

SOUND EDITING

To find mp3 music files:

1. Use your own purchased music
2. Purchase the song
3. Check to see if a free download is available.
4. Use the music in the Music folder shared with you on Google Drive.

Alternate Option for Converting Sound or Video Files to Another Format:

1. Go to www.zamzar.com.
2. Enter your email address.
3. Upload your file and select the desired format.
4. When the file is converted (may be 5 minutes or 2 hours), Zamzar will send you an email with a link to your newly converted file. You must download it within 24 hours.

To add an audio file to PowerPoint:

1. Select the slide where you want the audio to begin.
2. Go to the Animation tab and open the Animation pane in the sidebar.
3. Click Insert—Audio—Audio from File and select your audio file.
4. An audio icon will appear on the slide. Drag it off the slide to the gray area so that it is not visible. Do NOT delete it!
5. Click on the sound icon. Click on the Playback tab which appears in the ribbon. Select Play in Background. The music will play throughout your presentation.
6. Try viewing your slide show to see if the sound starts and stops correctly.

To make a slide show continuously loop:

1. Click on the Slide Show tab.
2. Click the Set Up Slide Show button.
3. Set the Show Type to Browsed at Kiosk
4. Set the Show Options to Loop Continuously.
5. Advance Slides should be set to Use Timings.
6. Play your show. It should automatically restart when it reaches the end.

To edit/merge audio files in Garageband

1. Launch GarageBand from the Launchpad.
2. Choose New Project—Empty Project—Audio/Microphone—Click "Create."
3. Click on Finder in the Mac Dock. Locate the file that you wish to import. Click and drag the file onto an existing track or a new track in GarageBand.
4. Click the Play button to make sure the song will play. Click the purple metronome button to stop the clicking sound.
5. Click the small triangle at the right edge of the Time position display box (black box in the top center) and select Time display. *(The timeline should now display the length of the song in seconds.)*
6. **SAVE** the file. It will save as a Garageband project, NOT an mp3 file.
7. Zoom the track to smaller or larger time increments, by dragging the slider in the top right corner of the center work area.
8. Cut the first track to the desired length by placing the Playhead at the location where you wish to break the playback. Select Edit—Split Regions at Playhead (Cmd-T).
9. Right click on the region you do NOT want and select Delete.
10. Drag your 2nd song into the workspace and cut it to the desired length.
11. Activate Automation controls by pressing "A." A light blue line will appear down the middle of the audio waves. Click on the line to make it turn yellow.
12. Fade out the first song by clicking on the yellow line and creating two dots where you want the song to start fading and end the fade out. Drag the 2nd dot downward to create a fade out.
13. Fade In the 2nd song using the same technique.
14. Fade out the 2nd song at the end of the song so that there is not an abrupt change when the slide show restarts.
15. When finished, **SAVE** the project.
16. Export the file as an mp3 file by selecting Share—Export Song to Disk. Be sure to click MP3 as the file format choice!