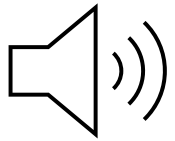
Adding Audio to your Poster



Step 1: Open your poster in .pptx format or export your .pdf file as a .pptx file

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OPS - Unclassified... | OPS - Low Sensitivity | OPS - Medium Sensitivity | OPS - High Sensitivity

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Step 2: go to Insert tab

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Slides | Tables | Images | Illustrations | Links | Comments | Text | Media | Camera

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Step 3: Select Audio and you will have 2 options to choose from, “Audio on My PC” and “Record Audio”

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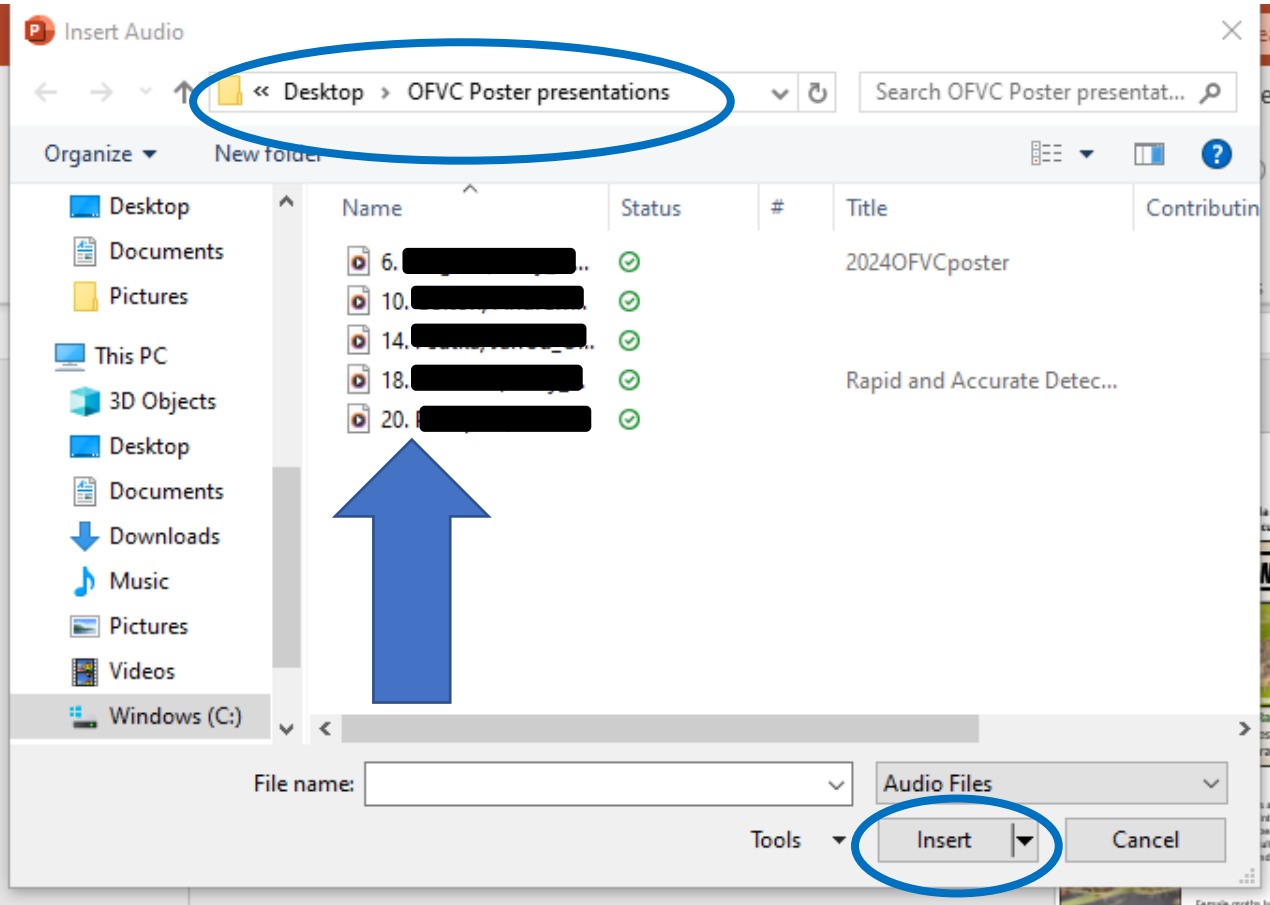
Option 1:

"Audio on My PC"

Or

Pre-recorded Audio



Step 4: Select the file location of your pre-recorded audio file, select the appropriate file, click Insert

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Play | Add Bookmark | Remove Bookmark | Trim Audio | Fade Duration: Fade In: 00.00, Fade Out: 00.00 | Volume | Start: In Click Sequence | Play Across Slides | Loop until Stopped | Hide During Show | Rewind after Playing | No Style | Play in Background

Preview | Bookmarks | Editing | Audio Options | Audio Styles

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Step 5: Click the play button to check your audio is working correctly

Animation P...

Play From

1 6. [redacted]

Seconds 0 2

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Step 6: Move audio icon to a location on your poster of your choosing and Save your file.

Animation P...
Play From
1 6. [redacted]
Seconds 0 2

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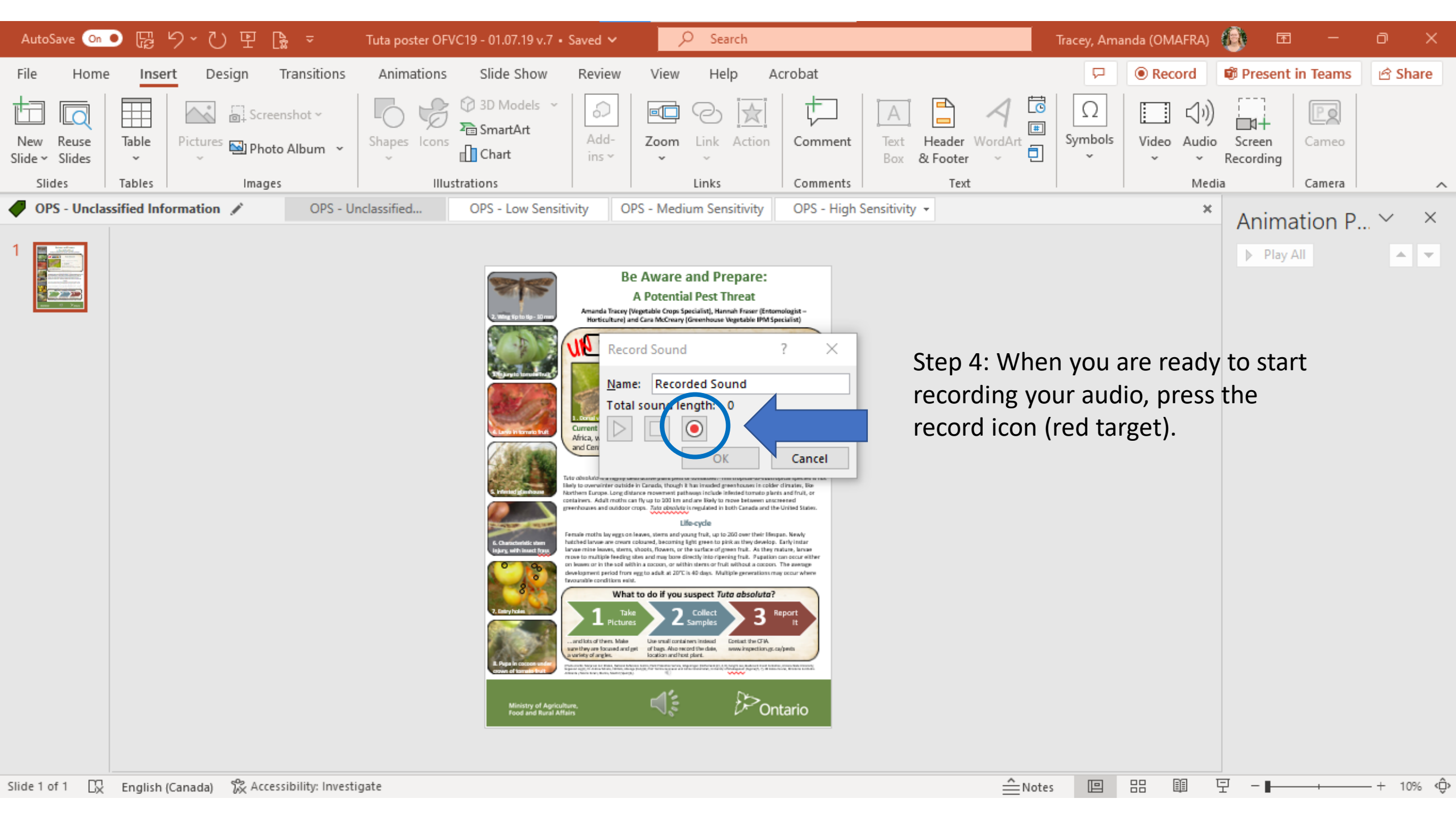
Option 2:

“Record Audio”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Record
Present in Teams
Share
New Slide
Reuse Slides
Table
Pictures
Screenshot
Photo Album
Shapes
Icons
3D Models
SmartArt
Chart
Add-ins
Zoom
Link
Action
Comment
Text Box
Header & Footer
WordArt
Symbols
Video
Audio
Screen Recording
Cameo
Slides
Tables
Images
Illustrations
Links
Comments
Text
Media
Camera
OPS - Unclassified Information
OPS - Unclassified...
OPS - Low Sensitivity
OPS - Medium Sensitivity
OPS - High Sensitivity
Animation P...
Play All
Be Aware and Prepare:
A Potential Pest Threat
Record Sound
Name:
Recorded Sound
Total sound length: 0
OK
Cancel
Life-cycle
What to do if you suspect Tuta absoluta?
1 Take Pictures
2 Collect Samples
3 Report It
Ministry of Agriculture, Food and Rural Affairs
Ontario
Step 4: When you are ready to start recording your audio, press the record icon (red target).
Slide 1 of 1
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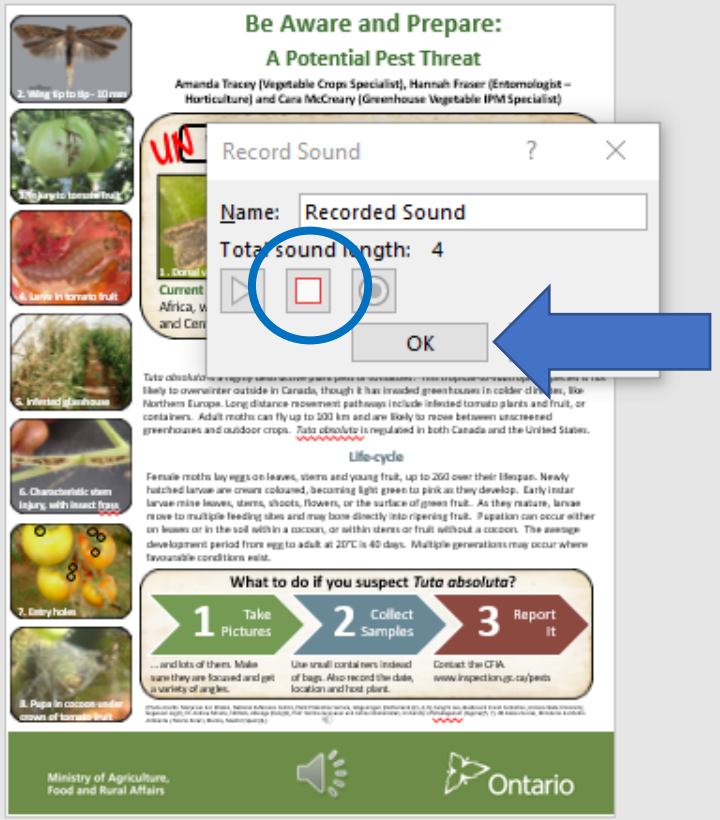

Step 5: When you are finished talking, press the stop icon (red square), then click OK

Animation P... | Play All

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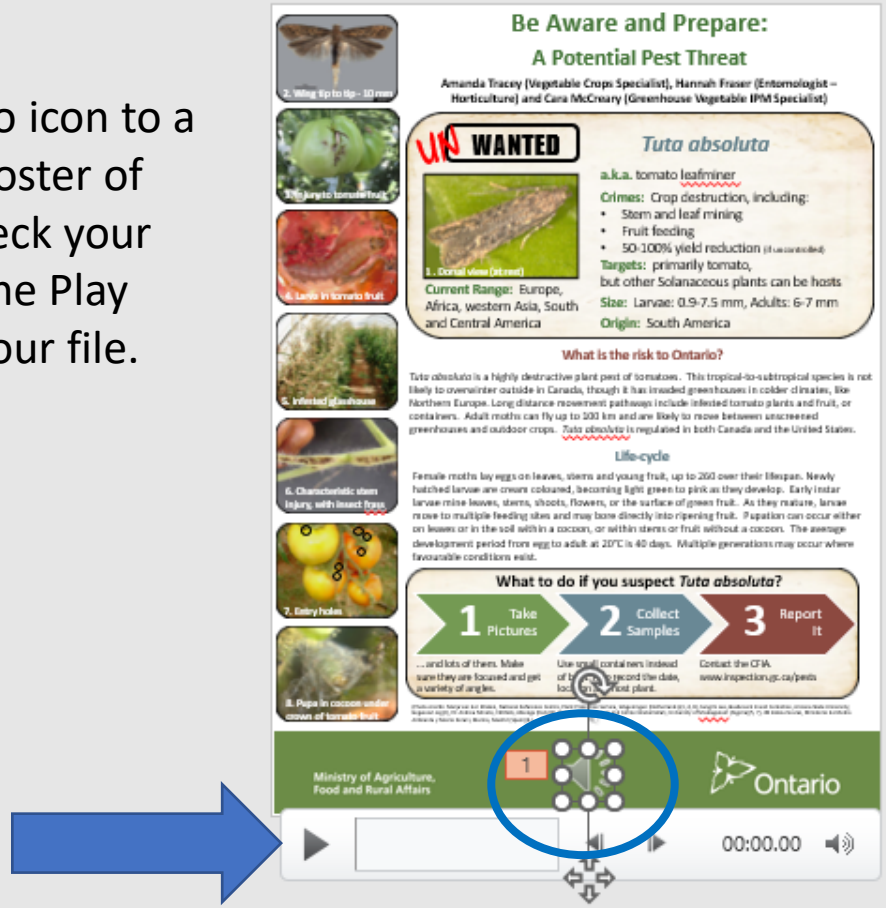
Step 6: Move audio icon to a location on your poster of your choosing. Check your audio by clicking the Play button and Save your file.



Animation P...
Play From
1 6. [redacted]
Seconds 0 2

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