

## Have you decided to include sound in your PDF files?

Did you know that Adobe Acrobat has supported sound inclusion since Release 2.1?

To use this tip sheet, you will need:

- Adobe Acrobat  
If you're on a tight budget, note that you may be able to find a licensed copy of this application at an online auction.
- An uncompressed sound file in .wav or .aif format, including the digital rights to use it
- Microsoft Windows Sound Recorder

If you are looking for higher quality results, consider a higher quality music-making utility like Cool Edit Pro 2.

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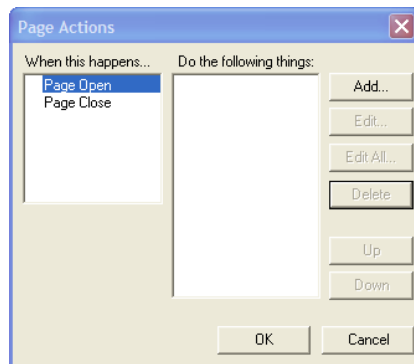
## To embed sound in a PDF file

This procedure has been tested against Adobe Acrobat version 5.0.

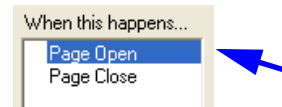
Use this method to set up the file so that the sound plays when the PDF file is first opened.

- 1 Start > Adobe Acrobat.
- 2 Choose File > Open.  
The Open dialog box appears.
- 3 Select a PDF file by clicking on it, and click Open.
- 4 Choose Document > Set Page Action.

The Page Actions dialog box appears:

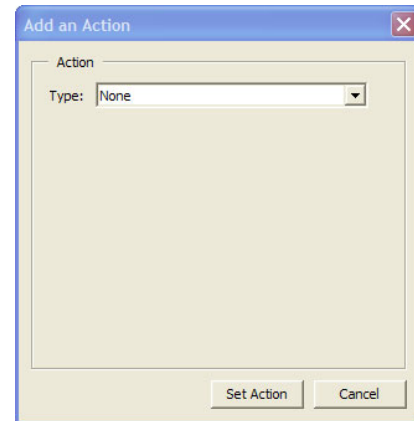


- 5 If Page Open is not already highlighted in the When this happens list, click on it once to select it:

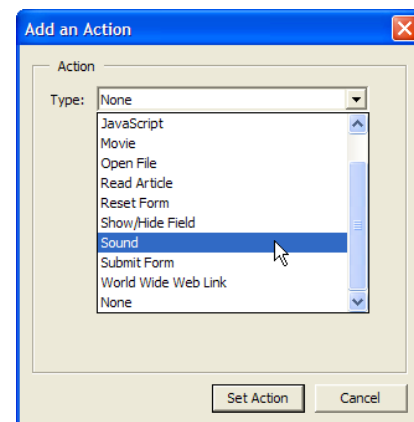


- 6 Click Add.

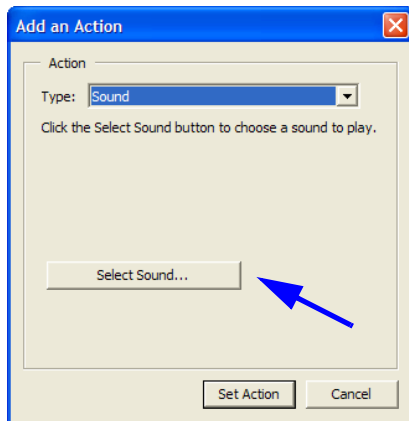
The Add an Action dialog box appears:



- 7 Choose Sound from the Type drop-down list:

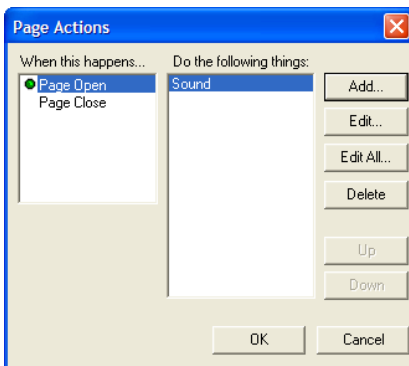


- 8 Click Select Sound:



The Open dialog box appears.

- 9 Select a Sound file and click Open.  
 10 Back on the Add an Action dialog box, click Set Action.  
 11 In the Page Actions dialog box, click OK:



- 12 Click File > Save.

*You have embedded sound in a PDF file.*

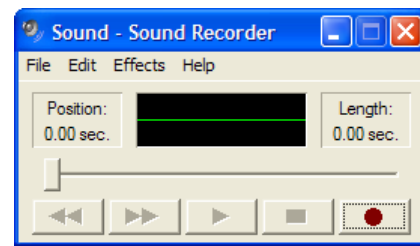
## To record a voice track

This procedure uses Windows-native tools and works with a low-end (approximately \$CAN15) microphone from Staples.

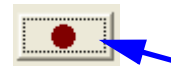
The result of this procedure is *not* an uncompressed sound file. You can't embed it in a PDF file, but you can use it on your Web site.

- 1 Start > All Programs > Accessories > Entertainment > Sound Recorder.

The Sound Recorder appears:



- 2 Click the red dot to start recording your sound byte, and speak clearly into the microphone:



- 3 To stop recording, click the black square:



- 4 To review the recording, click the Play button:



- 5 Choose File > Save.

The Save As dialog box appears.

- 6 Enter the file name, and click Save.

*You have recorded a voice track.*

## To add a music track

- 1 If you have not already done so:

- a Start the Sound Recorder.
- b Open the voice track with the Sound Recorder. (File > Open)

- 2 Click and drag the slider to the starting point for the mix:



- 3 Choose Edit > Mix with File.

- 4 The Mix with File dialog box appears.

- 5 Select an uncompressed file by clicking on it, and click Open. Choose File > Save.

The Save As dialog box appears.

- 6 Enter the file name, and click Save.

*You have added a music track.*