

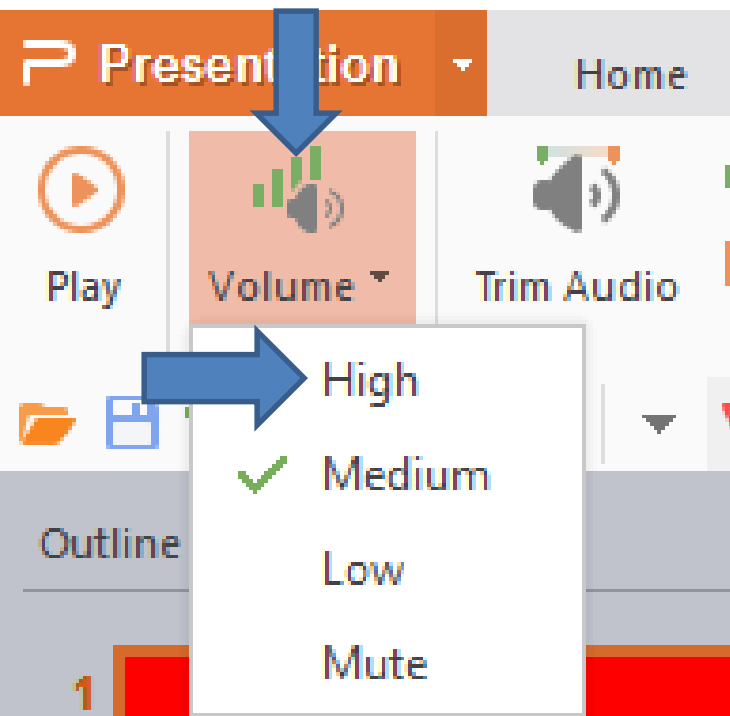
# **Step 7 - Part A – Change Music Volume**


- You have 2 options to Change Music Volume.**
- The first option is click on the Music Icon you see Audio Tools at the top and next is what it looks like.**
- The second option is using an Icon under the Music Icon, which is later.**
- Note – Fade In and Fade Out is only on the Audio Tools. After the Change Music Volume, I will show you how to Fade In and Fade Out.**

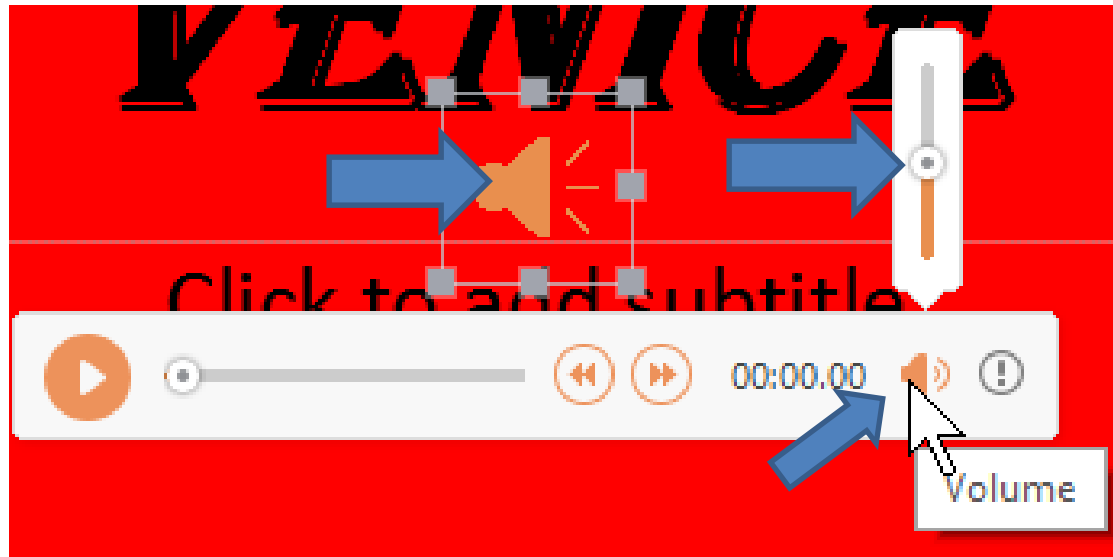
- When you click on the Music Icon you see Audio Tools at the top and you see Volume.
- Next I will zoom in, so you see it.

The screenshot displays the WPS Presentation software interface. The top ribbon is set to 'Audio Tools', showing various audio controls. A blue arrow points to the 'Volume' dropdown menu in the top-left corner of the ribbon. The main slide area features a red background with the word 'VENICE' in a large, black, serif font. A blue arrow points to a small speaker icon located below the text. Below the speaker icon is a white audio player control bar with a play button, a progress slider, and a volume icon. The left sidebar shows a slide thumbnail for '1' with the word 'VENICE' on a red background. The bottom status bar indicates 'Slide 1 / 8' and 'Office Theme'.

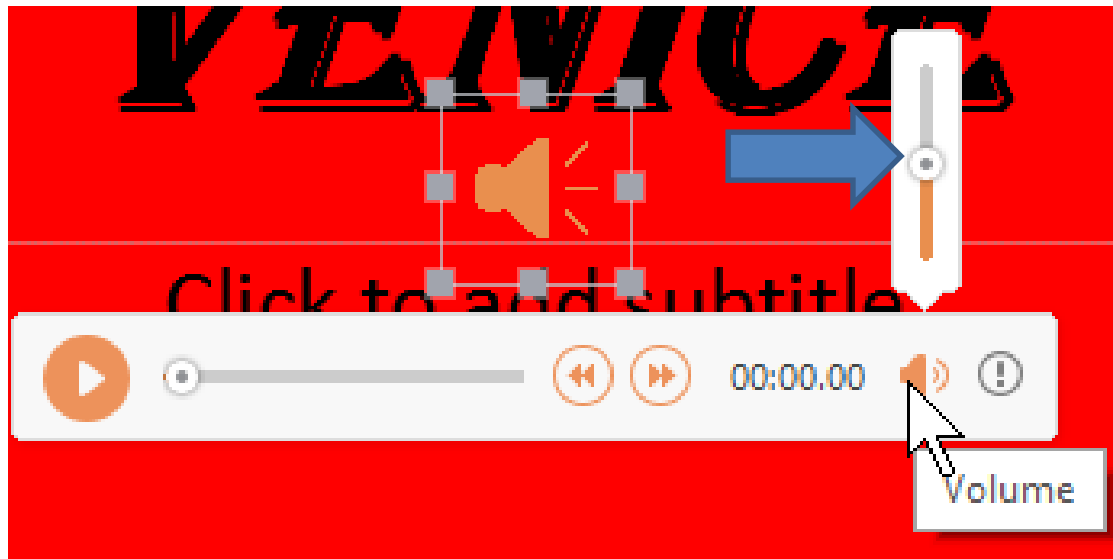
- You see Volume in the upper left and click on it and you see a list. I recommend you click on High to make the Music Volume stronger. Don't click on Mute. If you don't want the Music, just delete, which is at the end.
- Next is the second option.



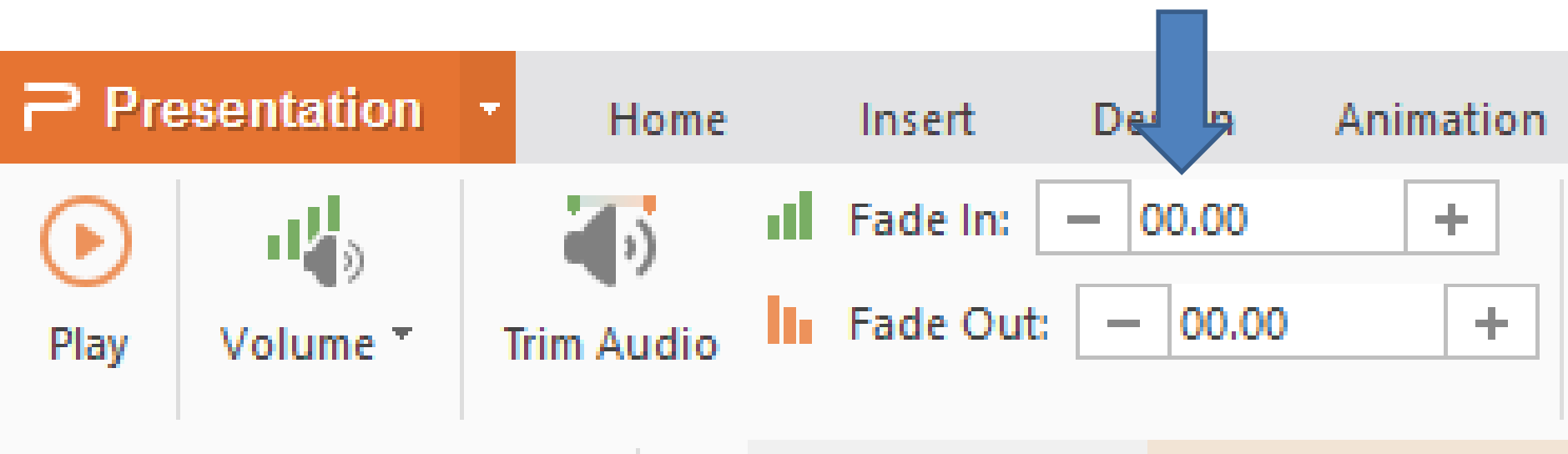
- When click on the Music Icon, hover over this Icon  and you see the Volume that you can change, which is next.



- The default volume is in the middle. To increase the volume, you left click on the Icon in middle and hold it down and drag it to the Top. To decrease the volume you drag it to the down, but not at the bottom.
- If you don't like the Music, you can delete it and add another one. At the end is how to delete. Next is Fade In and Fade Out.



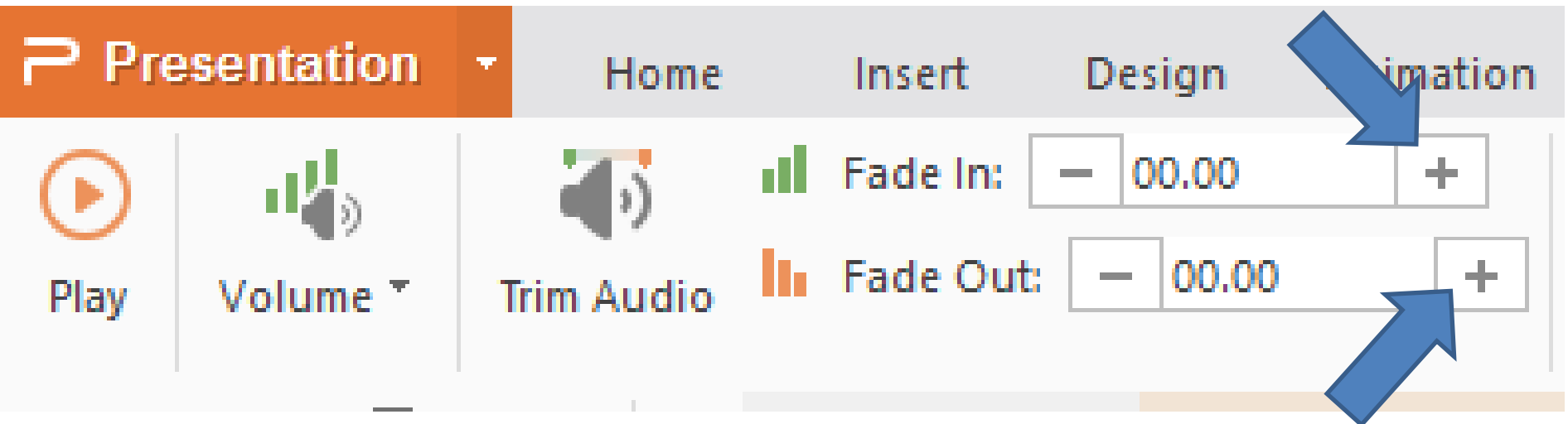
- In the Audio Tools you see Fade In and Fade Out and they are 00.00, which is no Fade In and Fade Out. You have two options to do Fade In and Fade Out. Note – I recommend you don't do it in your own Voice. Only do it in Music that you added.
- Next is the first Option.



The screenshot shows the software interface with the following elements:

- Navigation Bar:** Includes 'Presentation' (selected), 'Home', 'Insert', 'Design' (highlighted with a blue arrow), and 'Animation'.
- Audio Tools Section:**
  - Play:** Represented by a play button icon.
  - Volume:** Represented by a speaker icon with sound waves.
  - Trim Audio:** Represented by a speaker icon with a red bar above it.
  - Fade In:** A control with a green bar icon, a minus sign, a text field containing '00.00', and a plus sign.
  - Fade Out:** A control with an orange bar icon, a minus sign, a text field containing '00.00', and a plus sign.

- The first Option is click on + in Fade In and Fade Out. You have to click on it a number of times to change it. I tried it with the Background Music and the 05.00 in Fade In worked. It is like Fade In 5 seconds. Because the Music was close to 3 minutes and there was not as many Slides for 3 minutes, the Fade Out did not work unless you Trim, which is Part B. Next is a sample of 05.00.

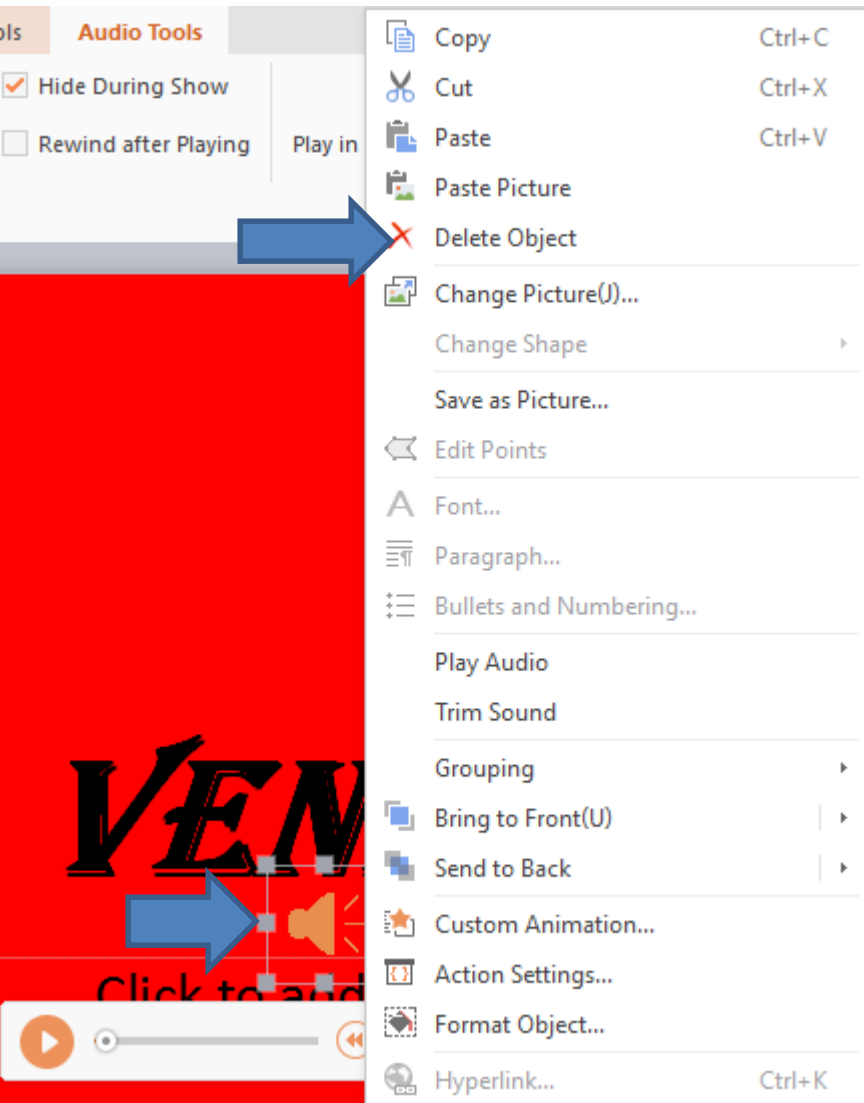


- Here is a sample of 05.00 in Fade In and Fade Out.
- Next is how to delete Music.

The screenshot shows a software interface with a top navigation bar containing 'Presentation', 'Home', 'Insert', 'Design', and 'Animation'. The 'Presentation' menu is expanded, showing 'Play', 'Volume', and 'Trim Audio' under 'Home', and 'Fade In' and 'Fade Out' under 'Insert'. The 'Fade In' and 'Fade Out' controls are both set to '05.00'. Blue arrows point to the '05.00' values in the 'Fade In' and 'Fade Out' controls.



- To delete the Music, you right click on the Music Icon and a new window opens with a list. You then click on Delete Object.
- Next is what happens.



- It is deleted and you don't see it.
- This is the End of Step 7 – Part A.

***VENICE***

Click to add subtitle