



## Tips for adding audio to PowerPoint slides

Status: 29.1.2021; V1.1

### Abstract

You would like to offer a PowerPoint Presentation/Talk as realistic as possible? With PowerPoint, there are different ways to add audio to a presentation - you only need a microphone. This documentation is based on the use of Microsoft Office 2016.

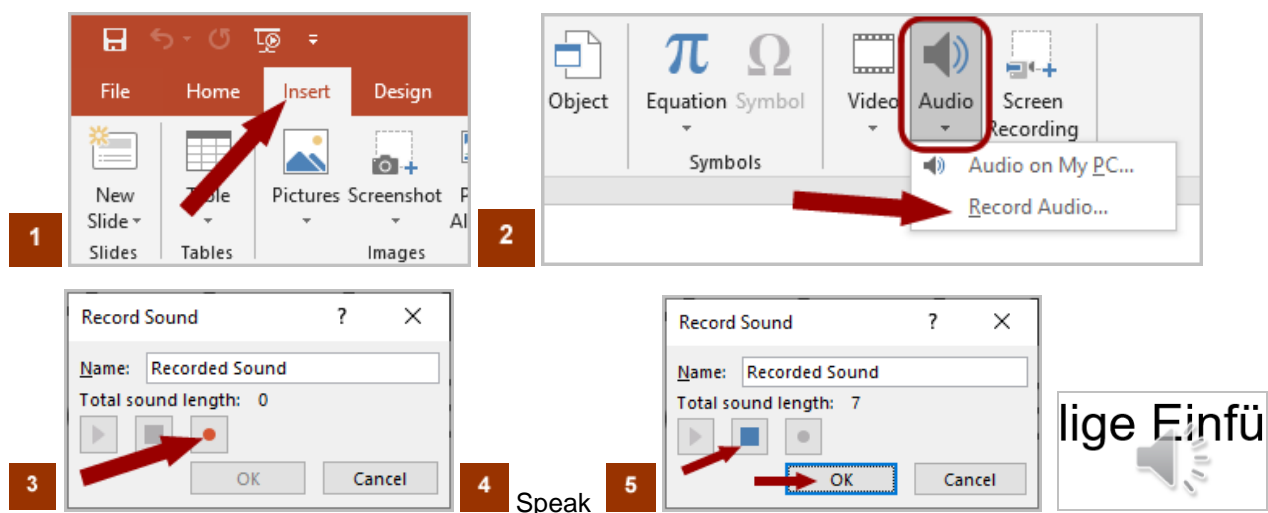
### Variant 1: Enrich PowerPoint slides individually with audio

Result = File format PPTX

You create your PowerPoint slides as ever. Afterwards you add audio to single slides or all slides. In "Slide Show" mode, users may go to the next slide by clicking or - if a slide contains audio - they play the audio first.

- **Record audio directly in PowerPoint**

Open your finished PowerPoint file on your PC. Go to the first slide, where you would like to add audio (e.g. slide1). Choose menu options "Insert / Audio / Record Audio" - for very small screens s. "Media / Audio" first. Afterwards click on the red "Record" button. Speak the desired text and finish the recording via click on the blue "Stop" button (if necessary, listen via "Play"-Button) and "OK". A speaker icon in the middle of the slide indicates that a slide contains audio. If you wish, you can move the speaker icon on the slide. Finished. Now go to the next slide and repeat the recording process.

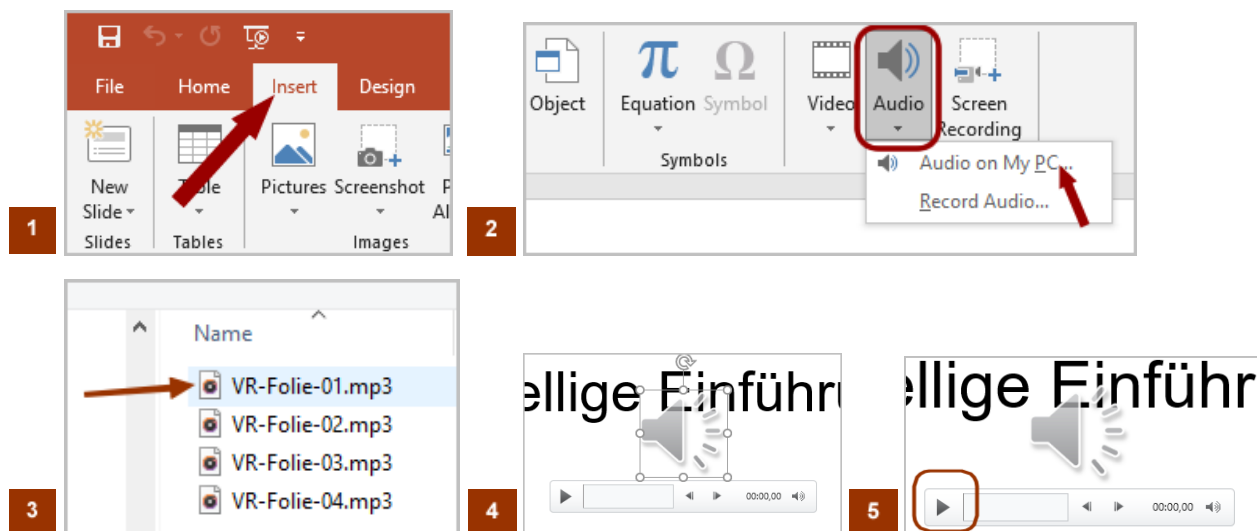


You would like to listen to the recorded audio? Just click on the speaker icon and afterwards on "Play". If necessary, you can delete an audio by clicking on the speaker icon (a square border appears) and "Del" on your keyboard.

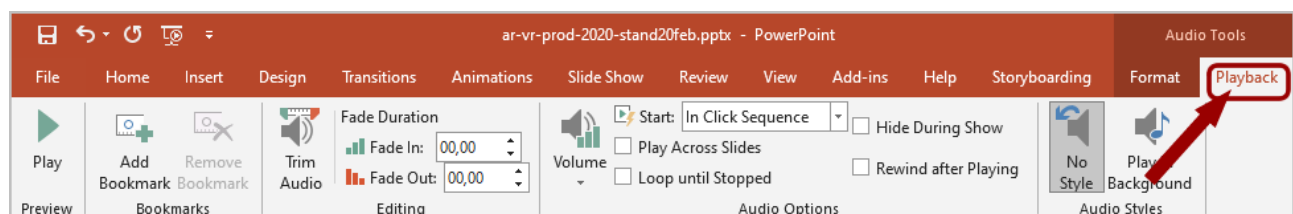


### • Import external audio files

If you want to create high quality audio, an external software solution might be more suitable than using the internal PowerPoint function. You can import mp3 files, which have been created beforehand with Audacity, for example. You need one mp3 file for each slide. You are welcome to have a look at our Audacity documentation on the ELC web site.



If you want to deviate from the default settings, you can change settings via menu options "Audio Tools / Playback". We recommend keeping the default settings.



For further information see Microsoft web pages:

<https://support.office.com/de-de/article/video-hinzuf%C3%BCgen-und-aufzeichnen-von-audio-eeac1757-5f20-4379-95f2-0d0cd151d5b8>

## Variant 2: Add audio to PowerPoint slides in real-time

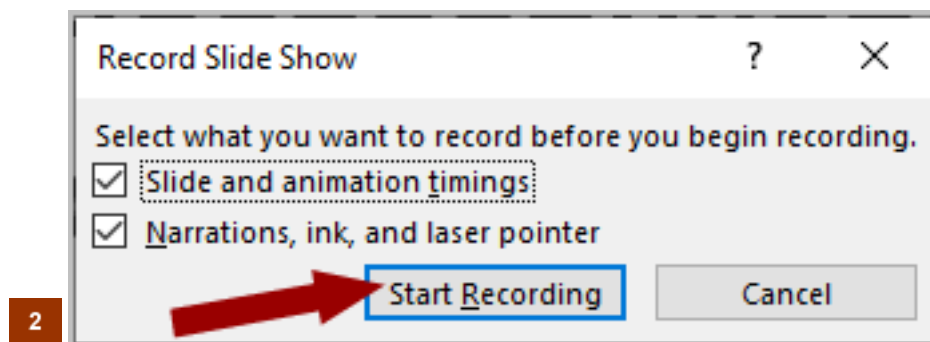
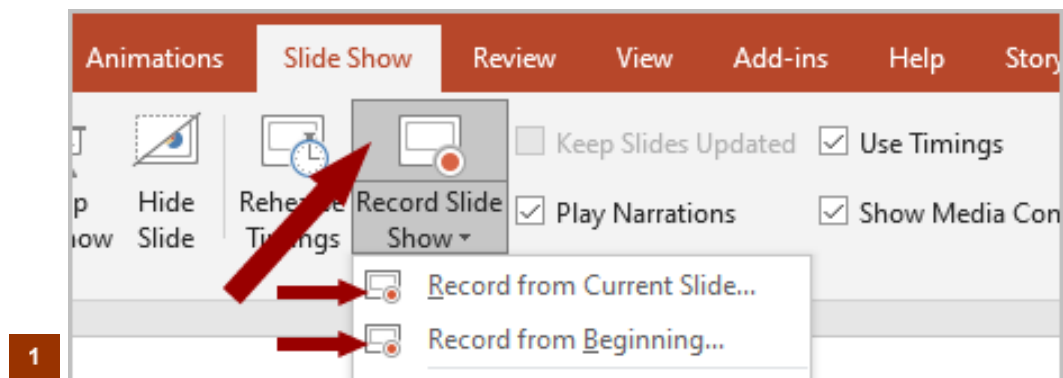
Result = Automatic running presentation resp. video

You create your PowerPoint slides as ever. After the recording has been started, you hold your audio lecture as usual in "Slide Show" mode (thereby add audio to your slides in real-time) and save the result in the PowerPoint format "PowerPoint Show" (\*.ppsx). Users can open this file format with PowerPoint or a PowerPoint viewer. Additionally, you can export the result as a video (\*.mp4).

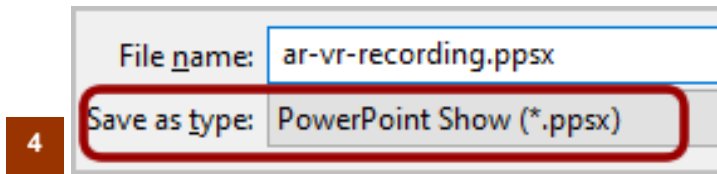
- **File format PPSX ("PowerPoint Show")**

Open your finished PowerPoint file on your PC. Choose menu options "Slide Show / Record Slide Show". Please note that you need to hold your lecture up to the last slide before saving the result. However, you can decide that you want to start recording from slide xy to the end - that means that users have to go manually to this slide until your presentation runs automatically with your audio commentary.

Tip: Make a short test run (also in order to check your audio) incl. export/saving, before you start recording the whole presentation!



Hold lecture to the last slide and thereby add audio.



Save the recording in PowerPoint via „File / Save as...”

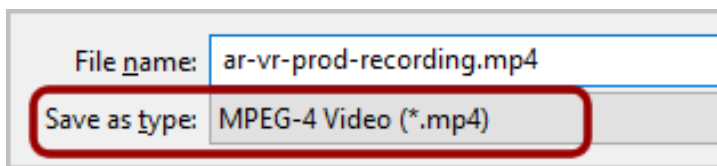
If you want to edit the recording afterwards, you can go to „Recent“ in order to open the „PPSX“ file. Now you see a speaker icon on each slide, can listen to the resp. audio, delete it or make a new recording via „Insert / Audio / Record Audio“. Changes also can be done via menu options „Slide Show / Record Slide Show / Clear / ...“.

For further information see Microsoft web pages:

<https://support.office.com/de-de/article/video-aufzeichnen-von-pr%C3%A4sentationen-2570dff5-f81c-40bc-b404-e04e95ffab33>

- **If necessary, additional file format MP4 (video)**

If you would like to get a video file format as a result of your recording, we recommend to open the "Save" menu again after saving as „PPSX“: „File / Save as... / MPEG4-Video“.



Afterwards, please decide which export format would be suitable for your purpose (also regarding file size). For mp4 video, users don't need PowerPoint, but they need another software tool (web browser, player, LMS etc.) which is able to play back mp4 videos.