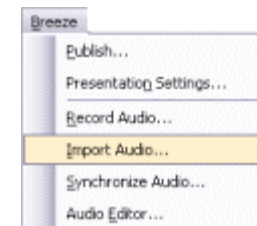


Importing Audio

For a truly professional production, you can import an audio file to accompany your presentation.

Any audio you wish to import will need to be in the format of a '.wav' or '.mp3' file. Creating such a file is not covered in these notes.

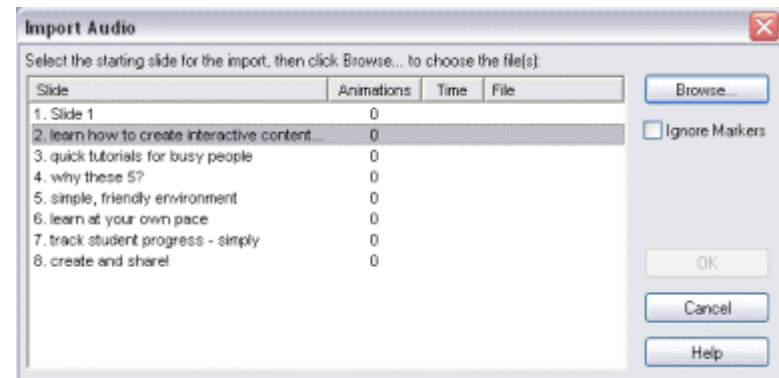
From the Breeze menu, select 'Import Audio...'



The 'Import Audio' dialog box will open.

Here you can choose to import audio for the slides you wish.

Click on the slide, and then click the 'Browse...' button.



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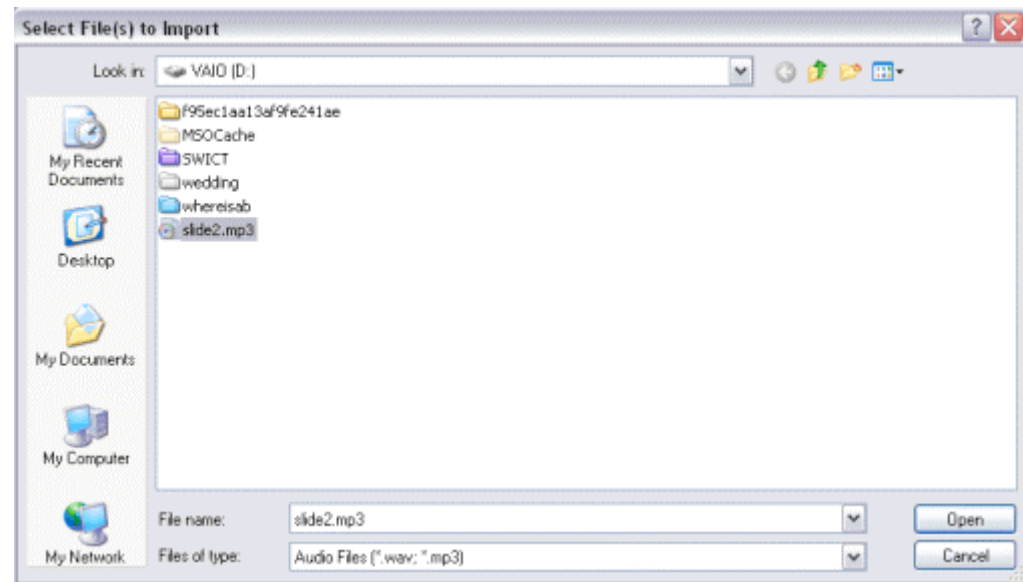
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The 'Open dialog box will open, allowing you to navigate to find your file.

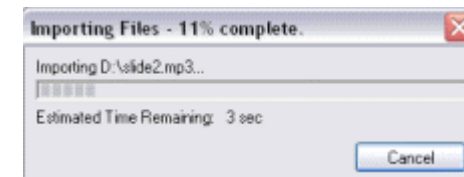
With you file selected, click 'OK' to return to the 'Import Audio' dialog box.

This time, your sound file will be listed next to the slide name.

TIP – if your slide contains animations, it is best to check the 'Ignore Markers' checkbox – you can synchronise your audio track once it has imported.



Click 'OK' to import your audio files into your presentation.



The Import Audio dialog box will close, returning you to the default PowerPoint screen.