

# Guide to Recording & Adding Audio to PowerPoint Presentations

*There are three sections to this guide. The first is for users of PowerPoint. The second is for users of Adobe Presenter for PowerPoint. The third section is relevant for both sets of users and addresses the use of Audacity.*

## POWERPOINT

### Adding Audio

- [Microsoft PowerPoint Training: Add and Record Audio](#)
  - Short (3:23) video demonstration with transcript

### Steps for Adding Audio

From [Microsoft Support](#)

#### Add audio

1. Select **Insert > Audio**.
2. Select how you'd like to add audio:
  - **Audio on My PC** – Insert an audio file already on your PC.
  - **Record Audio** – Record audio from a microphone attached to your computer.

### Steps for Adding Recorded Audio

From [Microsoft Support](#)

#### Add recorded audio

1. Select **Record Audio**.
2. Type in a name for your audio file, select **Record**, and then speak.
3. To review your recording, select **Stop** and then select **Play**.
4. Select **Record** to re-record your clip, or select **OK** if you're satisfied.
5. To move your clip, select and drag the audio icon to where you want it on the slide.

**NOTE:** If you're using more than one audio file per slide, it's advisable to put the audio icon in the same spot on a slide to find it easily.

6. Select **Play**.

## Steps for Adjusting Recorded Audio

From [Microsoft Support](#)

### Adjust recorded audio

1. Select the **Audio Tools Playback** tab, and then select which options you'd like to use:
  - To trim the audio, select **Trim** and then use the red and green sliders to trim the audio file accordingly.
  - To fade in or fade out audio, change the number in the **Fade Duration** boxes.
  - To adjust volume, select **Volume** and select the setting you prefer.
  - To choose how the audio file starts, select the dropdown arrow and select an option:
    - **On Click** – Plays the audio file automatically with a click.
    - **Automatically** – Plays automatically once you advance to the slide that the audio file is on.
  - To choose how the audio plays in your presentation, select an option:
    - **Play Across Slides** – Plays one audio file across all slides.
    - **Loop until Stopped** – Plays an audio file on loop until it's stopped manually by clicking the **Play/Pause** button.
  - To have the audio play continuously across all slides in the background, select **Play in Background**.

### Recording and Adding Narration with Timings

- [Microsoft Support: Record a Slide Show with Narration and Slide Timings](#)
  - Instructions for Office 365, 2013, 2016, 2010, 2007
  - Includes helpful recording tips at bottom of page

### Audio File Formats Supported in PowerPoint

- [Microsoft Support: Video and Audio File Formats Supported in PowerPoint](#)
  - Article covering common file formats to avoid “codec” errors, and supported formats for Windows, Mac, iOS, and Android.
- [Microsoft Support: File Formats that are Supported in PowerPoint](#)
  - Additional information about file formats for PowerPoint 2016, 2013, 2010, 2007.

### Movie File Format Tip for Sharing Presentations Online

If you will be sharing your presentation with multiple people who are using different systems that may or may not have the correct codecs to play your presentation's audio, consider saving and sharing a copy of your presentation in a universal movie file format.

- [Microsoft Support: Save a Presentation as a Movie File or MP4](#)

## ADOBE PRESENTER FOR POWERPOINT

### Adobe Presenter for PowerPoint: Audio in Presentations

- [Adobe Presenter: Using Audio in Presentations](#)
  - The Adobe Presenter plug-in for PowerPoint is for users who want to create interactive presentations. This comprehensive resource covers the use of Adobe Presenter to add narration and other sounds to presentations. Sections include:
    - Add audio files to a presentation
    - Audio recording tips
      - Setting up audio equipment
      - Setting sound card options
      - Changing audio recording settings
      - Placing the microphone
      - Improving microphone techniques
      - Editing sound
      - Reviewing the presentation
    - About audio recording equipment
    - Set audio recording quality
    - Change the audio input source
    - Calibrate microphones for recording
    - Import slide notes
    - Record audio
    - Record audio at a specific location in a presentation
    - Synchronize audio and animation timings
    - Edit audio files
    - Preplay audio
    - Add silence to an audio file
    - Adjust audio volume
    - Manage audio clips and files
      - Edit audio timing
      - Change how audio files are distributed across slides
      - Jump to a specific slide during audio narration
      - Pause the presentation during audio narration
      - Listen to an audio file
      - Zoom in on an area of the waveform
      - Cut or copy and paste audio
      - Delete an entire audio file or portion of an audio file

### Benefits of Creating Audio Files Outside of PowerPoint

[Audacity](#), a free, open source audio software for recording and editing can be used to create audio files to add to your presentations. If you have ever had the unfortunate experience of recording an entire

presentation within PowerPoint only to realize the audio was not saved or embedded properly, you should seriously consider using this method which is [described in full in this linked article](#).

The overarching benefit of creating and saving audio files using software like Audacity is that you will have access to your audio files outside of your PowerPoint presentations (rather than recording and embedding your audio directly into the PowerPoint presentation). This helps to prevent lost or broken files and makes it easier to re-use audio for other presentations, as well as update or [edit your audio files](#).

Editing a recording in PowerPoint requires you to delete it entirely and start over (unless you are using the Adobe Presenter plug-in for PowerPoint). Whereas using a program like Audacity allows you more control over editing and saving your audio files.

While you can [extract your audio files from your PowerPoint file](#), recording your audio outside of PowerPoint may also help to lessen common audio and playback issues.

Be sure to save your audio files in a format that PowerPoint supports. Fortunately, Audacity allows for easy file conversion. Refer to the PowerPoint section, “Audio File Formats Supported in PowerPoint” for further information.