



Embed Audio to PowerPoint™

There are 7 different ways to add audio to your Brainshark presentation; each option is detailed in the [Adding and Managing Audio document](#). The method, or combination of methods, you ultimately choose when you add audio depends on the recording quality you are hoping to achieve, who will record, and his/her access to the technology it takes to record.

It is possible to record audio directly to content in Brainshark. However, you may have existing audio files you'd like to reuse in a Brainshark presentation: maybe from a recorded live meeting, an old presentation, or something recorded in a studio. These files could be in .wav or .mp3 format.

If you have existing .wav audio files that you are unable to compress to .mp3 format, you maybe able to embed those files into your PowerPoint presentation and then upload the file to Brainshark. When a PowerPoint file containing embedded audio is uploaded to Brainshark, the recorded audio will upload with the other content. Once your audio is in Brainshark, it is converted to .mp3 format, and is available for download. This document discusses the process to embed .wav audio files. Find other Best Practices and some technical FAQs on our [Best Practices for Audio document](#).

NOTE: If you have .mp3 audio file(s) you want to include in your presentation, or you can compress your .wav files to .mp3 format, the [Recording and Uploading .mp3 Audio Files document](#) provides the detailed process steps.

This document provides steps for PowerPoint 2007, 2010 and 2013.

[PowerPoint 2007 or 2010](#)

[PowerPoint 2013](#)



Embed Existing .wav Audio Files to PowerPoint 2007 or 2010

1. Open the PowerPoint presentation.
2. Go to the slide where you want to insert audio.
3. Select **Insert**.
4. Select **Audio** from the *Media* group.
5. Select **Audio from File**.
6. Navigate to the audio file and click **Insert**.
7. Repeat steps to embed audio on additional slide(s).
8. Once all embedding is complete, select **File > Save As**.
9. Change the **Save as Type** drop down to *PowerPoint 97-2003 Presentation* to ensure the file will play when uploaded to Brainshark.

NOTE: Once you record audio to PowerPoint, the file size will increase. To see the size of your file, right-click on the file icon and select **Properties**; the *Size* field will display the total file size. The maximum upload limit to Brainshark is 500MB. If your file size exceeds 500MB, you may be able to separate the PowerPoint file into multiple files of less than 500MB each, and upload each file individually to Brainshark. The *Merge Content document* will assist you with this feature so you can combine the segments back into one presentation.

PowerPoint 2010 will allow you to compress audio and media by going to **File > Info > Media Size and Performance**; this may help you reduce the file size enough that you may not have to split up the presentation slides before uploading to Brainshark.

Contact [Brainshark Support](#) for further assistance.

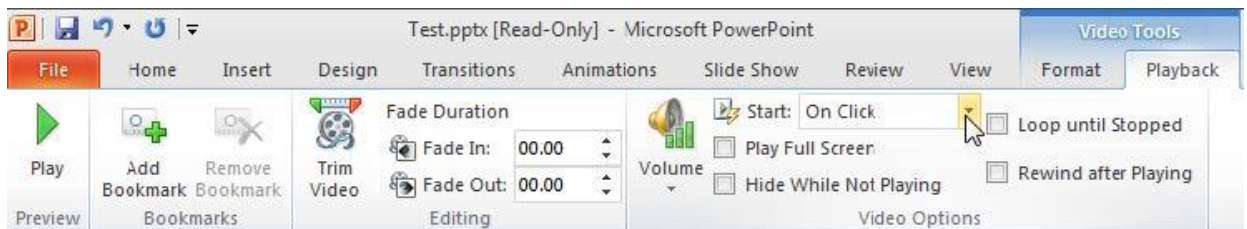
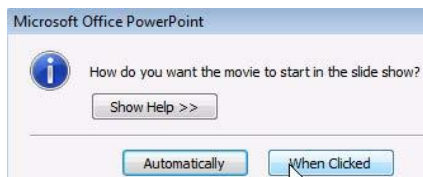


Embed Existing .wav Audio Files to PowerPoint 2013

1. Open the PowerPoint presentation.
2. Go to the slide where you want to insert audio.
3. On the Insert Ribbon and click the Audio icon and choose "Audio from File.... "



4. Locate the file, and click the *OK*.
5. A dialog box will appear asking if you want the sound to start automatically or when clicked. If you change your mind later, click once on the movie/sound, then go to the Video Tools Playback Ribbon and change it. You can also choose to play audio across slides.



6. Repeat steps to embed audio on additional slide(s).
7. Once all embedding is complete, select **File > Save As**.
8. Change the **Save as Type** drop down to *PowerPoint Presentation* to ensure the file will play when uploaded to Brainshark.



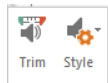
Confirm the Files Are Embedded

1. Hover over the sound icon and the media controls will display. Click the play



Adjusting the audio

1. Right click the sound icon to display the Trim and Style adjustment.



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