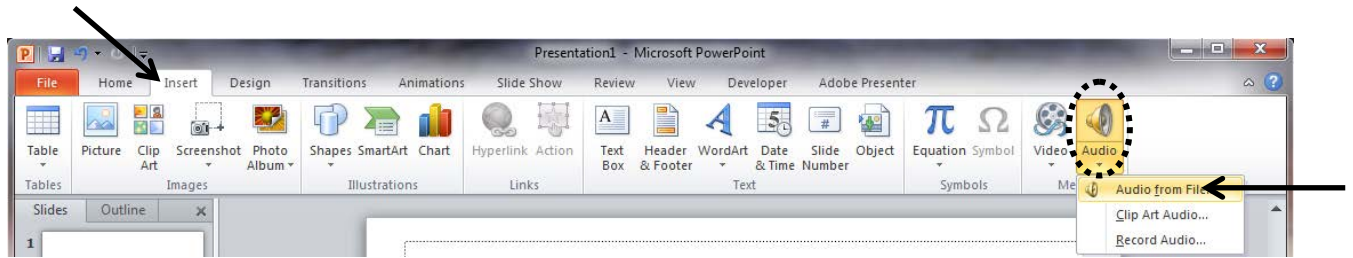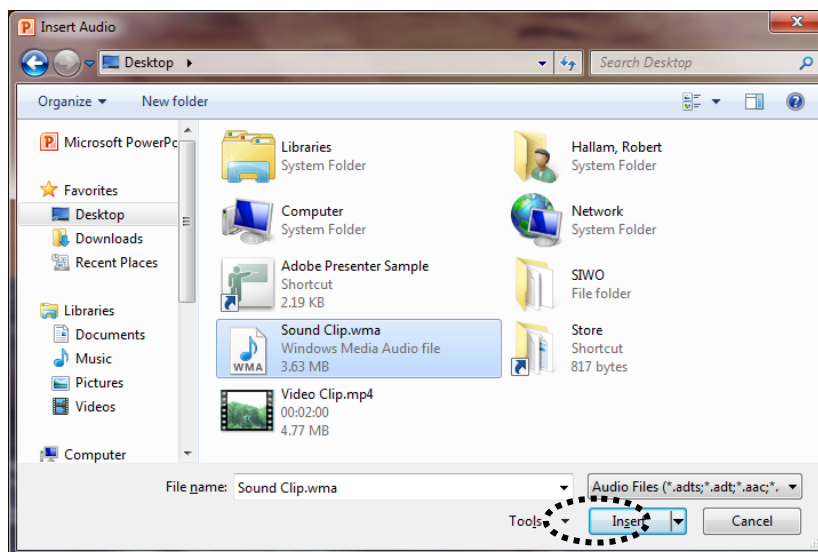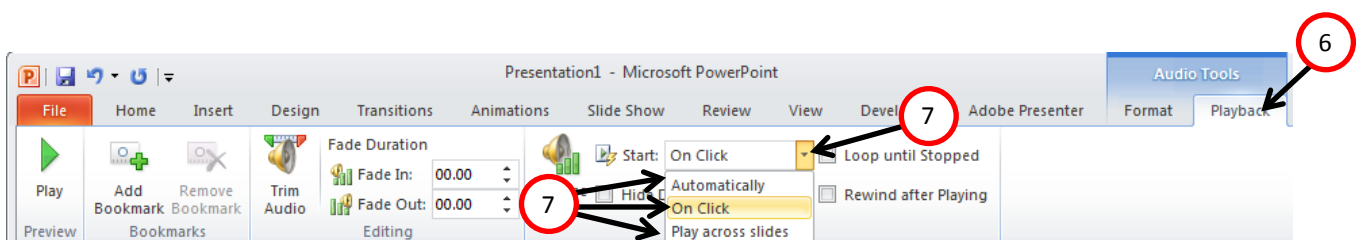# Sounds

1. Select the slide that you wish to have the sound on

2. **Insert** > **Audio** > **Audio from File…**

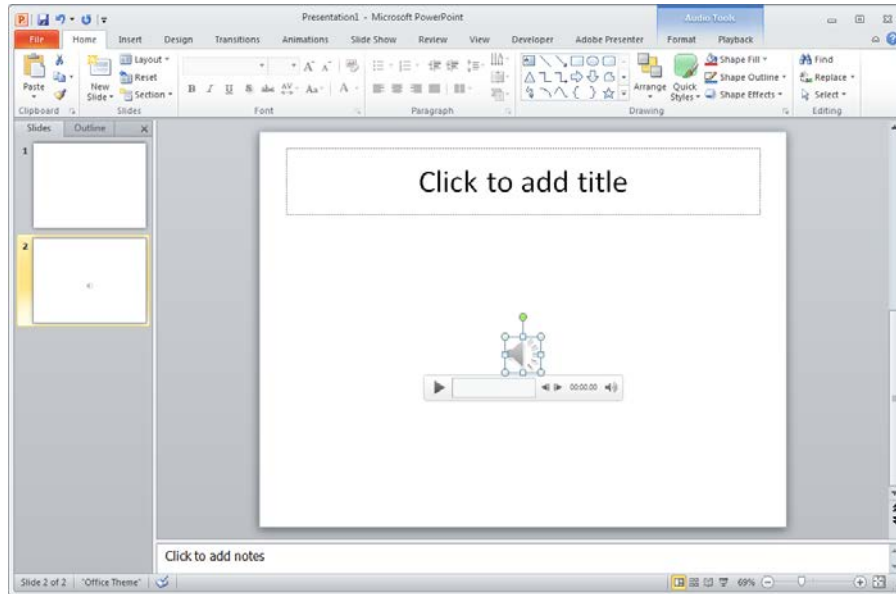3. Browse for your file > Click **OK**.

4. By default the sound will start playing when you click on the sound icon, to change this;
5. Select the sound icon in your presentation
6. Click on the Playback tab
7. Click on the Start drop box
8. Choose between Automatically, On Click or Play across slides

9. You will now be asked whether you want the sound to start playing automatically when the slide is shown, or when you click on the sound icon.

10. Done

Depending on whether you chose **automatically**, **when clicked** or **Play across slides**, your sound clip will either start playing straight away, when you click on the sound icon or will continue playing across all slides once you click on the sound icon.

Click to play sound clip