**Inserting Sound**

**Step 1**

Open up the page you would like to add the sound too

On the right hand side of the screen select Media Plugin

**Step 2**

From the pop up box select the Audio file you like to insert

**Step 3**

The file will appear on the screen, add a AP Div “Blue Box” this will allow you to move the sound around on the page.

**Step 4**

Drag and drop the sound file into the blue box



**Step 5**

Click on the Parameters button

The following box will pop up. These parameters mean Add controllers (For the user to press play, pause, or stop) Do not auto play unless asked to on a exam paper.