

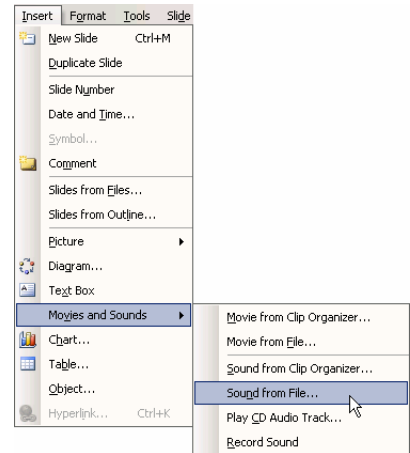


unitedstreaming in Action: Using Audio Files



Insert an audio file in PowerPoint:

- Step 1: Download your audio file to a designated folder.
- Step 2: Save your new or revised PowerPoint document in the same folder.
- Step 3: Go to “Insert” > “Movies and Sounds” > “Sound from File.”
- Step 4: Click to select the audio file that you wish to insert in your document and click “OK.” Note: With some software applications, you may have to “Browse for File” and navigate to your saved file.
- Step 5: Select the automatic play option or choose to start the audio with a mouse click.



TIP: Keep the folder and file names brief. If the full path to an audio file exceeds 128 characters, the file will not load and the audio will not play in PowerPoint. If you rename the audio file, make sure to maintain the **.mp3** file extension.



Adding Audio to Your iMovie

- Step 1: Download your audio file to a designated folder.
- Step 2: Save your iMovie project in the same folder.
- Step 3: Add the audio file to the iMovie timeline:

If you saved your audio file to a folder, click on the File menu, select “Import...”, select your audio file and click “Open.” The audio file will appear in the timeline.

If you saved your audio file to iTunes, click the Audio icon and select your audio file from the iTunes Library list. Click “Place at Playhead” and the audio file will appear in the timeline.

- Step 4: If the audio doesn't start in the right place, simply drag the audio clip along the track until you see the frame where you want it to start in the iMovie monitor. Make sure you drag from the center of the clip, not the edge. If you drag from the edge, you will change the length of time the audio plays in your iMovie.



The timeline viewer displays audio as audio clips in one of the two audio tracks, shown in the illustration above. You can add audio to either track, and also drag audio clips from one track to another.