

Add sound to each slide in your PowerPoint presentation

Mac version - Guide for teachers

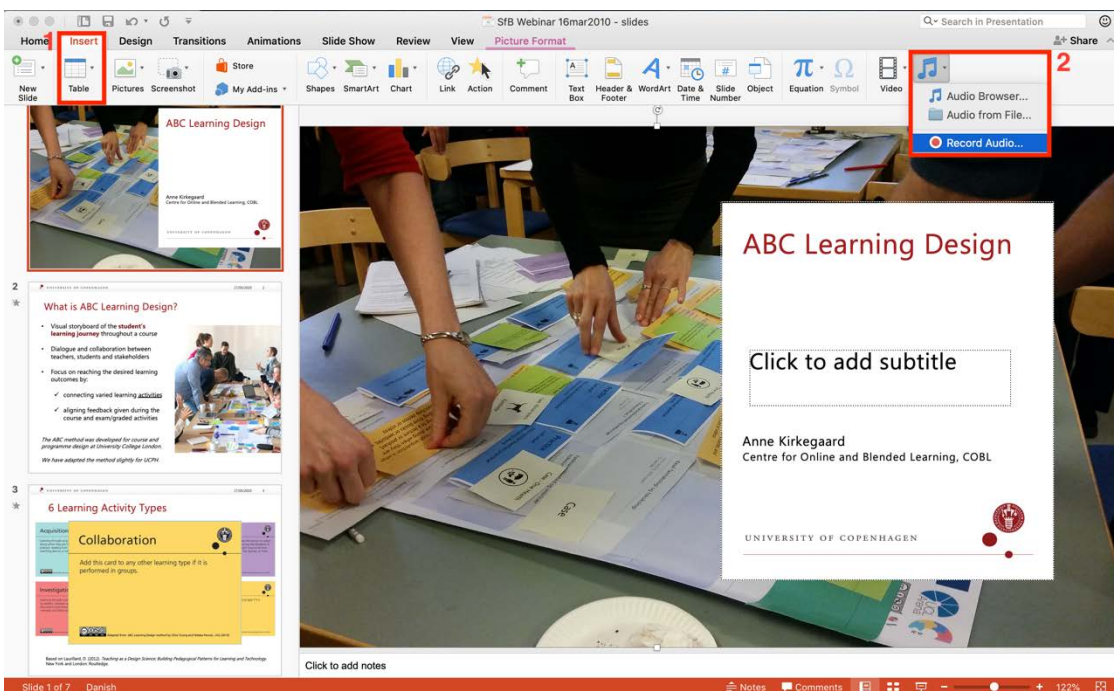
Please note!

There are two ways to add sound (narration) to your PowerPoint presentation:

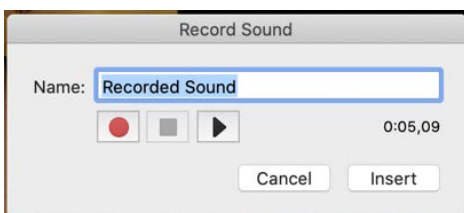
- Record your entire presentation in one video: Use this method if you have animations in your slides. Save your presentation as a video-file (.mov)
Please see another guide: "Record your PowerPoint presentation as a video" (In Danish only – translation will be added shortly)
- Add sound to each slide (this guide): This method is easier to use, but a bad choice if you have animations in your slides. You will record a sound file on each slide. Your file is saved as a PowerPoint Show (.ppsx)

Open your presentation in PowerPoint.

On each slide, click the Insert tab (1) and then the sound-icon (2) to record sound.



Then a small window will open. Click the red button to start recording, and the square to stop. Click Insert to add your recording to the slide.

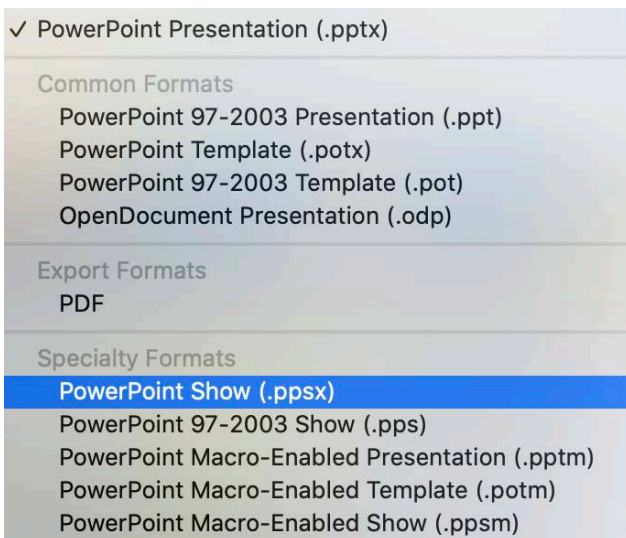


Then you will see a loud speaker icon on the slide:



The remove the sound, simply delete the icon.

When you have added sound to all slides, you must save you PowerPoint file as a PowerPoint Show (.ppsx)



Upload the file to the right course room in Absalon (upload to files).

Afterwards add your file in Modules – either as a file or place it on a page. See this [guide](#) for upload and sharing of your file in Absalon (in Danish).

Note! Your students must download the file in order to play sound. Inform them like this:

- [SAU galdesten Lars Bo Svendsen, marts 2020 - slides med lyd \(NB! download filen for at høre lyd\)](#) 

Add this info into the file name:

`_NOTE_download_file_to_play_sound.`