

## Instructions – Adding Audio Tracks to PowerPoint Slides

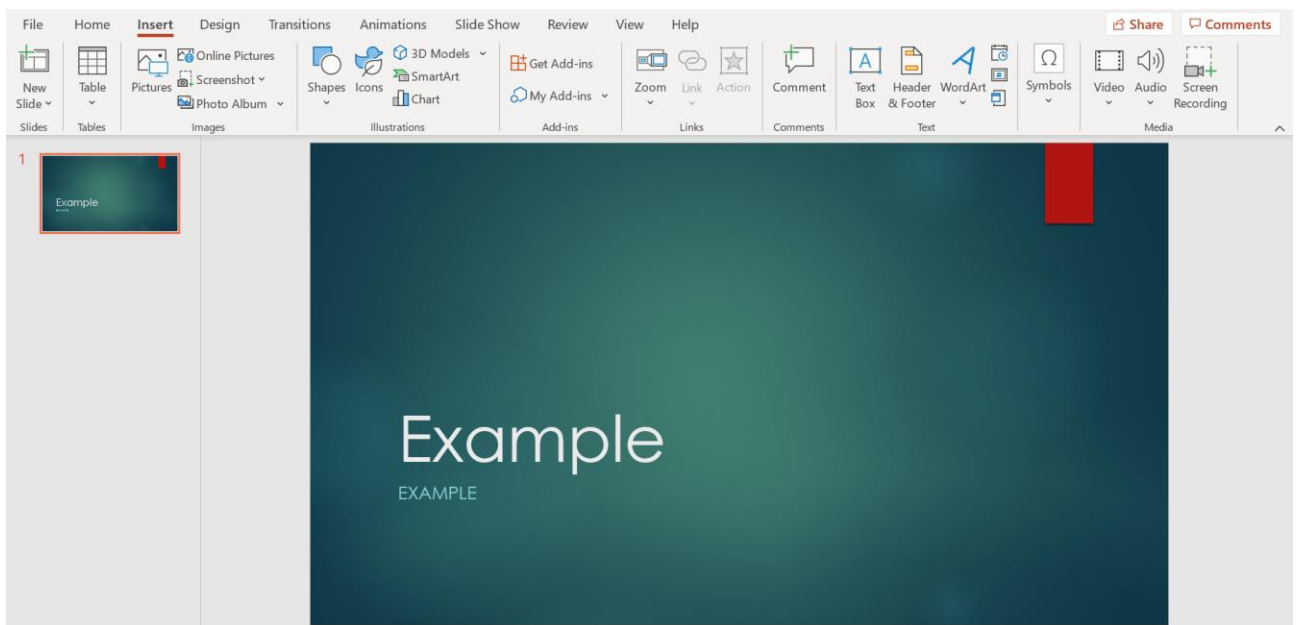
It is possible to accompany your slides of your PowerPoint presentation with a recorded audio track.

You can record the audio track with your computer (which must be equipped with a sound card, a microphone and speakers) and record your comments directly in PowerPoint. It is also possible to first record the audio track via another medium (smartphone, external microphone, etc.), save it on your computer and then insert it.

The recording function of many smartphones provides good sound quality!

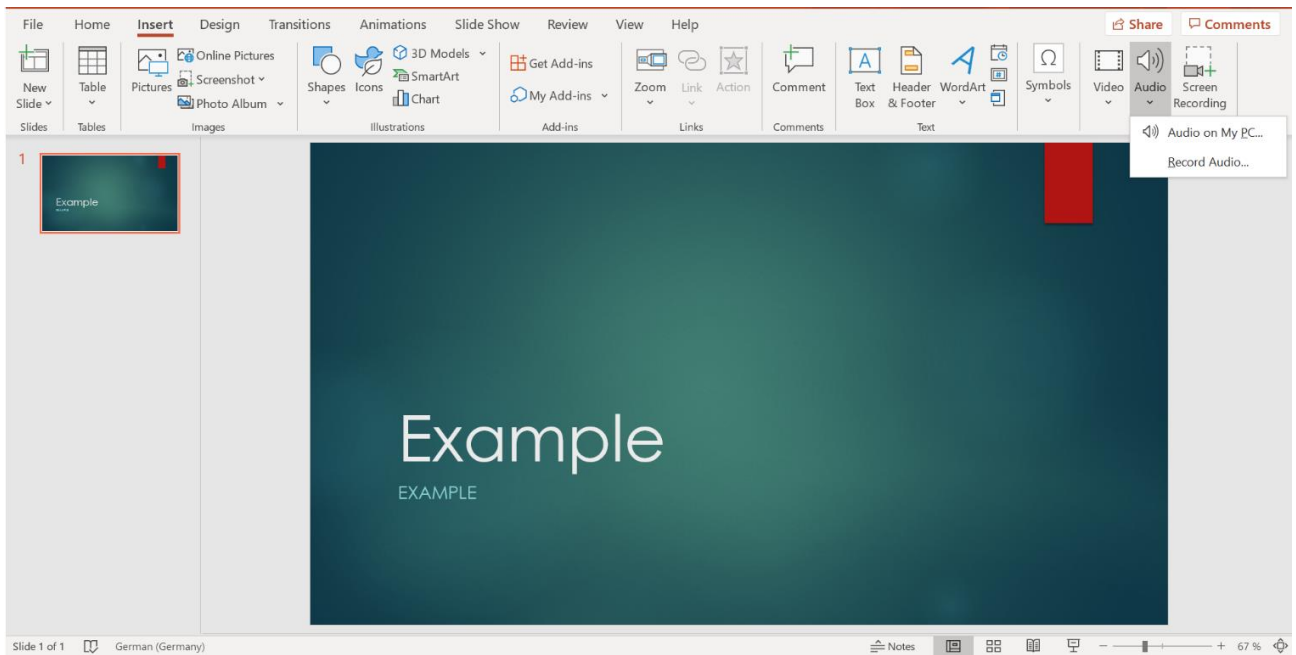
Here, you will find all necessary steps to accompany your PowerPoint presentation with an audio track:

1. In your current PowerPoint presentation, open the tab "Insert"

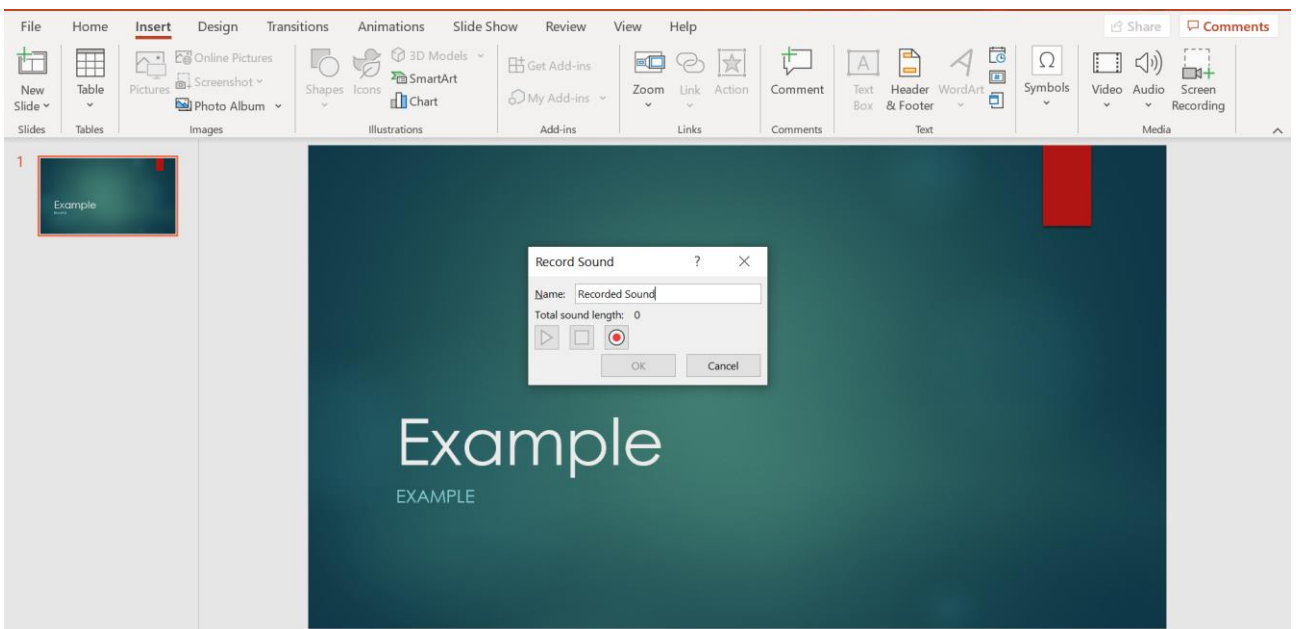


2. On the right side of the action list you will find the icon Media or Video and Audio, depending on the PowerPoint version.

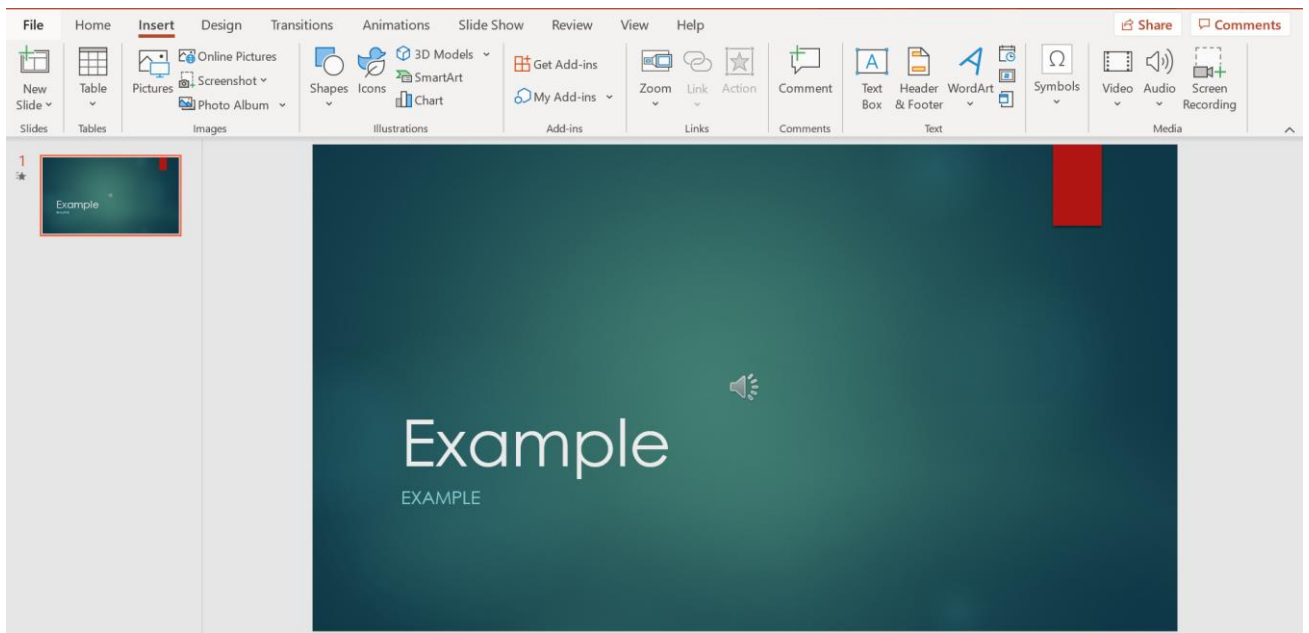
3. By clicking on Media or Audio, you can now choose whether you want to record the audio track directly or insert an existing audio file.



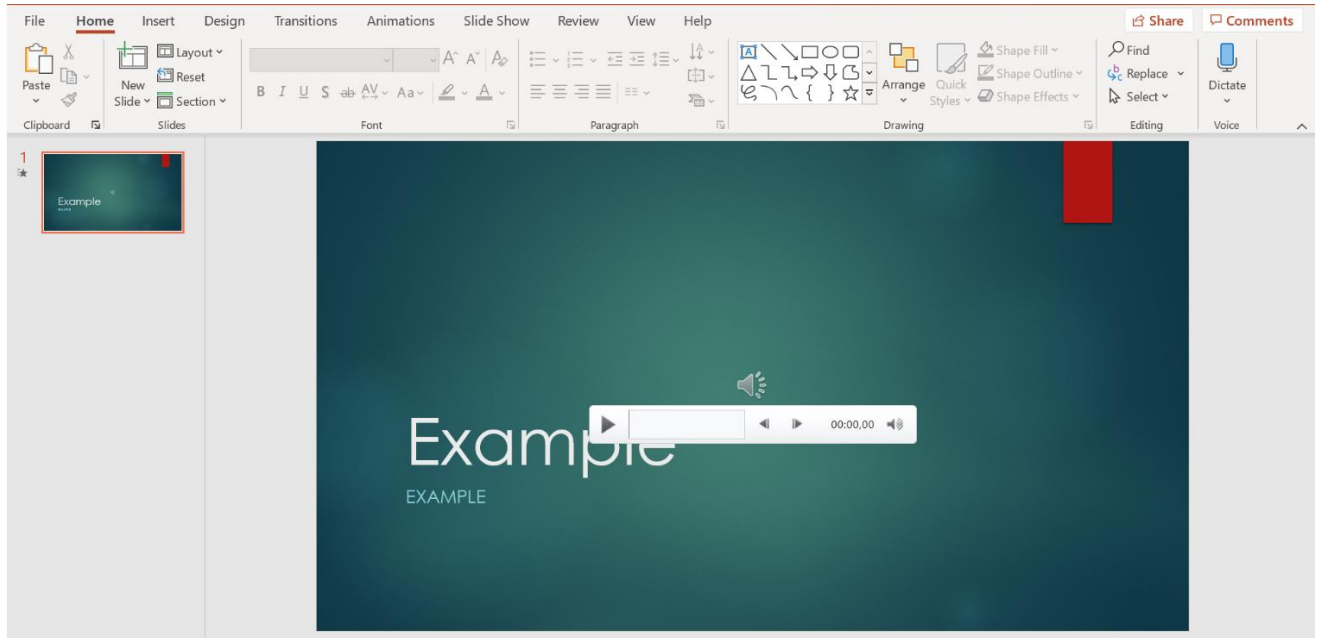
4. If you select the option to record something directly via the microphone that is built into your computer or via a headset, a new small window opens with various activity buttons.



5. In order for you to be able to keep track of your recordings, it is recommended to give them specific titles. You start a recording by clicking on the red button once. Now, simply record your comments! You end the recording by clicking the square button. Subsequently, you can listen to your recording again by clicking the triangle button. If you are satisfied with your recording, click OK to insert the audio track into the slide.
6. If you select the option to insert an existing audio track, your file directory (*Finder* or *Explorer*, depending on your operating system) will open automatically and you can insert your desired audio file with a click.
7. No matter which method you have eventually decided on, you will see a grey speaker symbol in both cases once you added an audio track.



- By clicking on this speaker icon you open the editing of the recording and can replay it, shorten it, adjust the volume and define whether the audio track should be played automatically when the slide opens or only by clicking on the icon (see: icon Start with the small green triangle in front).



Good luck with the creation of your presentations!