**Instructions for embedding audio in ppt for windows PC**

1. Select the drop down tab for Audio on the Insert tab



1. A box will appear with controls to record the audio (play, stop, record). 
2. To record
	1. Select the circle to start recording
	2. Square to stop the recording
	3. Triangle to replay the recording
	4. To re-record, select the circle. This will overwrite the previous recording.
	5. Select OK, when recording is finished.
3. For post-modifications, right-click on the icon

	1. The option Trim – enables cutting the recording in the beginning or at the end
	2. Style- enables the audio to be played in the background. **We highly recommend the NO Style option.**