Embedded Audio vs. Linked Audio
...and why we recommend the latter

As you may know, PowerPoint comes equipped with its own audio recorder, which can be used to record and insert sounds directly into your slideshow. **Very short audio recordings** can be made using PowerPoint’s recorder, and the resulting audio files (.wav) will be **embedded** in the PowerPoint (.ppt or .pptx). This means that the audio data is saved within the PowerPoint file itself.

When a file from your computer is **linked** in PowerPoint, it means that PowerPoint inserts an audio icon into a slide, and when clicked, PowerPoint looks up the audio file on your computer and plays the sound. This is different from hosting audio online and inserting a URL to play the audio.

**In older versions of PowerPoint, the size limit for embedded audio can be as small as 100 KB (only a few seconds!).** The best way to make sure you don’t lose your audio is to create a recording outside of PowerPoint and insert it into PowerPoint as a **linked** audio file. File types other than .wav (such as .mp3 and .mp4) will always be inserted as linked files. **Adding linked audio instead of using the built-in recorder helps keep the PowerPoint file from being too large, and prevents broken or lost audio.** Using the method below will allow you to change the location of your presentation files without losing your audio (including moving it to another computer).

**Adding Audio Recordings (linked) to PowerPoint**

1. First, create a folder on your desktop to hold your PowerPoint and all of the linked sound files. If you have already created a PowerPoint presentation or an audio file, move them all to this folder before adding any sound.

2. If you have not already created your audio, open Quicktime player. (If you already have a recording, skip to Step 12.)

   NOTE: Quicktime does not open a window automatically. Once you see that the toolbar says “Quicktime,” proceed to the next step.
3. Go to “File” and choose “New Audio Recording.”

4. Now the Quicktime audio recorder will open. To select your microphone, click on the downward-pointing arrow on the left side of the player.

5. Find your preferred microphone in the list and click on it.

6. Record a short test and play it back to yourself, to make sure your microphone is functioning correctly. You should see gray lines moving back and forth near the bottom of the player as you talk into the microphone.

7. To record, click the red record button in the center of the player. Click it again when you are finished. (It will change to a “Stop” button while you are recording.)

8. To export your file to the desktop, click on “File” and select “Export...”
9. In the Save window, type a name for the file in the box labeled “Export As:” and navigate to the folder you created in Step 1 to save the file there.

10. For “Format:” click on the drop-down menu and choose “Audio Only.”

11. Click “Export” to save the file.

12. Your newly created folder should now contain your PowerPoint file and the audio you have recorded.
13. Once you have gathered all the necessary files, open your PowerPoint file.

14. Navigate to the slide on which you wish to place the audio.

15. In the editing ribbon in PowerPoint, while viewing the “Home” tab (the default view), find the “Insert” section.

16. Click on “Media” and choose “Audio from File…” from the drop-down menu.

17. In the “Choose a movie” window that appears, find the “Enable:” drop-down menu and select “All Files.” Then, navigate to your audio file and select it.

18. Click “Insert” to add your audio to the PowerPoint slide.
19. Now your recording will appear as an audio icon on the slide you chose. Move the icon where you’d like it on your slide and then save your presentation.

20. By default, your sound will only play while you are viewing this particular slide. To change how your recording appears on the slide, or how it plays during the presentation, click on the recording you inserted and on the editing ribbon select “Format Audio.”

Always be sure to play your slideshow for yourself before presenting, to make sure you are happy with how your audio plays!

21. If you want your sound to continue to play as you advance through the presentation, find the “Audio Options” section. Click on “Start:” and choose “Play across slides” from the drop-down menu.
22. When you are finished, be sure to save your PowerPoint. Then, when you are ready to copy your presentation to a new location (i.e., a flash drive, Google Drive, another computer, or simply a different place on the same computer), move/copy the whole folder you created (with the PowerPoint file and all of your audio).

Do not remove the PowerPoint from your folder, as your audio link will immediately break.

As long as you keep the folder intact (and only relocate it as a whole), you will be able to play your presentation and hear your audio.