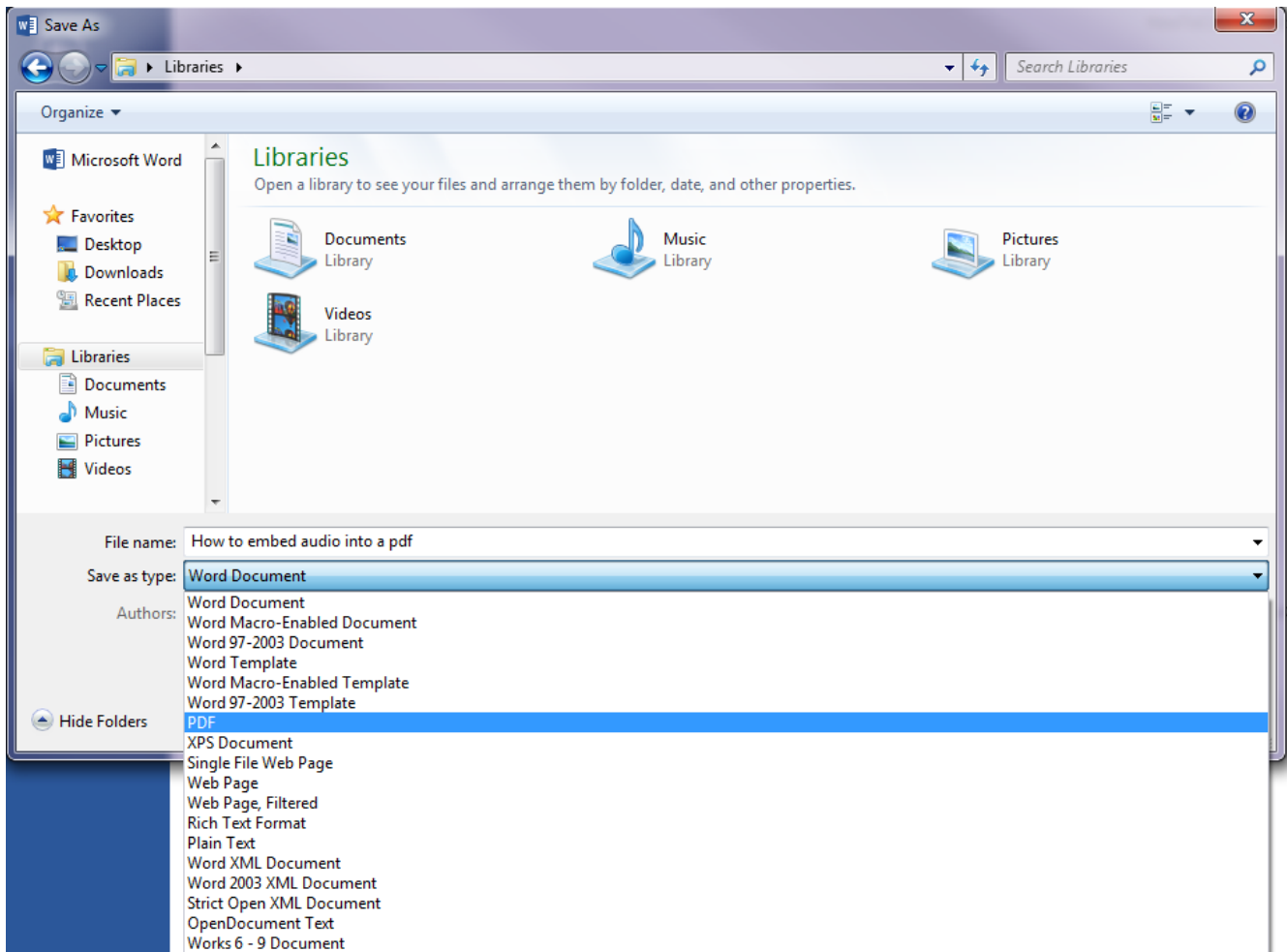
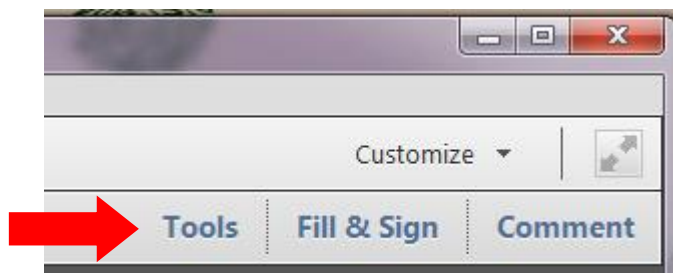


How to Embed Audio Into a PDF

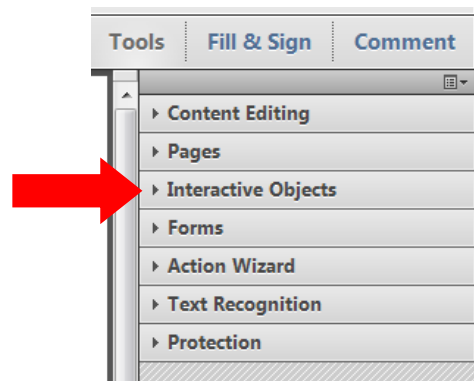
1. Save your presentation as a pdf by selecting it from the Save as Type drop-down menu.



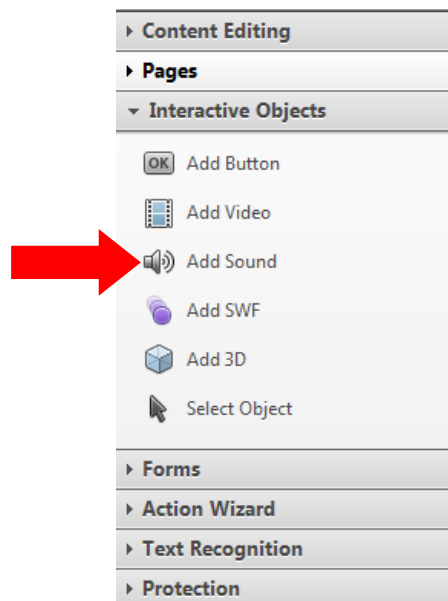
2. Open up the file in Adobe Acrobat Pro.
3. Select Tools in the upper right-hand corner.



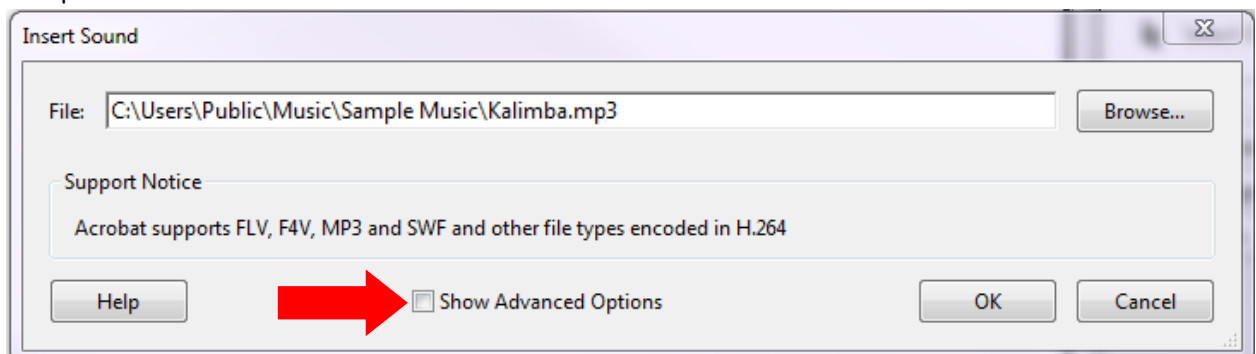
4. Open the Interactive Objects Panel.



5. Click on Add Sound.



6. Click on the document and drag the box to place the sound controls like you would with a text box.
7. An "Insert Sound" Dialog box will open asking for the location of the audio file, click browse to find the desired file, and then click open.
8. To go ahead and choose the properties of this audio check the box by "Show Advanced Options".

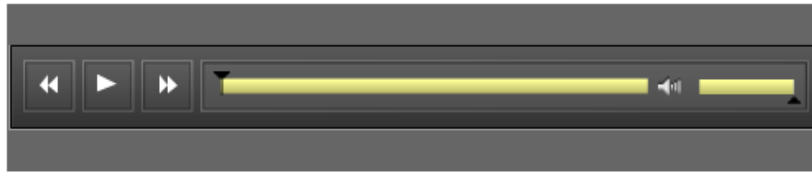


(Note: the file path should populate in the "File:" box after you click open)

9. From "Enable When:" you can choose when the audio should start (once it is clicked, when the pdf is opened, or once that slide is visible).
10. From "Disable When:" you can choose how the audio should end (by disabling content when you right click on the sound, when the pdf is closed, or once that slide is no longer visible).
11. After the settings have been selected, click OK.
12. The sound box should look like this after clicking OK. To play the audio, just click on the box.



13. The sound box should change to this and the audio should begin to play.



14. These controls can be used to skip backward, play/pause, skip ahead, and manipulate the volume.