

Purpose

Use this procedure to import audio into an Articulate presentation.

Trigger

Perform this procedure when you need to import an existing audio files into a presentation.

Prerequisites

- Audio file must be created.

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

Articulate

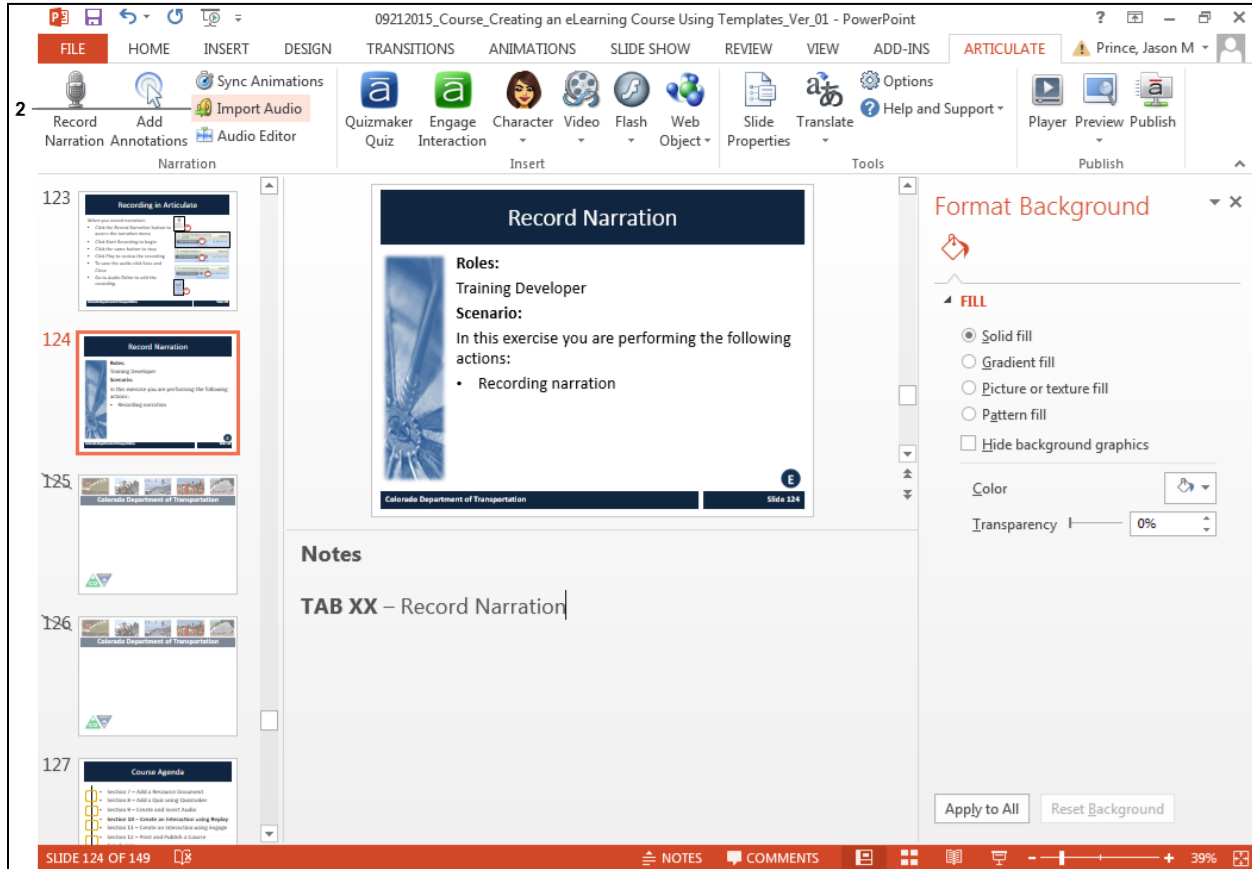
Helpful Hints

- Check the sound quality of the file before importing the file against other files to ensure the sound is consistent.
- Always use the same recording method for a course to maintain the consistency of the sound.
- Do not mix recording programs because adjusting the sound quality can be more difficult than making a new recording.

Procedure

1. Start the transaction from an open presentation with the *Articulate* ribbon selected.

PowerPoint




The screenshot shows the Microsoft PowerPoint interface with the Articulate ribbon selected. The ribbon includes options for Record Narration, Add Annotations, Audio Editor, Quizmaker, Engage Interaction, Character, Video, Flash, Web Object, Slide Properties, Translate, Help and Support, Player, Preview, and Publish. The main slide area displays a slide titled "Record Narration" with the following content:

Roles:
Training Developer

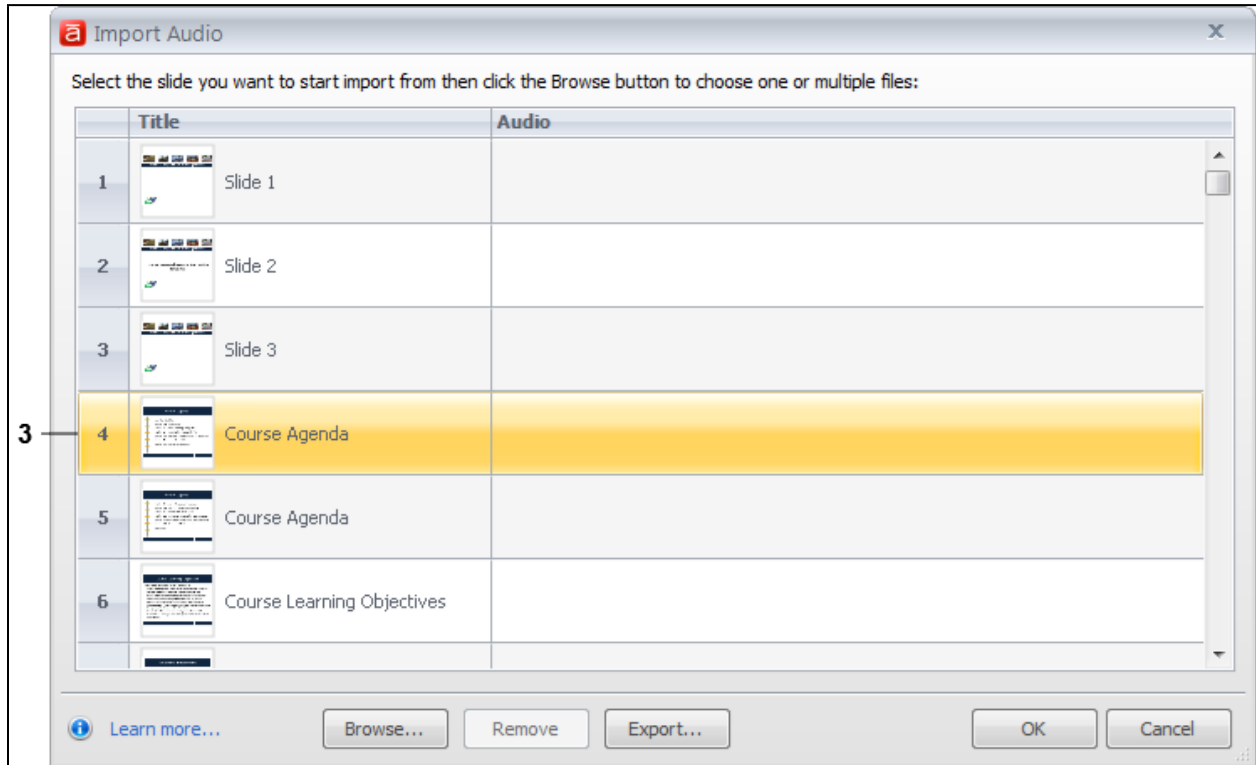
Scenario:
In this exercise you are performing the following actions:

- Recording narration

The slide also features a blue abstract image on the left and a footer for the Colorado Department of Transportation. The Notes pane below the slide contains the text "TAB XX – Record Narration". The right-hand side of the screen shows the "Format Background" task pane with options for fill, color, and transparency.

2. Click **Import Audio**  **Import Audio**. The *Import Audio* screen displays.

Import Audio

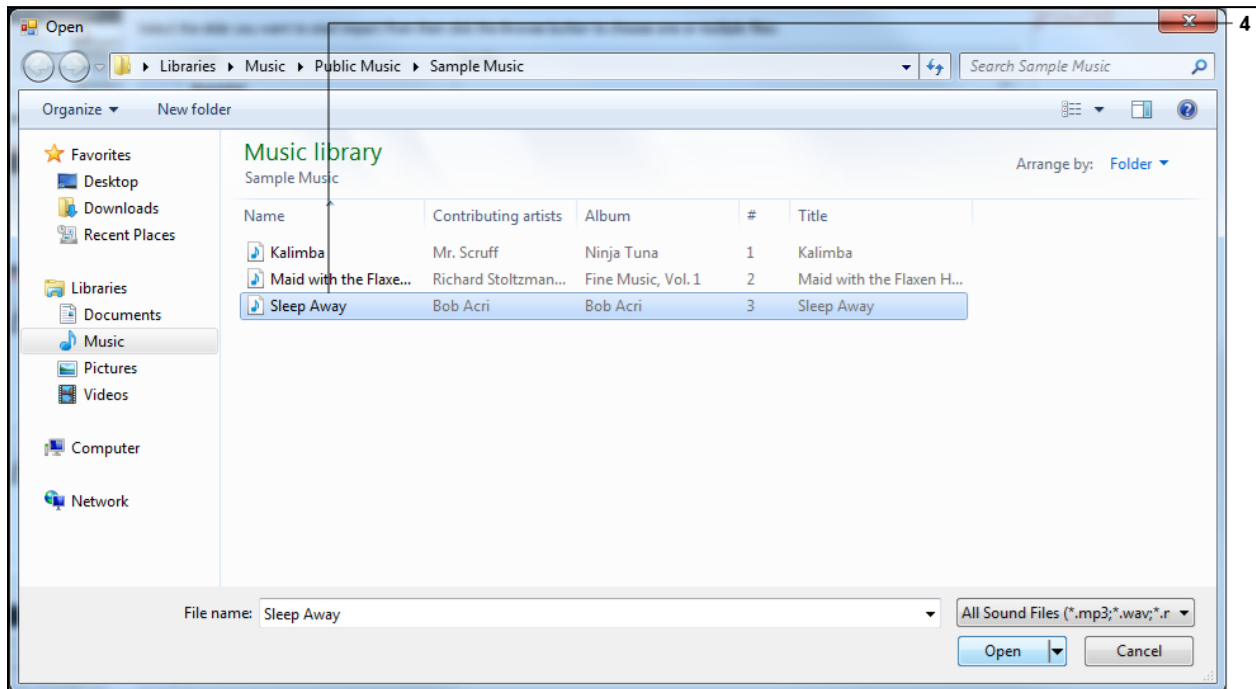



3. Navigate to the slide you want to add the audio and Double-click the slide



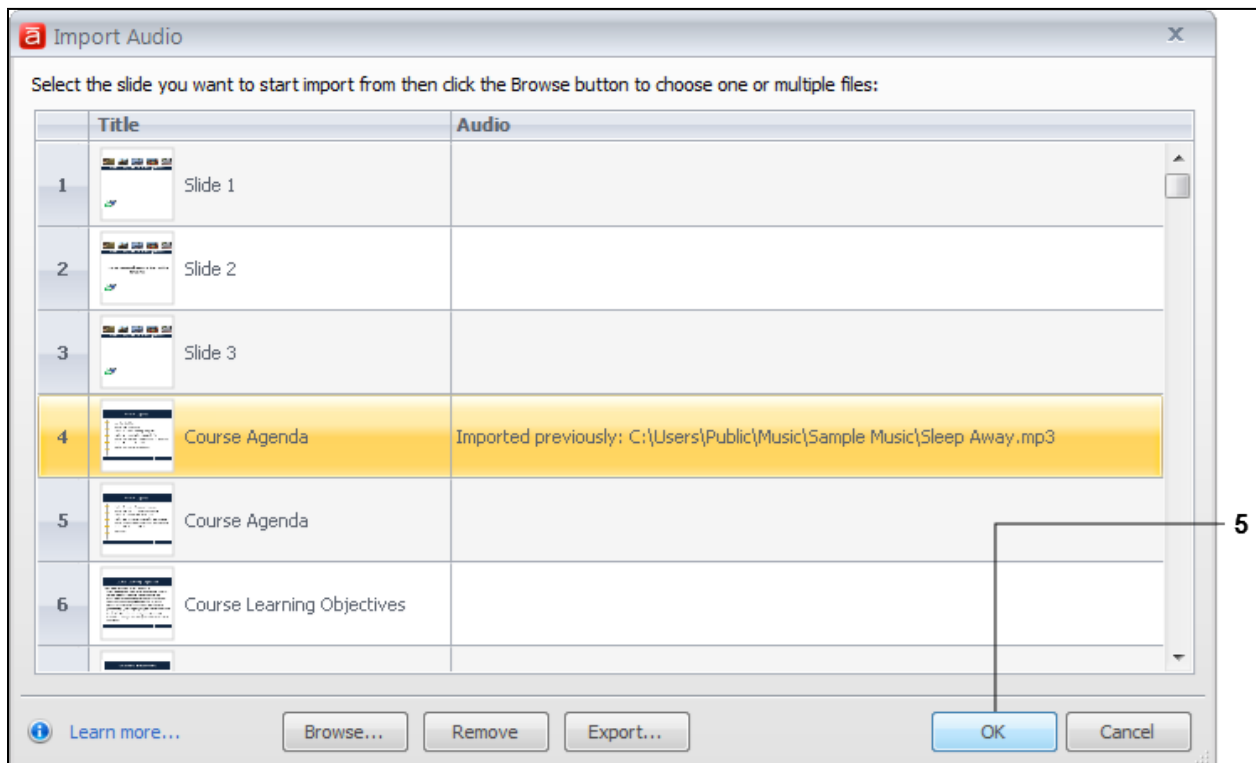
in this example, the audio file is being added to the slide titled 4 *Course Agenda*. The *Open* screen displays.

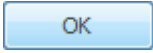
Open



4. Navigate to the audio file you want to import and double-click on the name of the audio file you want to import. In this example, **Sleep Away** was selected.  Sleep Away

Import Audio



5. Click the **OK** button . The *Import Audio* screen closes and the selected audio file is now associated with the file.



To delete an existing audio file, follow the same step up to five, but select the **Remove** button to delete the association to the audio file.

Result

You have imported an audio file into a presentation.