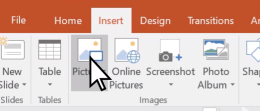
# Add audio and video

## Add, format, and record video

In PowerPoint, you can add animated GIFs, videos from your computer or online videos, recordings, export your presentation as a video, and even add captions to videos.

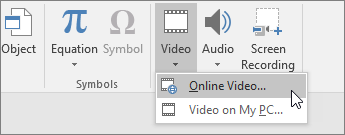
**Add an animated GIF**

1. Select **Insert** > **Pictures**.
2. Select the animated GIF you want to add.
3. Select **Slide Show** to see the animated GIF play.



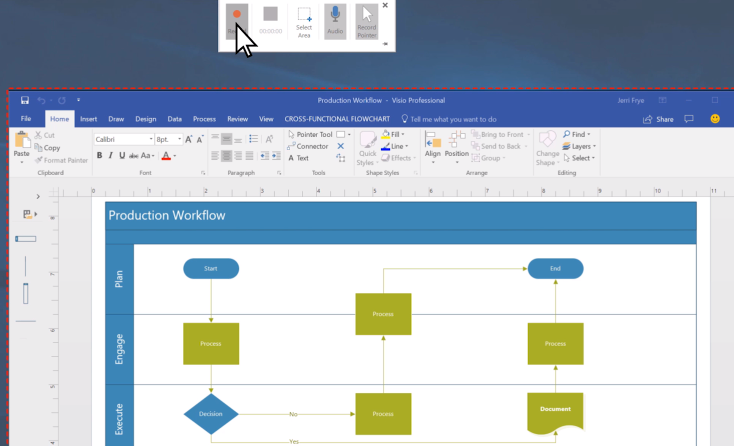
**Add a video**

Select **Insert** > **Video** and then choose:

* **Online Video**: Add a video from YouTube or paste in an embed code.
* **Video on my PC**: Add a video that's stored on your computer.

**Screen recording**

1. Select **Insert** > **Screen Recording**.
2. Select the area you want to record.
3. Select **Record**.



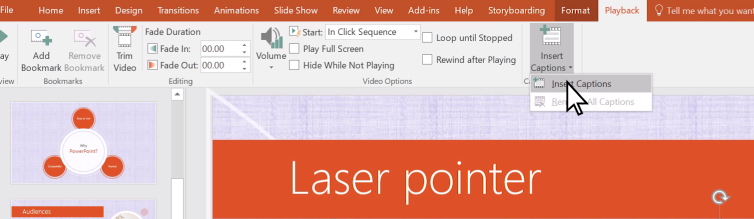
**Record your presentation**

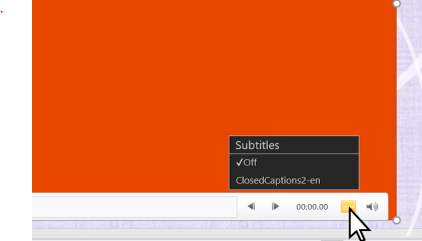
1. Select **Slide Show** > **Record Slide Show**.
2. Select if you want to:
   * **Record from Current Slide**
   * **Record from Beginning**

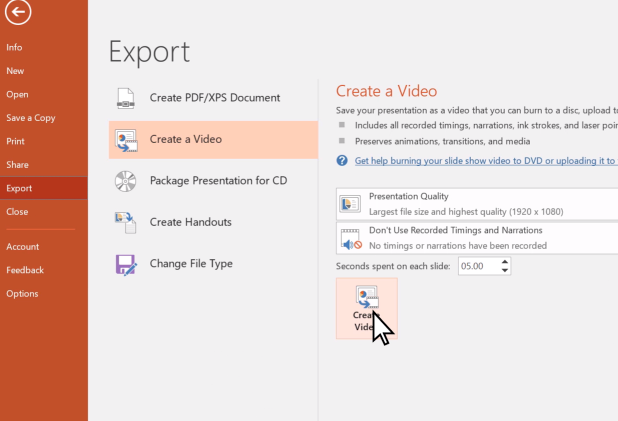
**Add captions to videos**

**Note:** Captions can't be added to online videos. For more information, see [Create closed captions for a video](https://support.office.com/en-us/article/create-closed-captions-for-a-video-b1cfb30f-5b00-4435-beeb-2a25e115024b).

1. Select the video you want to add captions to.
2. Select **Video Tools** > **Playback** > **Insert Captions**.
3. Select the caption file and select **Insert**.

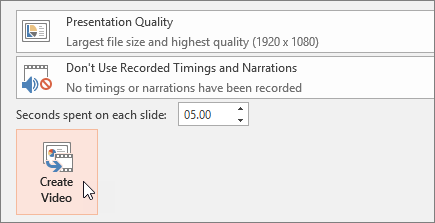




**Export your presentation as a video**

1. Select **File** > **Export**.
2. Select **Create a Video**.
3. Select your settings.
4. Select **Create Video**.

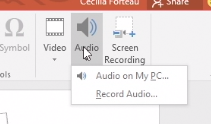
**Format your video**

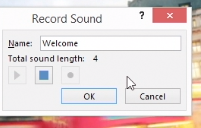
* Select and drag to resize and move your video around.
* Select **Format** to put frames and effects on your video.
* Select **Video Effects**, **Video Border**, or **Video Shape** to add effects, borders, or crop your video to a shape.
* Select **Corrections** or **Color** to adjust the video’s color tone.
* Select **Poster Frame** to choose the video’s opening frame, and then click and drag with your mouse to select your preferred frame. Select **Poster Frame** > **Current Frame** to confirm your choice.

## ­­Add and record audio

Add or record audio, such as music, narration, or sound bites, to your PowerPoint presentation.

**Add audio**

1. Select **Insert** > **Audio**.
2. Select how you’d like to add audio:
   * **Audio on My PC** – Insert an audio file already on your PC.
   * **Record Audio** – Record audio from a microphone attached to your computer.

**Add recorded audio**

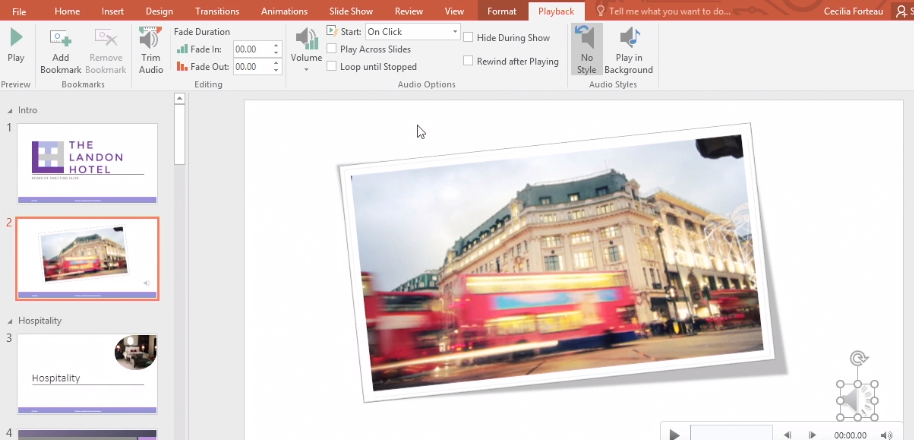
1. Select **Record Audio**.
2. Type in a name for your audio file, select **Record**, and then speak.
3. To review your recording, select **Stop** and then select **Play**.
4. Select **Record** to re-record your clip, or select **OK** if you’re satisfied.
5. To move your clip, select and drag the audio icon to where you want it on the slide.

**Note:** If you’re using more than one audio file per slide, it’s advisable to put the audio icon in the same spot on a slide to find it easily.

1. Select **Play**.

**Adjust recorded audio**

1. Select the **Audio Tools Playback** tab, and then select which options you'd like to use:
   * To trim the audio, select **Trim** and then use the red and green sliders to trim the audio file accordingly.
   * To fade in or fade out audio, change the number in the **Fade Duration** boxes.
   * To adjust volume, select **Volume** and select the setting you prefer.
   * To choose how the audio file starts, select the dropdown arrow and select an option:
     + **On Click** – Plays the audio file automatically with a click.
     + **Automatically** – Plays automatically once you advance to the slide that the audio file is on.
   * To choose how the audio plays in your presentation, select an option:
     + **Play Across Slides** – Plays one audio file across all slides.
     + **Loop until Stopped** – Plays an audio file on loop until it’s stopped manually by clicking the **Play/Pause** button.
   * To have the audio play continuously across all slides in the background, select **Play in Background**.



**Delete audio**

* To delete audio, select the audio icon on the slide and press Delete.