


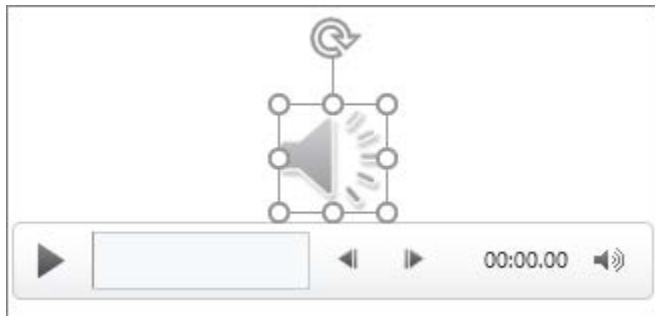
# Add Audio to a Slide

1. In **Normal** view, click the slide that you want to add a sound to.
2. On the **Insert** tab, in the **Media** group, click the arrow under **Audio**.



3. Do one of the following:
  - To add a sound from your computer or a network share, click **Audio on My PC**, locate the folder that contains the file, and then double-click the file that you want to add.
  - To record and add your own audio, click **Record Audio**, and in the **Record Sound** box, click the **Record** button  to begin speaking or playing your own audio.

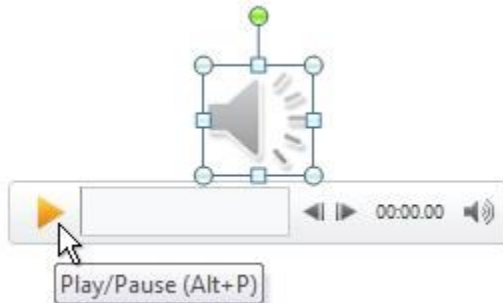
The audio icon and controls appear on the slide.




4. In **Normal** view or **Slide Show** view, click the icon and click **Play** to play the music or other sound.

# Preview Audio

On the slide, click the **Play/Pause** button beneath the audio icon.




## Setting the Playback Options

1. On the slide, select the audio clip icon .
2. Under **Audio Tools**, on the **Playback** tab, in the **Audio Options** group, do one of the following:
  - To start the audio clip automatically when you show the slide, in the **Start** list, click **Automatically**.
  - To manually start the audio clip when you click it on the slide, in the **Start** list, click **On Click**.
  - To play an audio clip as you click through the slides in your presentation, in the **Start** list, click **Play across slides**.
  - To play an audio clip continuously until you stop it, select the **Loop until Stopped** check box.

**NOTE:** When you loop a sound, it plays continuously until you advance to the next slide.

# Hide Audio Icon

1. Click the audio clip icon  .
2. Under **Audio Tools**, on the **Playback** tab, in the **Audio Options** group, select the **Hide During Show** check box.

*This is important to do if you are planning to convert to a video file. Failing to do so will result in audio icons appearing in your converted video file.*

# Convert PowerPoint into Video File

1. Click **File**, then select **Export** from the menu on the left side of screen
2. Now click **Create a Video**. Create a Video option will appear

Set the options as follows:

- Presentation Quality
- Don't Use Recorded Timings and Narrations
- Set seconds spent on each slide time. 5 seconds is the default. This will only apply to slides that have no audio applied to them. Slides containing audio will display the duration of the audio recorded for that slide.
- Click **Create Video** to start the conversion process. A progress bar will appear at the bottom of the screen.

**NOTE:** Conversion time will depend on the number of slides and amount of audio contained in presentation.

# Supported audio file formats

File format	Extension
AIFF Audio file	.aiff
AU Audio file	.au
MIDI file	.mid or .midi
MP3 Audio file	.mp3
Advanced Audio Coding - MPEG-4 Audio file*	.m4a, .mp4
Windows Audio file	.wav
Windows Media Audio file	.wma

\*Only PowerPoint 2013 and later.

These are the files we recommend using.

## Helpful Link

For an online reference of different PowerPoint versions, follow this link:

<https://support.office.com/en-us/article/Add-audio-to-your-PowerPoint-presentation-c3b2a9fd-2547-41d9-9182-3dfaa58f1316>

# Adding Audio to PowerPoint Slides