

# Inserting Audio into Multimedia Projects

## General Tips

- In all cases, *reduce the file size to as small as you can*. This will keep the file size of your entire project more manageable.
- “Mp3” format is best to use. (To make any audio files into mp3 files, use iTunes)

## iPhoto/iMovie

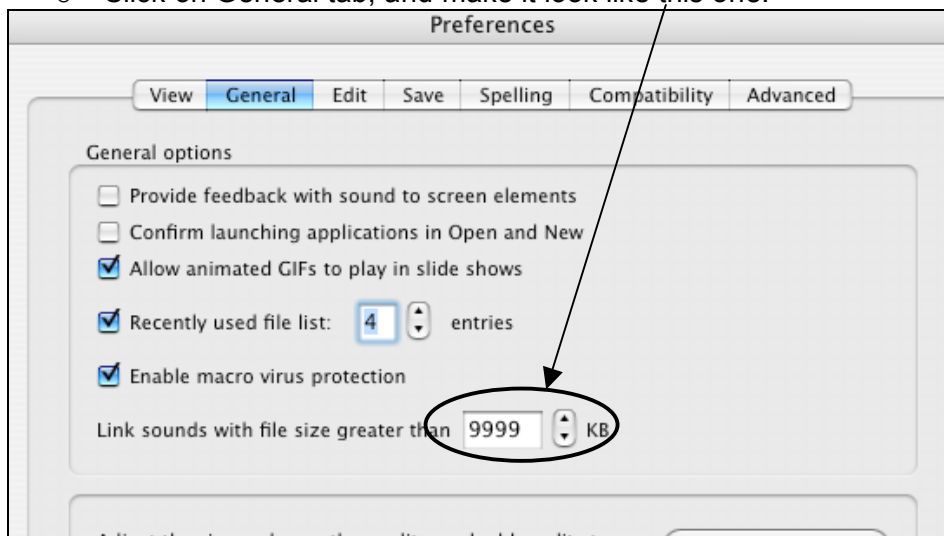
In general, iPhoto and iMovie are well integrated with iTunes, so inserting sound is a snap. When making a slide show or movie, it will offer you the files you have saved in iTunes as music. Be sure to choose the .mp3 version of the audio file.

## Powerpoint

Powerpoint is persnickety; you must follow these directions EXACTLY to get your project to play on any other machine than the one you used to compose your Powerpoint:

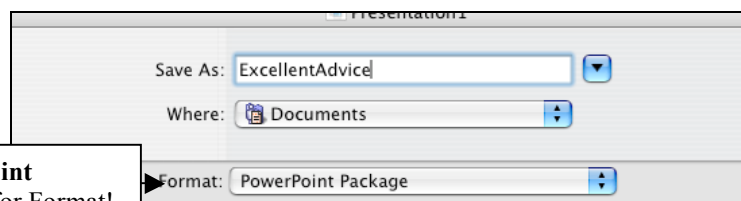
With Powerpoint open:

- Change the Preferences:
  - Top Menu: Powerpoint > Preferences...
  - Click on General tab, and make it look like this one:



(note: you will also need to do this on the machine where you eventually play it.)

- Insert the mp3 song:
  - Insert > Movies and Songs > Sound from File...
  - Navigate to Music > iTunes > iTunes Music > album > Song. (Be sure to choose an mp3 file!)
  - Choose whether or not to have the song play automatically.
- Save As... (this is VERY important!)



Be sure to choose **Powerpoint Package** from the choices for Format!