

## Adding Sound To Adobe .PDF Files

This is the best practice for adding sound to Adobe .PDFs; you cannot add .WAV files to Adobe. When recording save it as **.MP3 not .WAV**. This is helpful because:

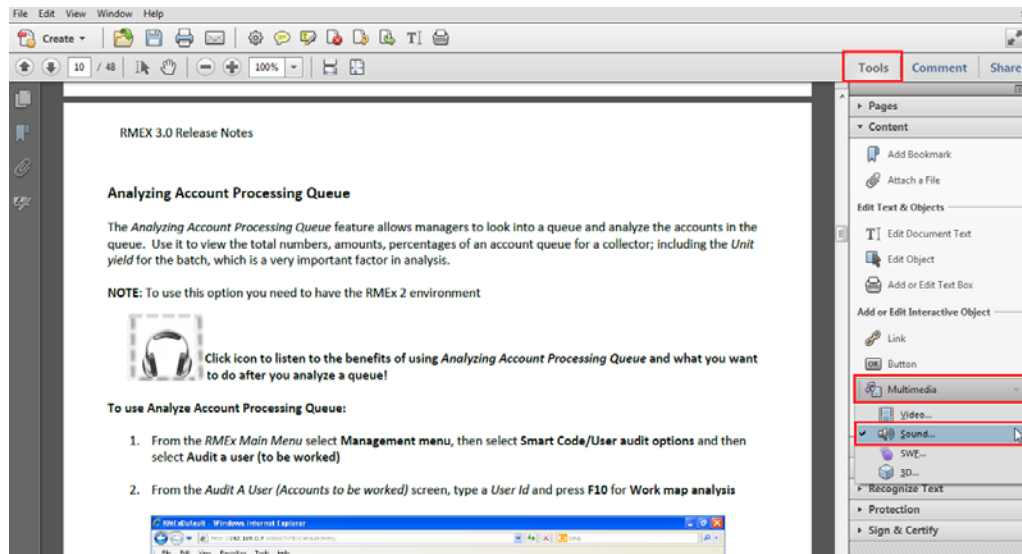
- Sound files are very large, especially .WAV
- Adding sound into .PDF (are preferred way of sending client documents), opens the recording in a small window on the page with document. Before it would open in a large window in Internet Explorer

**NOTE:** Do not have spaces in filename (*AnalyzingAcctProcessing* or *Analyzing\_Acct\_Process*)

1. After you have completed the work document and added the icon for sound, **open Adobe Acrobat Pro** then select **Create PDF** and select the **Word document (.DOC)** to convert to .PDF

**NOTE:** If you do not have it speak with Jamie for installation instructions and key#

2. Select **Tools > Multimedia > Sound**, then use cursor to **draw box** around headphones icon



3. In *Sound* window select Advance Options check box then populate as seen below:

