adding audio

1. Click on 'view' at the top menu bar.

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2. Select 'Audio'. A new view displays

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3. Click on 'Browse' to upload your sound file. A new window displays.

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4. Select the sound file you wish to add.

5. Click 'Open'.

6. Test out the sound by clicking the **o** button.

7. Adjust the volume using the volume slider.

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8. Click 'View' on the top menu bar.

9. Select 'Editor'.

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Notice the icon on the right navigation bar for your page changed from bar.

The $\boxed{}$ icon shows there is audio on this page.

