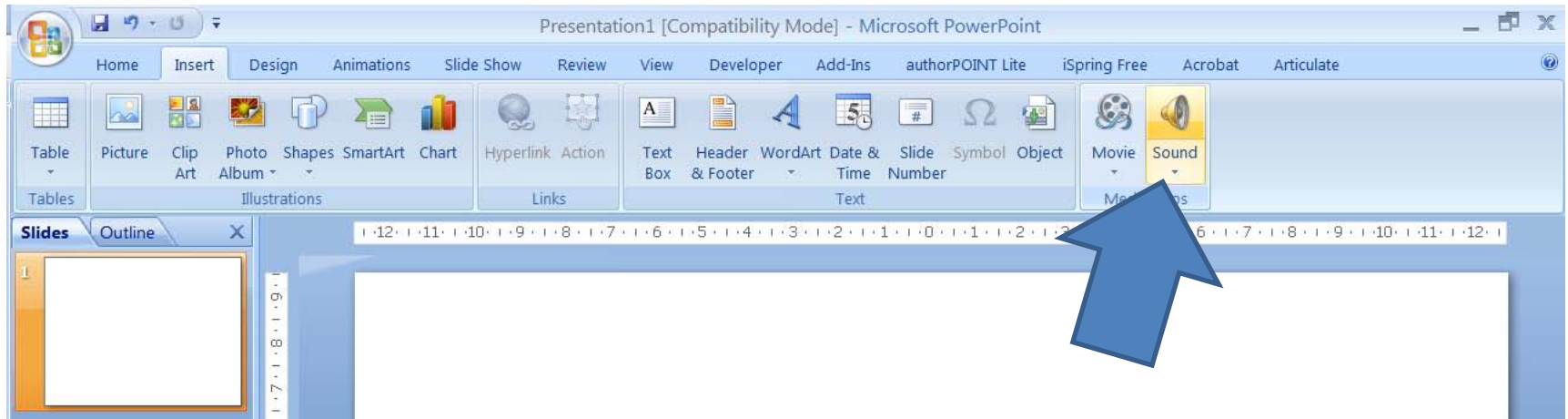


To begin, the audio file that you wish to embed must be in **WAV format**

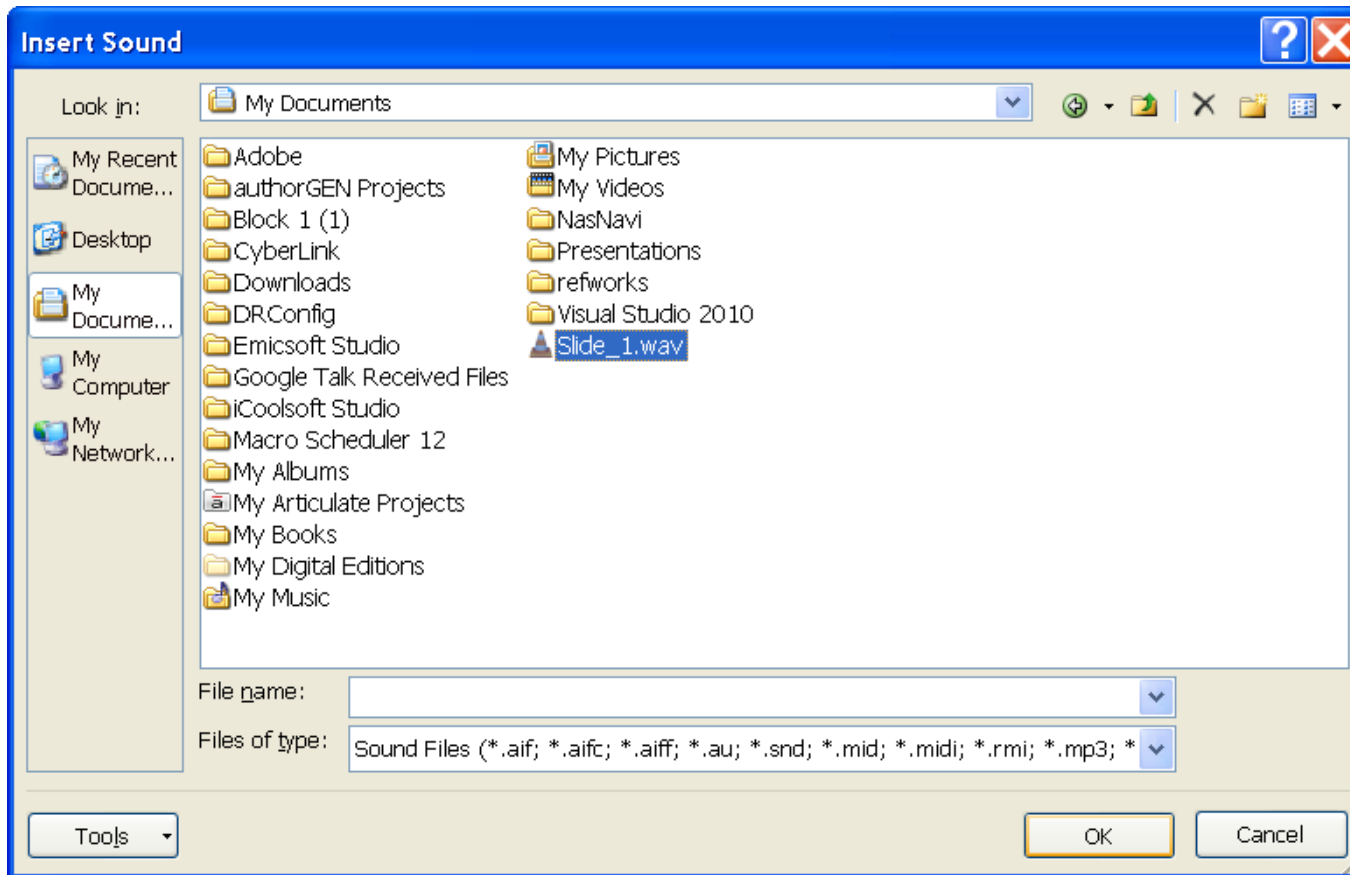
You can use a simple online file converter such as www.zamzar.com to convert your file for you



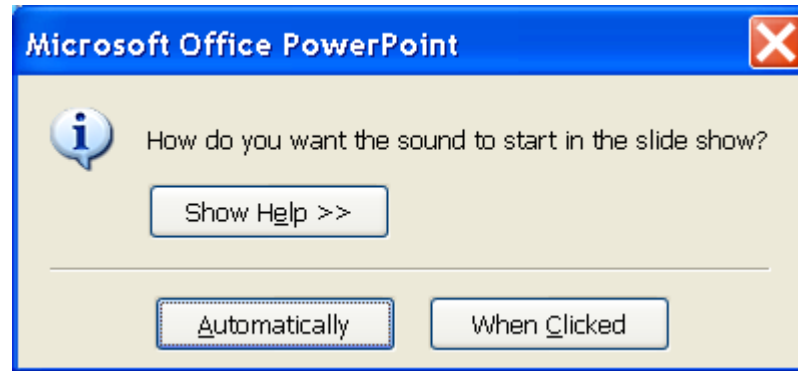
Click on **'Insert'**

Click on **'Sound'**

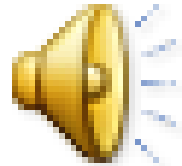
Click on **'Sound from File...'**



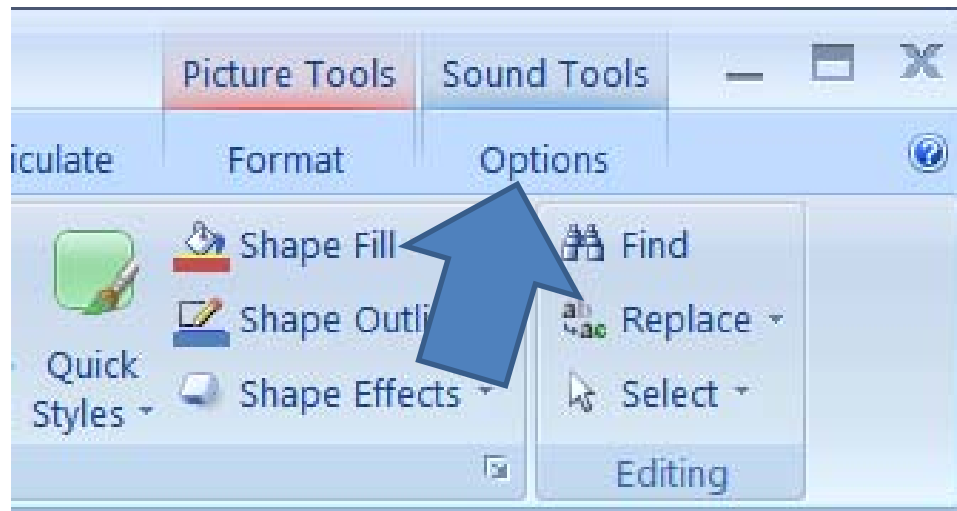
Select the audio (**WAV**) file that you wish to embed from your computer

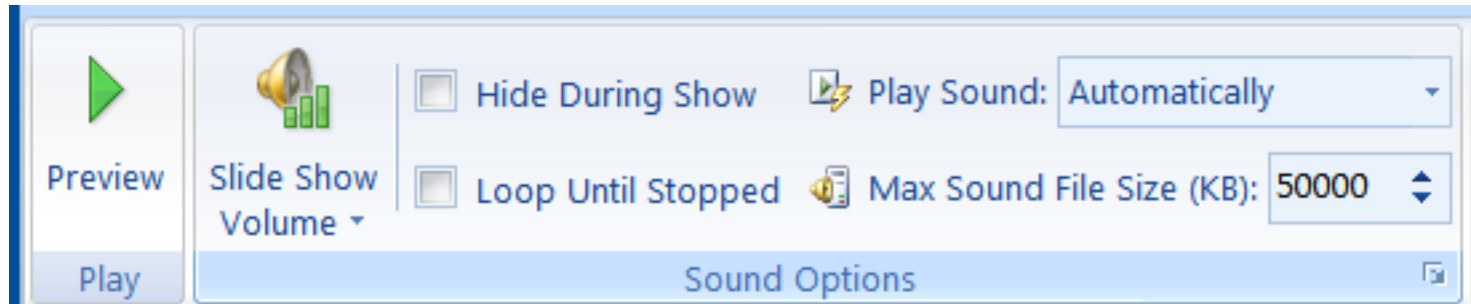


Select how you want the audio to play



Click on the **speaker** to get the **Sound Options** tab to appear in the tool bar





Ensure that **maximum sound file size** is set to
50 000 (KB)
(This is maximum 50mb in size for the audio file)

You may now notice that your Powerpoint file size has increased (by the size of the sound file)

This means that the sound file is now embedded in the Powerpoint and you can move it to wherever you need

(for example onto a pen drive or into Learning Edge)