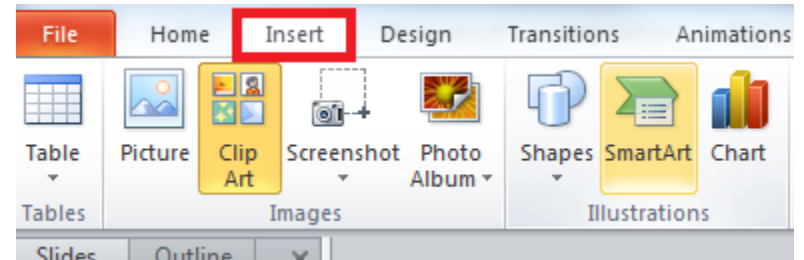
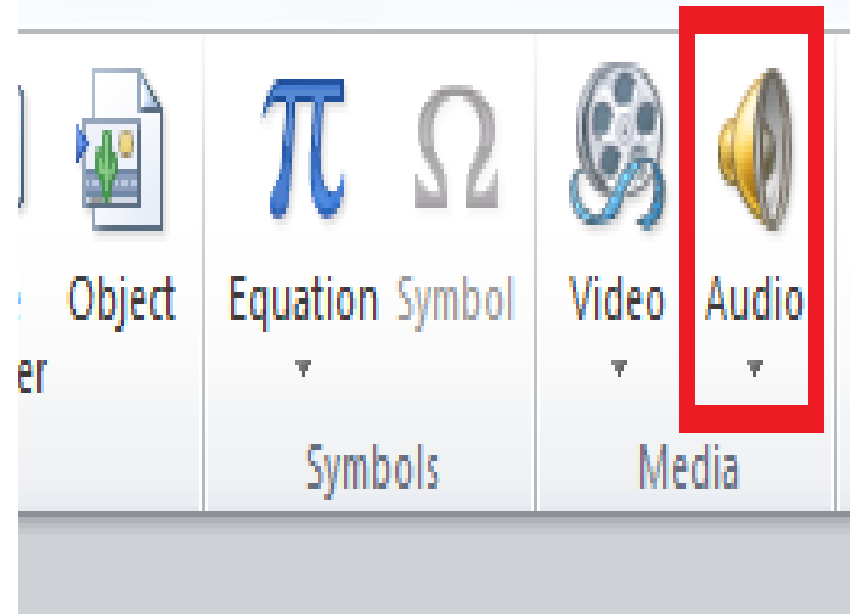


Inserting audio

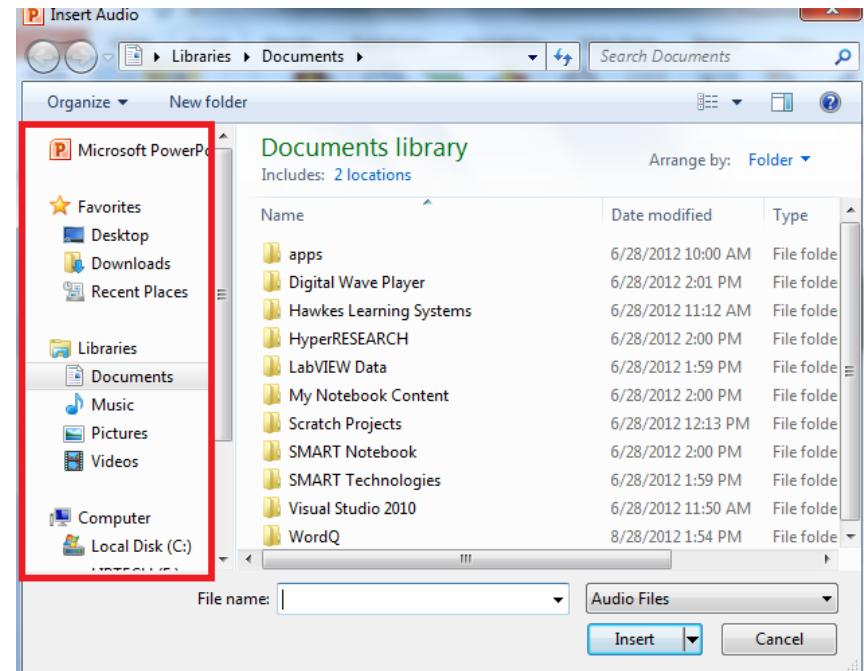
- **Left click on the Insert tab.**



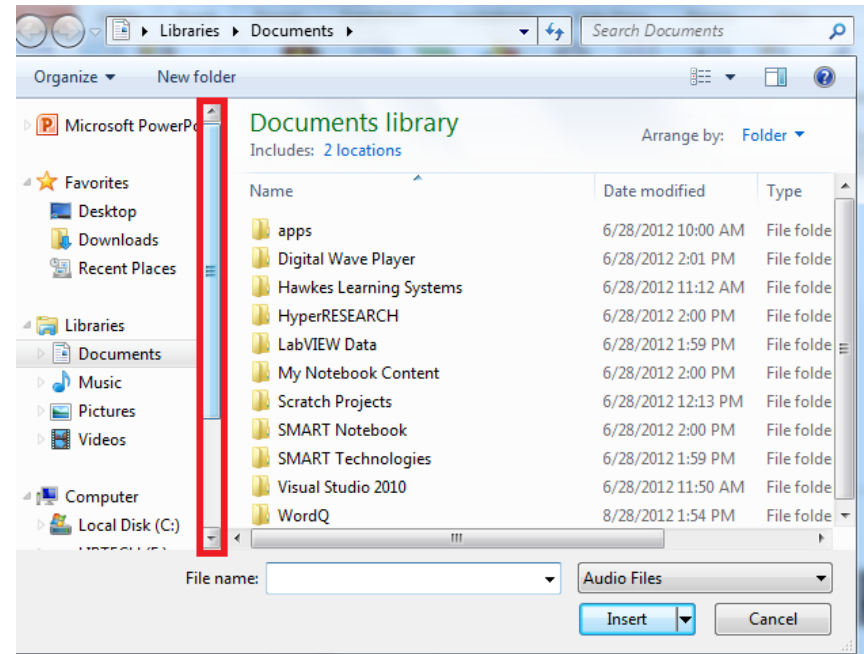
- **Left click** on the **Audio** icon located at the right end of the toolbar.



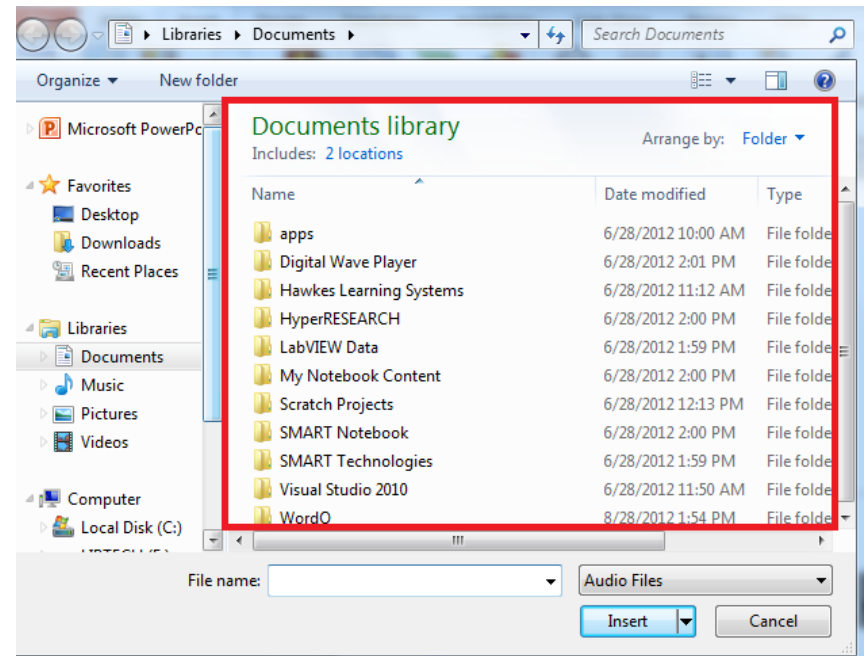
- In the box that appears, you will choose the audio file.
- To choose the location use the box furthest to your left.



- To scroll down, **hold the left click button** on the mouse
- Drag the grey bar to the destination file or drive



- To find a file use the box in the center.



- Once you have found your Audio file, **double left click** on it using the mouse to insert the audio into the slideshow.