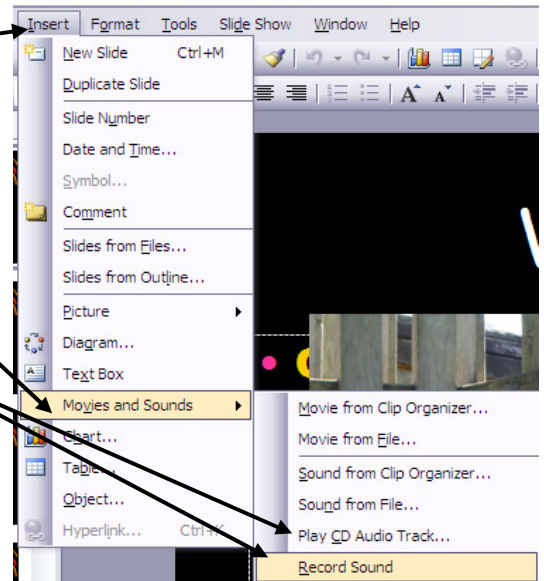


Adding Sound


To add a sound;

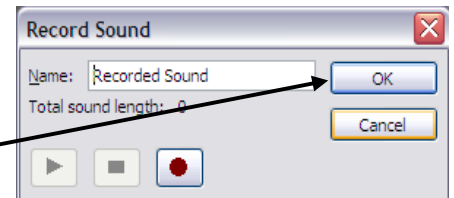
1. Click **Insert**
2. Highlight **Movies and Sounds**
3. Select the source of the sound



Click  to start recording using a microphone

Click  to stop recording

Click  to listen to the recording

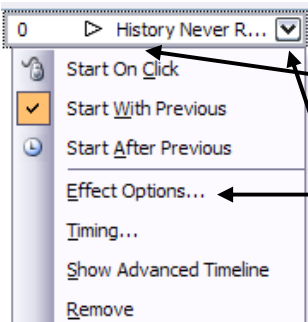
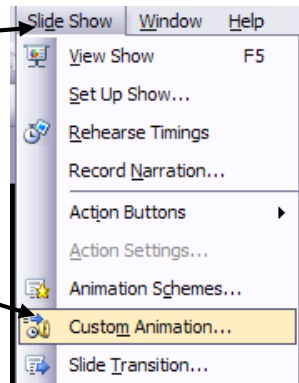


Click **OK** to continue

The sound can be set to run automatically

Click **Slideshow**

Click **Custom Animation**



Select the sound
Click the down arrow

Click **Effect Options**

Choose where you want the sound to play

Choose where it will end

Click the **Sound Settings** tab to change the volume and hide the sound icon

Click **OK** to continue

