UNIVERSITY LIBRARIES
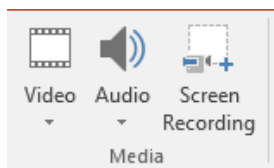UNIVERSITY AT ALBANY
State University of New York

Working with Sound in PowerPoint

Open a PowerPoint file. Click the **Insert tab** on the ribbon.

Click the **Audio button**. You now have two choices:
- Insert audio from a file
- Record audio directly into PowerPoint

Inserting Audio from A File

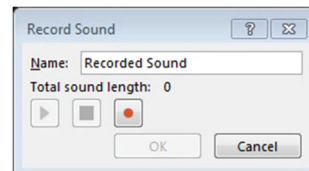Click the Audio button > Audio on My PC. Navigate to the file, then click Insert.
A marker indicates that you have placed a sound clip in the slide. The marker includes a speaker icon and a play bar. You can resize and move the speaker and play bar. You can test the sound by clicking the play button. A volume control adjustment tool is also available.

Recording Directly Into PowerPoint

You can also record sound using a microphone or the webcam. Click the Audio button. Select Record Audio.
You may name the sound clip if you wish. Click on the red record button to start recording and the square button to stop recording.
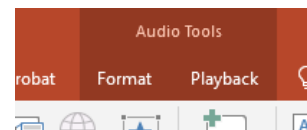
Click OK to insert the recording into the slide. A speaker icon and playbar indicate that you have placed a sound clip in the slide.
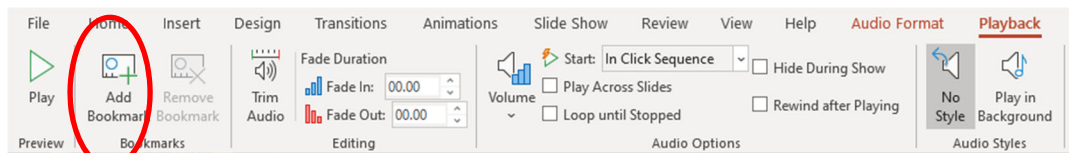
Editing and Customizing Sound

Click on the speaker icon on the slide. The Audio Tools bar is selected.

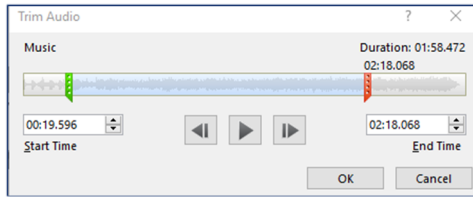Select **Format** to make decisions for how the sound icon will look.

Select the **Playback tab** to customize how the sound plays. Add **Bookmark** to place a marker at a point you specify in the file.
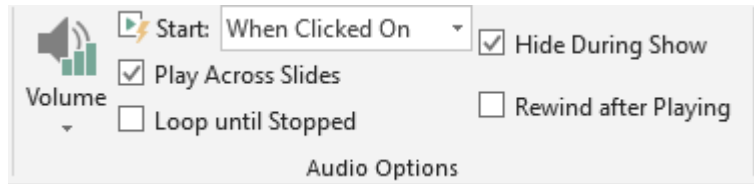
This marker can be used to play the sound from that point.

Select **Trim Audio** to change the duration of the clip. Move the green pointer on the left side to set the start position. Moving the red pointer on the right side to set the end. You can also set the start and end by specifying the timing.
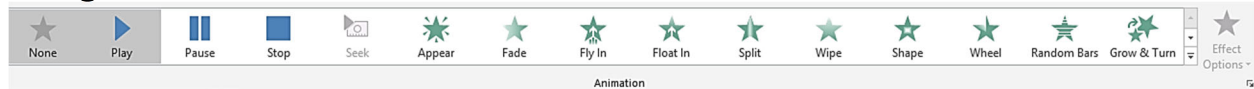
The Audio Options section provides important choices to further customize the sound.
Start sound automatically when the slide appears or when the presenter clicks a button. The sound may also play across several slides.
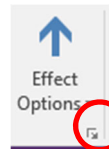
If you checkmark Hide During Show the sound icon is hidden while the presentation is running. The icon will remain visible while you are editing the slide. If the Hide During Show is checked and the icon is not visible during the presentation the playback controls are not available.
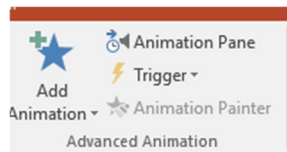
Using Animations to Control Audio and the Audio icon

Select the sound icon and then select Animations. Select an effect to control how the sound icon moves onto the slide, Notice the "1" next to the sound icon when Float In is selected.
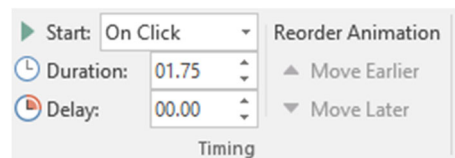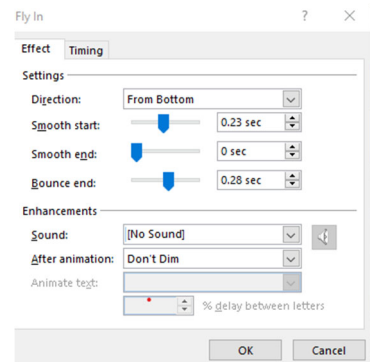
Click on the Effect Options buttton to change the direction of the effect.

Click on the down arrow to show additional Effect Options.

Add Animation is another list of options for how the sound icon is presented.

Specify Timing. For example, the sound icon takes longer to appear on the slide when the duration is increased.