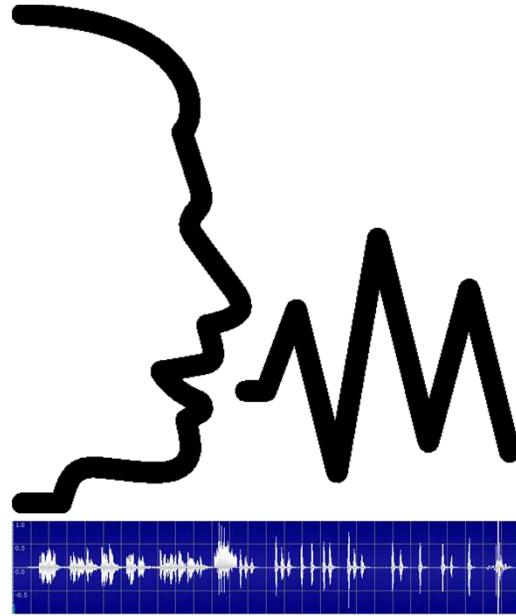


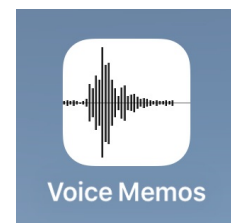
Instructions for Inserting Voice File (radio ad) to a Powerpoint slide



1

Step 1 – Record your advertisement

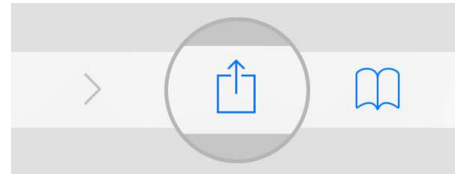
- Have script pre-written
- Use your phone to record your radio ad
- Record in a quiet area/room
- Save the file on your phone



2

Step 2 – Email voice file (radio ad) to yourself

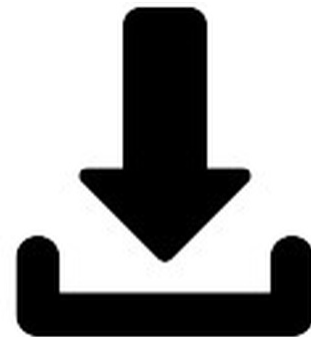
- On your phone
 - 1 - Select the voice file
 - 2 - Share file to your email
 - 3 - Send email to yourself (the audio file will be attached)



3

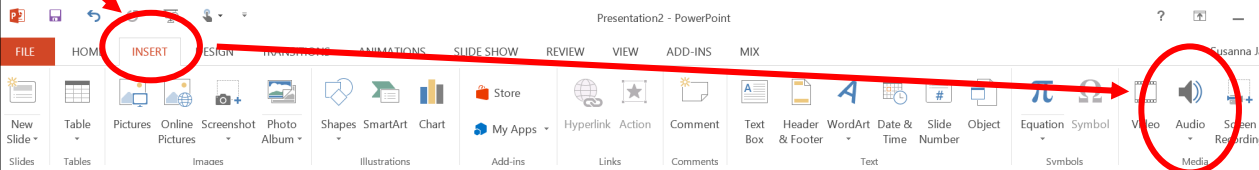
Step 3 – Download the voice file

- Log in to your email on a school computer
- Find the email you sent to yourself from your phone
- Open the email and download the audio file
- Go to your Downloads folder and save the file onto your OneDrive




4

Step 4 – Insert audio file onto your slide



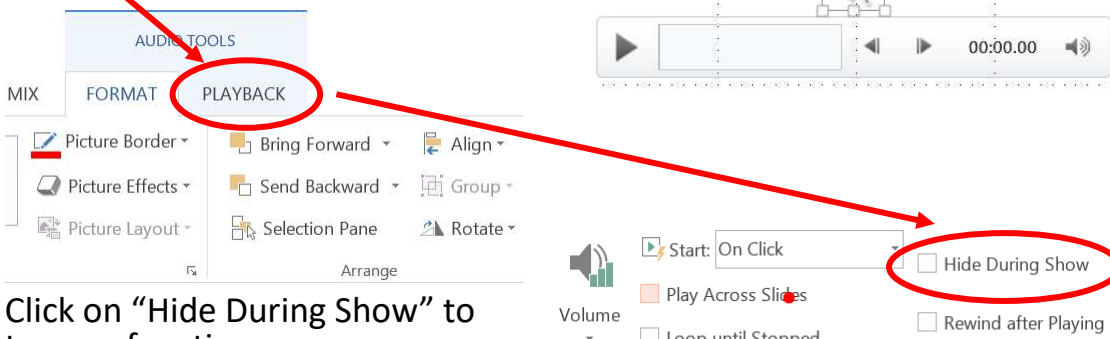
Select “Audio on my PC”
Then go to the folder where your voice files are and insert the voice file



5

Step 5 – Hide audio icon

- Double click on audio icon
- Select Playback tab



- Click on “Hide During Show” to turn on function

6