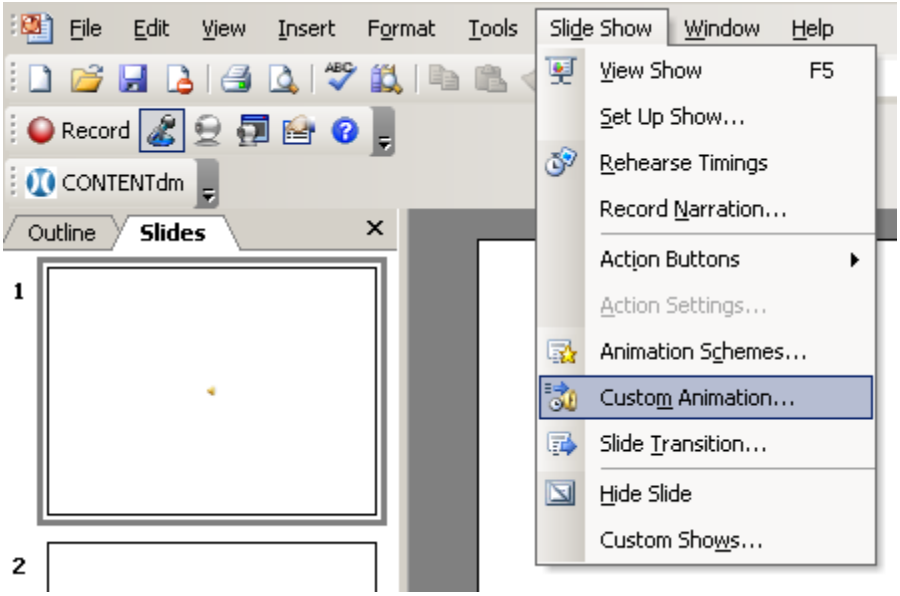
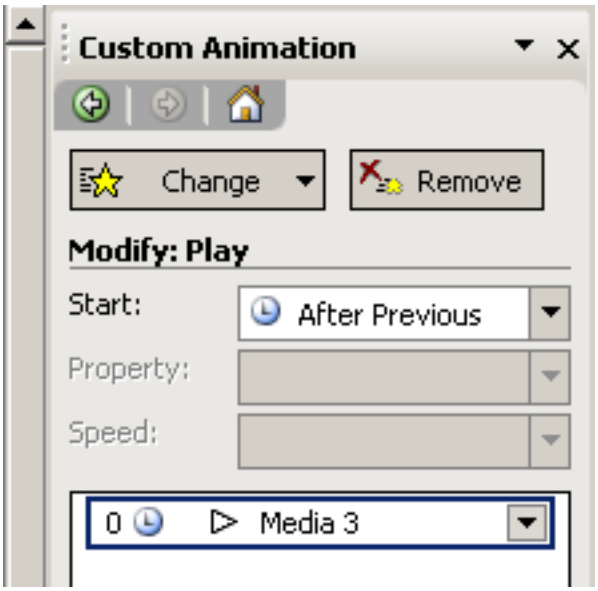
Audio Recording and Slide Transition Settings

Step 1 -- Edit Audio Recording Transition Settings



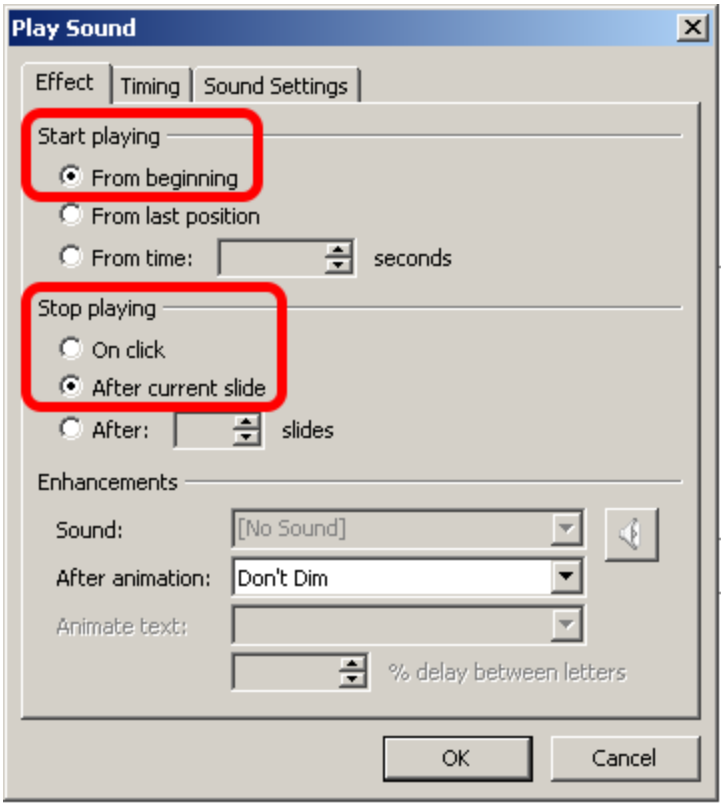
Click **Slide Show** on the toolbar at the top of PowerPoint. Click **Custom Animation**.



The Custom Animation task pane will appear to the right of the slide you are editing.

Double click Media 3 to edit the settings of your audio recording.

Step 1 cont'd. -- Edit Audio Recording Transition Settings

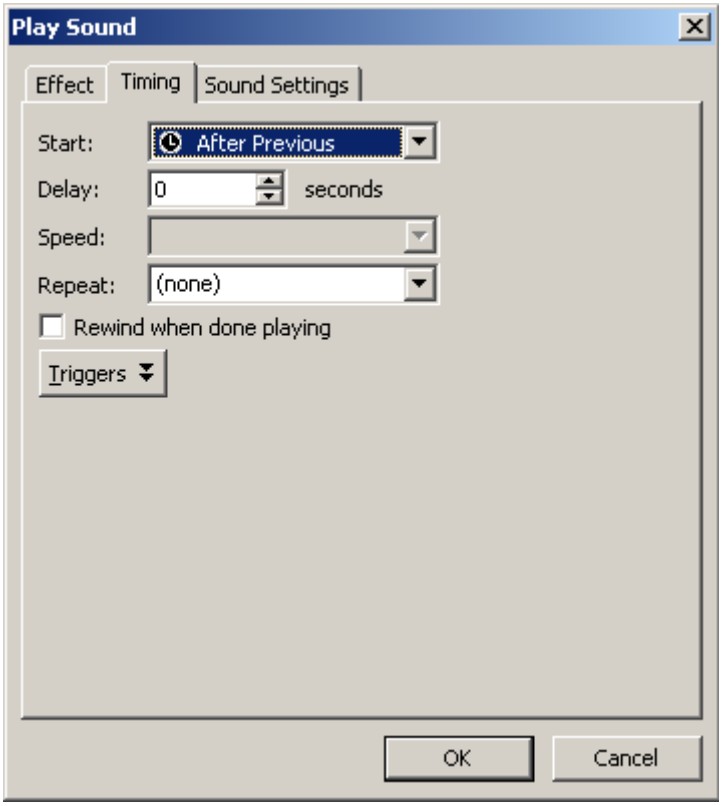


When you double click Media 3, this pop-up box will appear.

In the **Effects** tab under **Start Playing**, click **From beginning** to set the audio recording to play from the beginning of the recording.

In the **Effects** tab **u**nder **Stop Playing**, click **After current slide** so that the audio recording stops playing when the current slide has transitioned into the next slide.

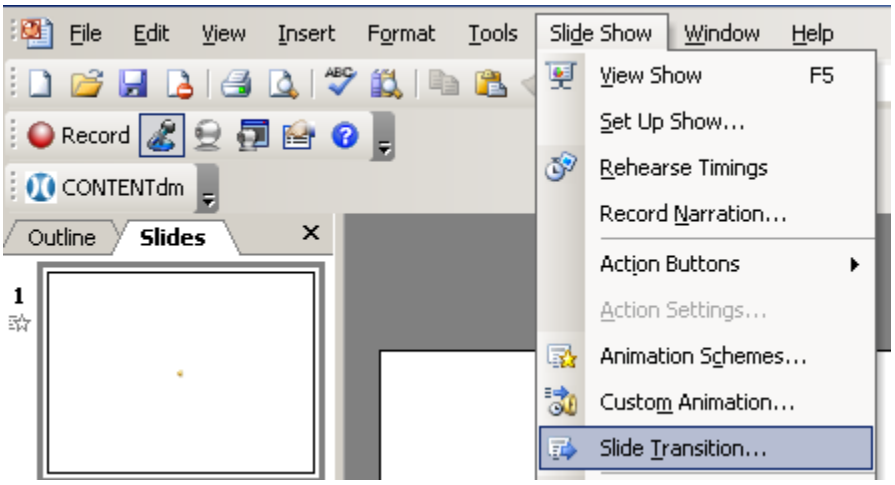
Step 1 cont'd. -- Edit Audio Recording Transition Settings



In the **Timing** tab under **Start**, click **After Previous** to set the audio recording to begin playing after the previous slide has transitioned to the next.

Click **OK**.

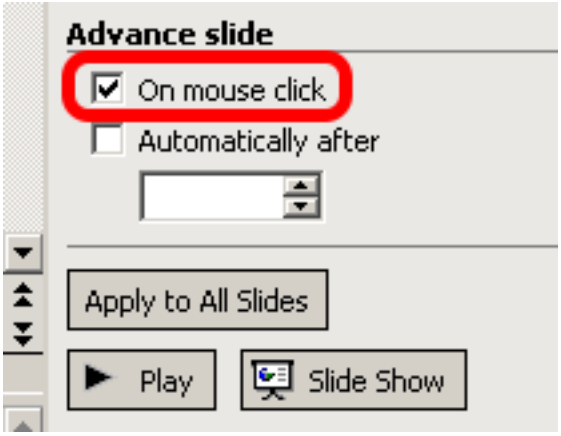
Step 2 -- Edit Slide Transitions to Correspond with Audio Recording



There are two ways you can edit a slide transition to correspond with your audio recording.

Click **Slide Show** on the toolbar at the top of PowerPoint and select **Slide Transition**.

Step 2 cont'd. -- Edit Slide Transitions to Correspond with Audio Recording (Option 1)

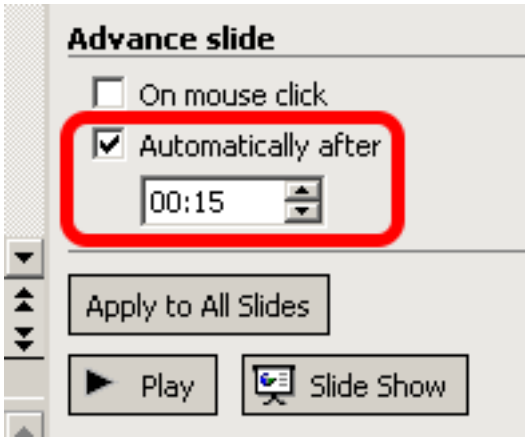


Option 1 is to set the slide to **transition to the next when you click the mouse**.

After you have clicked Slide Transition, the Slide Transition task pane will appear to the right of the slide you are editing.

At the bottom of the Slide Transition task pane, under **Advance Slide**, click the box next to **On mouse click**.

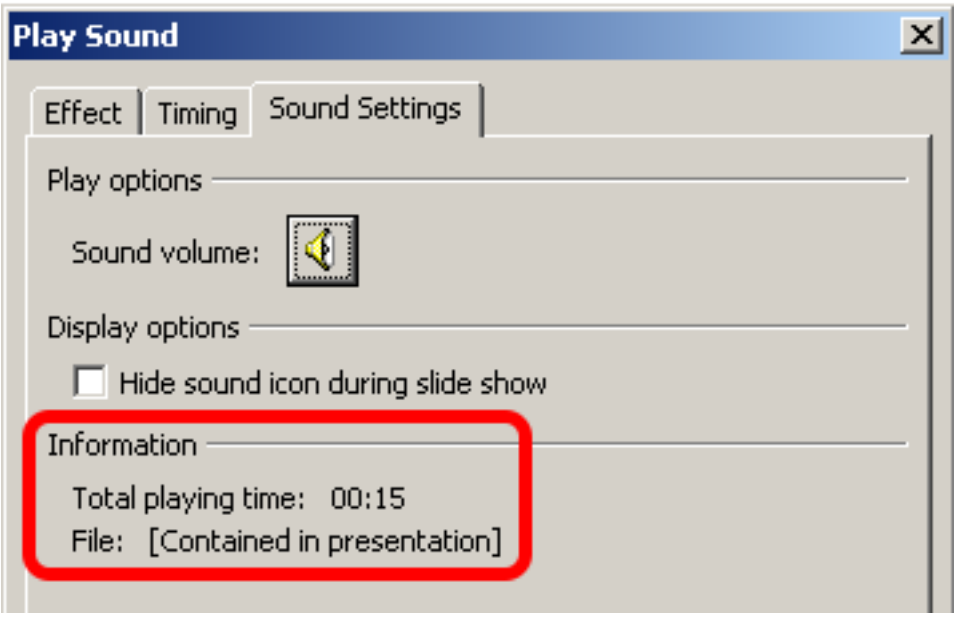
Step 2 cont'd. -- Edit Slide Transitions to Correspond with Audio Recording (Option 2)



Option 2 is to set the slide to **automatically transition to the next after a specific amount of time**.

You can edit this transition to **correspond with the length of your audio recording** so that the slide first appears when the audio begins to play, and the slide transitions to the next when the audio is finished playing.

At the bottom of the Slide Transition task pane, under **Advance Slide**, click the box next to **Automatically after**.

To find out the exact length of your audio recording, click **Slide Show** on the toolbar at the top of PowerPoint and select **Custom Animation**.

Double click Media 3. Select the **Sound Settings** tab in the pop-up box. Playing time is listed under **Information**.