

**Converting your audio clip to PowerPoint compatible WAV or MP3 files:**

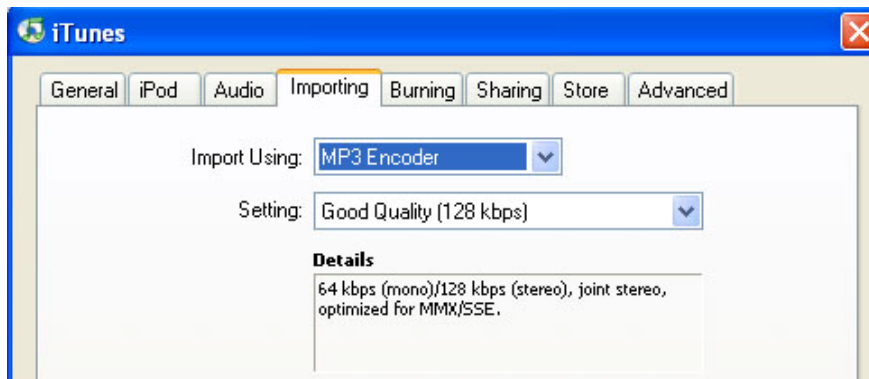
Powerpoint can only handle file types supported in Windows Media Player, which also varies between PC and Mac platforms. For audio, we recommend converting and using the .wav or .mp3 file type for audio clips. Both .wav and .mp3 are compatible with Powerpoint on both PCs and Macs. However, if the audio clips are large or memory is an issue, then the files should be compressed and saved as mp3s (wave files are not compressible).

**Converting your audio clip within Quicktime to PowerPoint compatible WAVE:**

1. Open the file in **QuickTime** and choose **File → Export → Sound to WAVE**
2. Save the audio clip as **.wav**

**Converting and compressing your audio clip within iTunes to MP3 format:**

1. Open **iTunes** and choose **Edit → Preferences → Importing**
2. For “Import Using” choose **MP3 Encoder** and pick **Setting:**



3. Open and select the audio file in iTunes. Then go to the **Advanced** menu and select “**Convert Selection to MP3**”. The MP3 file should be much smaller than the original.

**Inserting your audio clip into a PowerPoint Slide:**

1. With the PowerPoint slide open, go **Insert→Movies and Sounds→Sound from File**
2. Choose start setting: either “**Automatically**” or “**When Clicked**”
3. The audio clip should now play when the appropriate PowerPoint slide is open.
4. Clicking on the clip alternately pauses or plays it.
5. **Special note:** keep the audio clip files with the PowerPoint file because the clips are linked, not actually embedded in the PowerPoint file.