## **Digital Portfolios**

## Importing Sounds "How To"

- 1. Insert
- 2. Sound
- 3. Wave
- 4. Click Sound File
- 5. Click Open
- 6. Click on sound (soft/loud) bar
- 7. Adjust sound level until it is the right level -SO it does not take away from the presentation
- 8. Click Play Sound
- 9. Click OK