

How to Add Audio to Your Slides

This document was created by Mike Petty for the [Classroom Games and Tech blog](#).

Why would you choose this presentation option?

If your presentation needs an example of something people should hear, this process can be helpful. It's also a good option for making a slideshow that includes your narration. People can watch it without you being there.

What does it look like?

- [This video](#) shows a short presentation with audio being presented.
- Or you can [click here](#) to present the slideshow yourself. Audio will play on each slide. (This slideshow is published online, so it starts presenting the first slide as soon as you click the link.)

What steps are required?

It depends, since there are so many ways to use this feature. If you already have an audio file you want to include, just jump to the the section below to see how to add it.

If you want to have your voice speaking on each slide, here are the general steps you'll do:

- 1) Plan everything out
- 2) Create your slides
- 3) Record your audio (See tutorial below.)
- 4) Add the audio to the slides (See tutorial below.)
- 5) Important: If you are sharing your Slides presentation with someone else, make sure your audio files are share with them too. (See explanation below.)

Recording Your Audio

[Bear Audio Tool](#) is the easiest way to record your voice using a Chromebook. Watch [this video](#) to see how to do this.

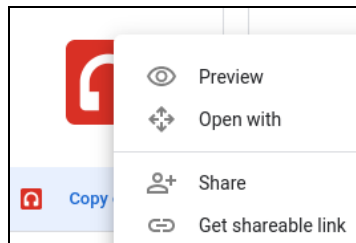
Add the Audio to Slides

Your audio file must be in your Google Drive to add it to Slides. Watch [this video](#) to see how to get the files to Drive and how to add them to your slides.

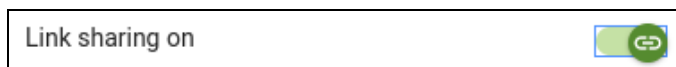
Sharing Your Presentation

Anyone you share the presentation with will also need permission to access the audio files too. One easy way to share those files is:

1. Locate the audio file in your Google Drive.
2. **Right click** on the file and select **Get shareable link**.



3. It will copy the link and show a switch. **Click the switch** if necessary to turn it **on**.



Repeat those steps for each audio file in your presentation.