insert** << **Media** << **Audio** << **Audio on My PC**

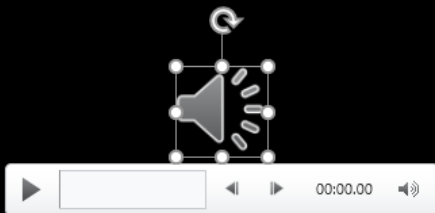**Browse** for your sound file << **Insert**

This will **insert** a **microphone icon**, with a **control bar** underneath. This can be used to **pause**, **play**, and **replay** the audio file. When you **click** on the sound icon your sound will start playing automatically.

To move your sound icon out of the middle of your PowerPoint >> **Click** on the icon >> **Drag** it to where you want it placed.
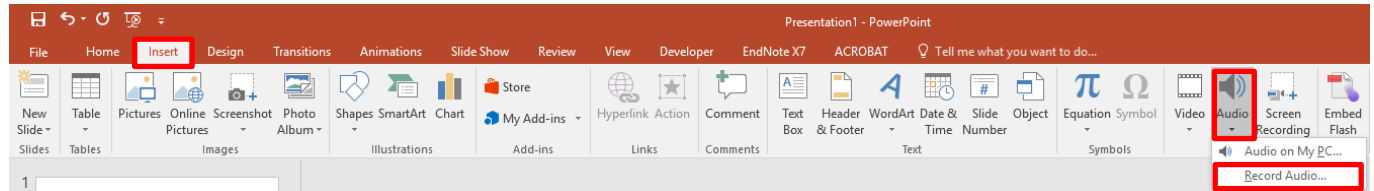
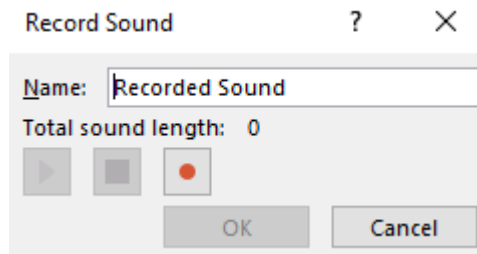## Recording an Audio File
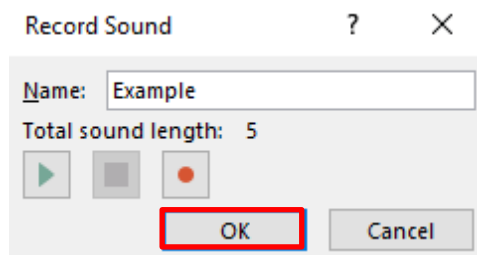
Select the slide you are going to insert your sound into.

Insert << **Media** << **Audio** << **Record Audio**

The following dialog box will appear which allows you to **start** and **stop** the recording, as well as **name** the recording.

You can then **replay**, or **re-record** the audio file. When you are done, click **OK.**

A **microphone icon** will be inserted in the same manner as it was for inserting an audio file.
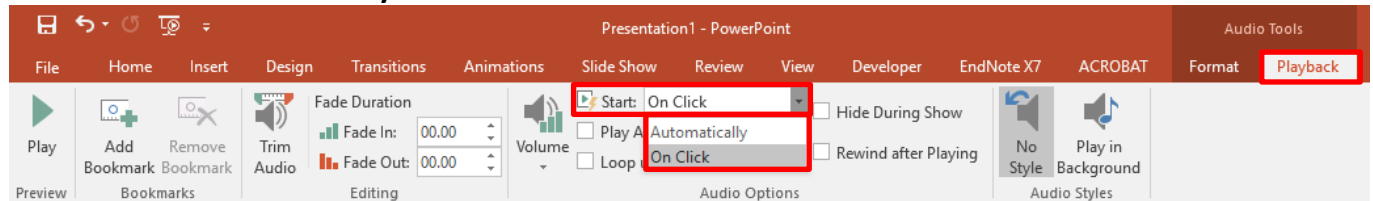
Customise your Audio

When the file is inserted, an **Audio Tools** bar will appear in the ribbon, with **Format** and **Playback** tabs. These allow for further customisation of the audio.
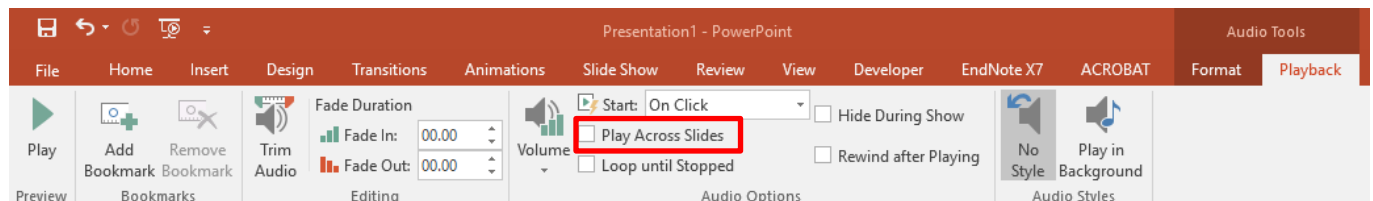
Playback

Click on the **Playback** tab << **Start** << **select Automatically** or **On Click**
You can also tick the box **Play Across Slides**.

If you chose **Automatically**, your sound will play straight away.
If you chose **On Click**, you will need to click on the sound icon.

If you chose **Play across slides**, when you **click** on your sound icon, your sound will continue to play across all slides as you go through the presentation.

Editing and Saving

If you **right click** on the icon, it will display some helpful tools, including some that also appear in the **Audio Tools** bar.

You can use the **Trim** tool to edit the length of the file, or change the start time.

You can save the recording by **clicking** on **Save Media As….** This is helpful if you have recorded the audio directly into PowerPoint itself.