

Dealing with Audio Files

WebPlus can deal with MP3 or WAV sound files, so you need to read the exam paper and check if you need to convert a file first.

Converting audio files

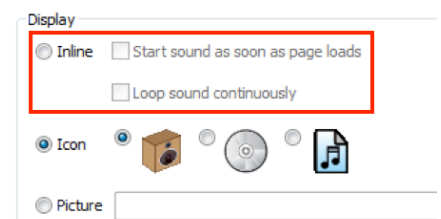
1. Open **Audacity** - you'll find it in the **Media Studies** folder
2. **File > Open** and open the file you need to convert
3. **File > Export as...** > choose **MP3** or **WAV**
4. This will save the file – click **OK** where necessary

Inserting audio files

1. **Insert > Media > Sound**
2. **Browse** for the sound file you want and select it
3. Decide how you want to embed the audio. Read the exam paper carefully. It will tell you what to do.
 - if you need it to **play automatically** or **loop** you **must** choose the **Inline** button.
 - otherwise choose an **icon** or an **image**, perhaps one you've added text to ("Click here to play")
4. Click **OK**
5. **Click once** to drop the sound onto the page. Resize as necessary – for an inline sound a long, thin box probably works best

Changing Audio Play Settings

1. **Right click** on the sound > **Edit Sound**
2. Change options as required:
 - **autoplay** – to play the sound as soon as the page loads
 - **loop** – to keep on playing the sound



Note that you must be using an inline sound to use either of these settings.