

How to Add an Audio Track to Your PowerPoint Slides

This method is simple and effective. A student can download your PowerPoint file (say from Canvas) and run such a presentation in Slide Show mode and click on the audio speaker icon on each slide to hear your audio track for that slide.

NOTE1: Please make a copy of your good PowerPoint file ***before*** you try to add audio to it – just in case something goes wrong!

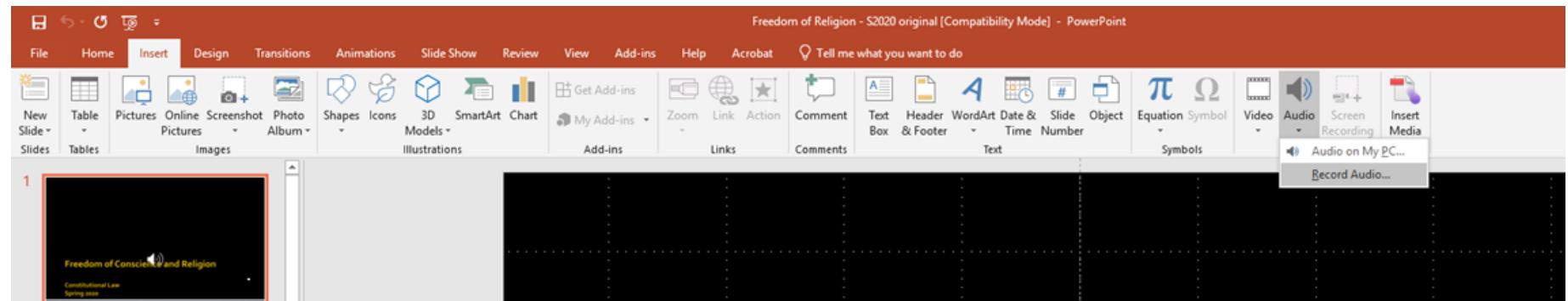
NOTE2: This method should be valid for PowerPoint app versions back to at least PowerPoint 2010. The file type is *.pptx.

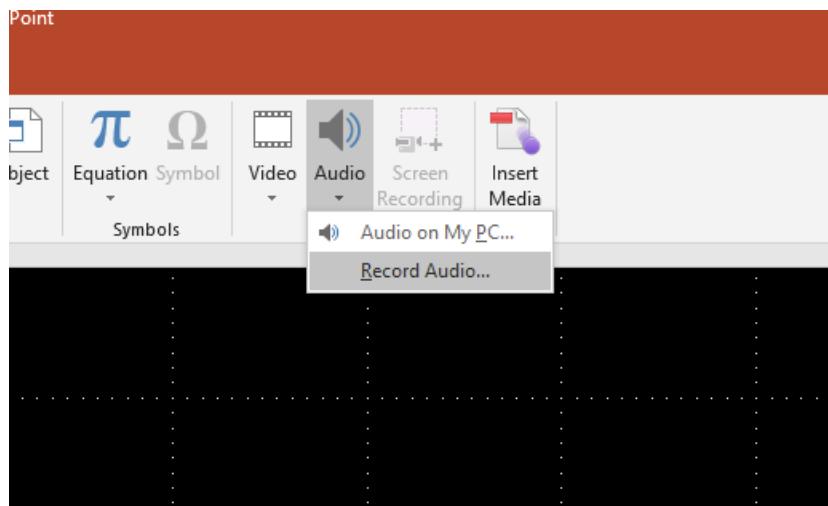
NOTE3: You will need, of course, a microphone on your computer either built-in (like a laptop) or added (like a webcam).

Open the PowerPoint file in which you want to record audio.

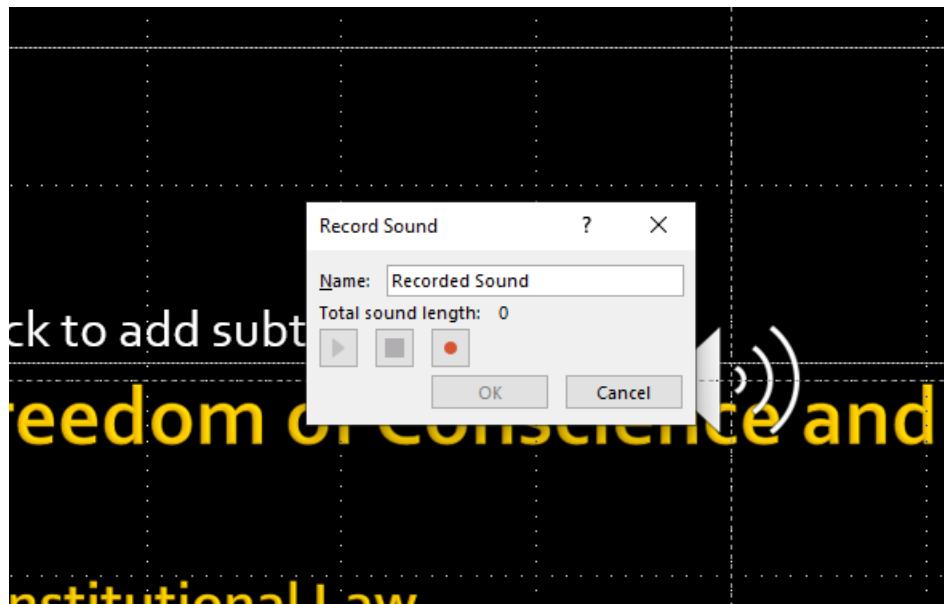
Select the slide for which you want to record audio.

On the ribbon, select Insert – then on the right-hand side of the ribbon select Audio – then Record Audio.

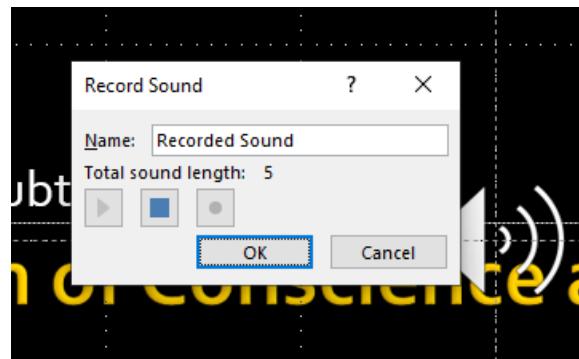




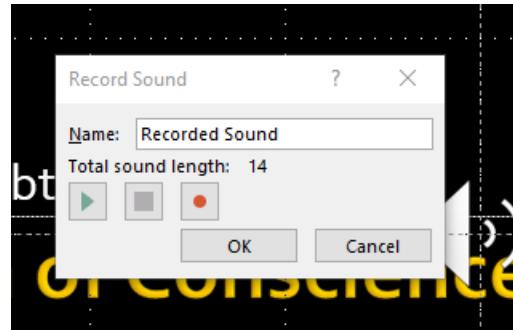
You should see a box open up in the middle of the screen, which you can use to start, stop and review the audio you record.



Simply hit the (red circle) record button, record your audio, then hit the (blue square) stop button when you are done.



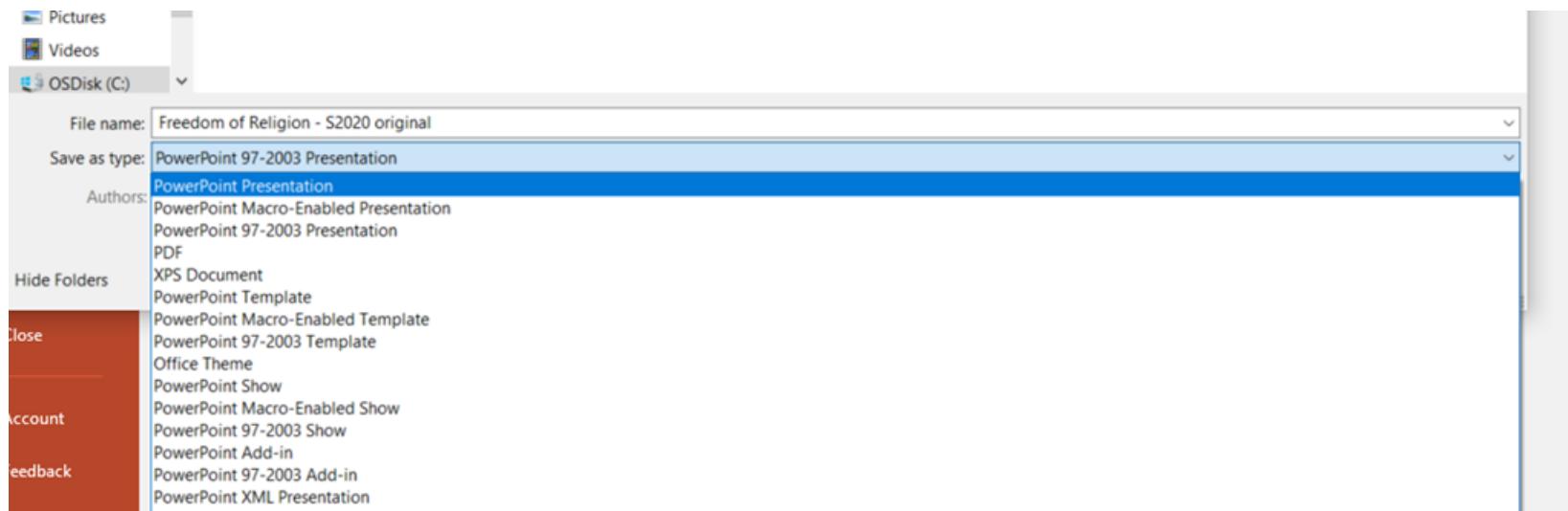
You can then playback the audio to see if you like it (green triangle button).



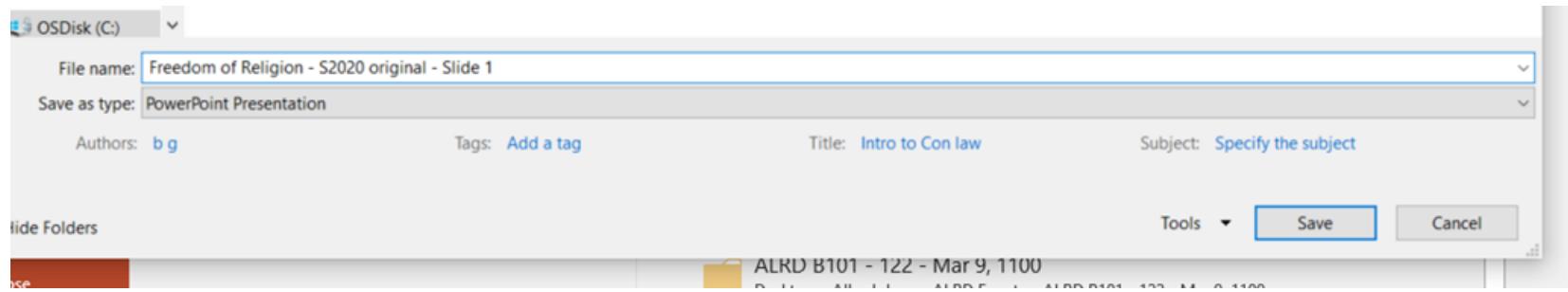
If everything is good, hit OK. There should now be an audio icon on the slide, and if you hover your cursor over it, you should be able to play the recorded audio.



As a test, start the slide show and make sure the audio plays. It should play when you either click the slide, press space bar, or use the down or right arrow keys. These are all ways to advance the slide to the next action in queue (whether it is playing the audio, or going to the next slide). If everything works for that slide, you can save the PowerPoint (File – Save As) as a PowerPoint Presentation (*.pptx) as you can see below. ***Do not*** save as a PowerPoint 97-2003 Presentation (*.ppt)!



After that, as another test, close the PowerPoint file and then open it again to make sure the audio still works. If you want to be **extra careful**, you could save the PowerPoint file after you've finished recording audio for each slide, and adding the slide number you have just finished to the File name to make sure you don't lose any previous work. For example:



This is more annoying, and you end up with a number of presentations, but it may beat doing all the work over again if something goes wrong.

Finally upload the PowerPoint file to a place where your students can access it, e.g. Canvas.