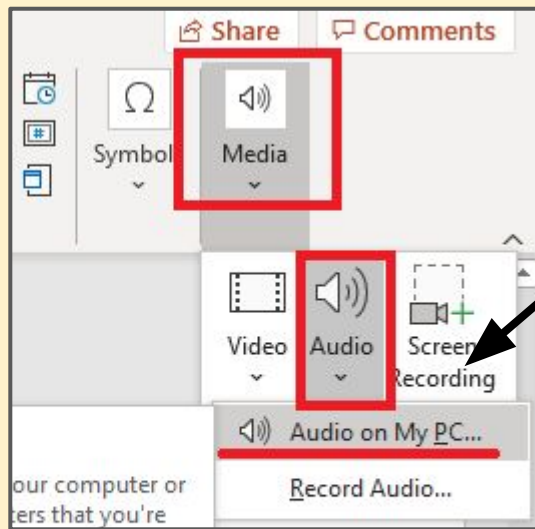# IDMP skills – using audio

You need to **save** audio files before you can add them
Make sure they're **copyright free** – this is a BIG deal

On the **Insert menu:**

Media > **Audio** > **Audio on My PC**

Then go find your audio file and insert it

Click **Playback** (top right):

Start drop down > play **automatically** (probably)

IMPORTANT: ticking **Hide During Show** hides the icon. You almost certainly want to do this