

AUDIO PLAYER

The Audio Element is used to add music, podcasts, or other audio files directly into your Web site. This element is not available with the free account, but is available with the Pro Upgrade. The Pro version is what is available to Siena faculty and staff.

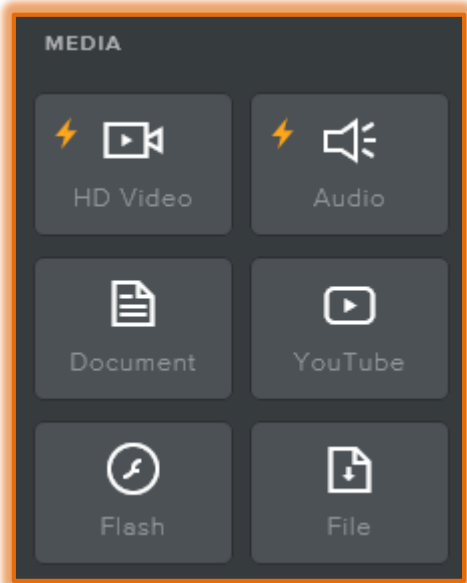
✦ Click the **Build** tab, if necessary.



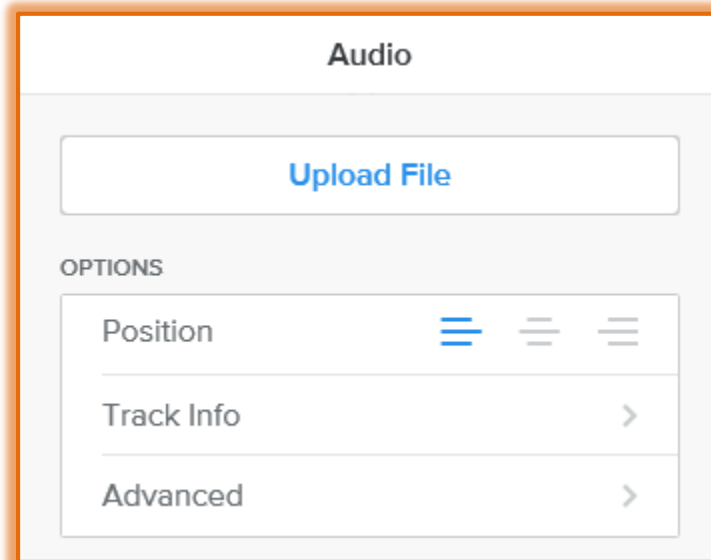
✦ Scroll down the **Element Panel** to locate the **Media** group.

✦ Drag the **Audio** element to the page where the **Audio File** is to be embedded.

✦ The **Audio Bar** will appear in the window (see illustration below).

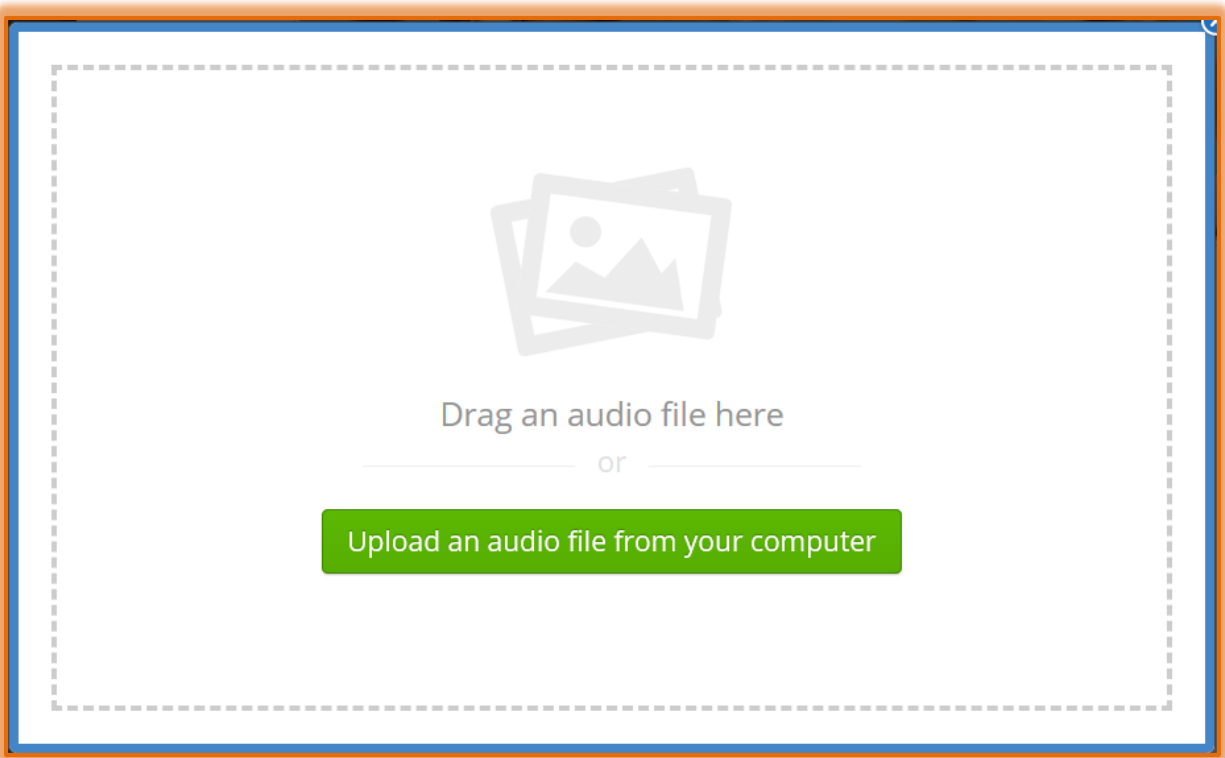


✦ Click the **Audio Bar** to display the **Upload Audio Panel**.



✦ Click the **Upload Audio** button.

✦ The **Upload Audio** window will display.



- ✦ Click the **Upload an audio file from your computer** button.
- ✦ The **Select File to Upload** window will display.
- ✦ Scroll to the folder where the **Audio File** is stored. The **Audio Files** must be in **MP3** format.
- ✦ Select the **File** that is to be uploaded.
- ✦ Click the **Open** button at the bottom of the window.
- ✦ The **Audio File** name will appear in the **Track Title** box and the **Artist Name** will appear in the **Artist** box.
- ✦ Select the **Position** from the icons in the **Audio Panel** to select from **Left**, **Center**, or **Right**.
- ✦ Click the **Advanced** tab.
- ✦ Click the **Auto Play** list arrow to determine whether the **Audio File** should **play automatically** when the page is displayed.
 - 🔒 The default is **No/Off**.
 - 🔒 If **Yes/On** is selected for **Auto Play** the file will begin playing when the page is displayed.

NOTE:

- ✦ The amount of time it takes to upload an Audio File depends on the size and format of the file.
- ✦ Once the Audio File upload is complete, the player will expand to display the title of the Audio File and the basic playback controls.
- ✦ For **additional information** about working with Audio Files, check out **Weebly Help**.