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**How to Add Audio to Google Slides**

1. Open these 3 tabs:
	1. Google Slides
	2. Google drive with a folder made for sound recordings
		1. Make sure anyone with link can view in your settings
	3. Onlinevoicerecorder.com
2. Go to onlinevoicerecorder.com
	1. Click record and start making your recording
		1. You can switch to your google slide if you need to read from there and it will continue to record
	2. Click stop when you are done recording
	3. Trim off any dead space at the beginning or end of recording
	4. Push save
3. Go to google drive folder for sound recordings
	1. Upload the recent file you made
	2. Name the file if you wish to find it easily
4. Go to google slides
	1. To add audio select insert audio
	2. Your audio files will come up automatically
	3. Select the file you want
	4. A microphone will appear, drag the microphone where you want it
	5. Add as many recordings to a slide as you want

Visit the [START website](https://www.gvsu.edu/autismcenter/teaching-supports-and-strategies-361.htm) (<https://bit.ly/38TxJEg>) for an instructional video with these steps.