

Instructions for Inserting Sound Files into Microsoft PowerPoint

When creating a PowerPoint presentation there are many helpful tools to create an elegant slide show. From animation to movies you can add interesting elements to your slides. With the addition of music you can add emotion and excitement to your presentation. In order to use original music files for a presentation there are a few simple steps to follow to ensure a great production. In only four steps and a matter of minutes you can change a common slide show into an elegant presentation that will astonish your audience.

Materials Needed:

- Microsoft PowerPoint 98 or later

Experience Needed:

- You must be able to create a basic slide presentation
- Basic knowledge in operating Windows 98 or later

Step 1: *Setting up the Presentation Folder*

1. On your desktop *Right Click* anywhere and create a new folder (Figure 1).
2. Save your Microsoft PowerPoint presentation into your newly created folder (Figure 2).

Note: This folder is very important when putting the presentation on disk. It ensures that all files are together. You should put all pictures, movies, and sound files in this folder if they are used in your presentation. Any files not in this folder will be lost and removed.

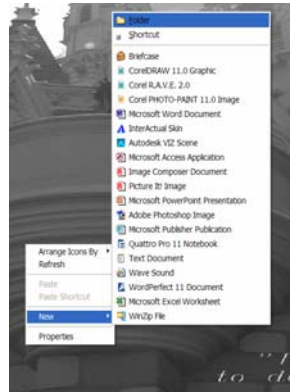


Figure 1

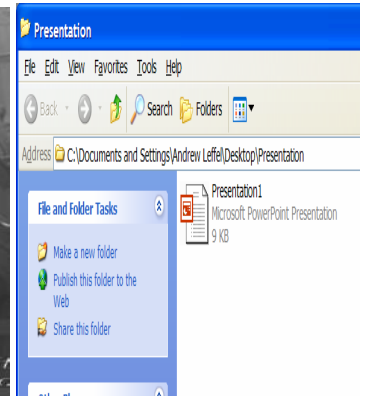


Figure 2

Step 2: Selecting Music File

1. Locate a music file you wish to use for your presentation.

*Note: The file **MUST** be a .WAV file*

2. Copy the music file into your presentation folder. (Figure 3)

Note: Notice in Figure 3 how the music file is a .WAV file. To check this you can check the files properties.

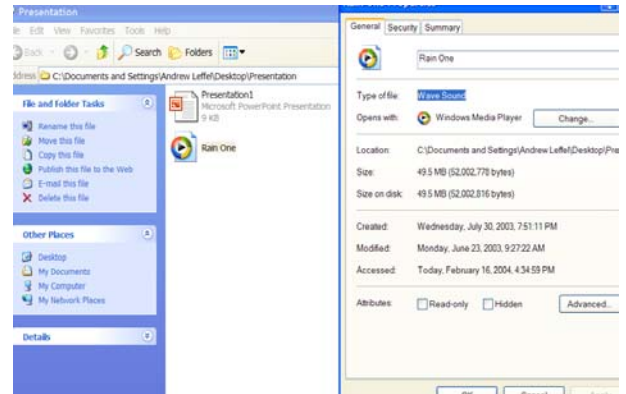


Figure 3

Step 3: Inserting Music

1. In PowerPoint go to the 'Insert' drop down menu.
2. Select 'Movies and Sounds' and then select 'Sound from File' (Figure 4).
3. Browse to find your presentation folder and select the music file you wish to use. (Figure 5)

Note: When asked if you want music play automatically select yes, unless you want to use advanced features.

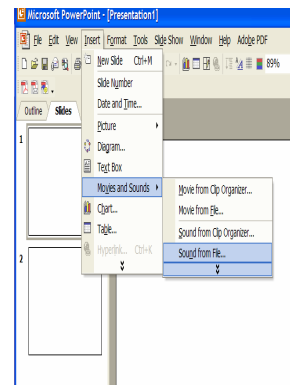


Figure 4



Figure 5

Step 4: Custom Play Times (Optional)

Customizing the music playing time allows you to specify when you want the sound file to play. You can set it to play to certain animation cues or when you click a certain area of the slide.

Skip if music is set to play automatically

1. Use the 'Slide Show' drop down menu to select 'Custom Animation'. (Figure 6)
2. Select the music file and use the drop down menu 'Start' to select when the music should start. (Figure 7)

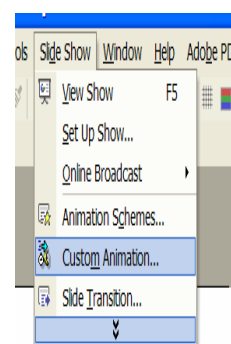


Figure 6

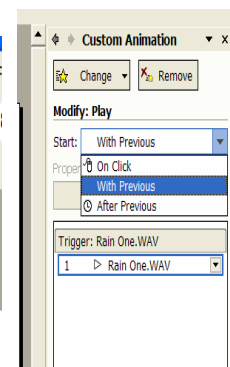


Figure 7

Note: When selecting 'with previous' the music starts immediately with previous animation. When selecting

'after previous' the music is delayed until animation has completely ended. Some animation varies in length each time.

Troubleshooting:

- ***Music files do not play on a different computer:***
 - Check the disk the presentation is coming from to make sure the sound files are on it
 - Be sure the presentation and sound files are coming from the same folder
(Step 1)

- ***Music file does not stop playing:***
 - The sound file will only stop playing when another animation is set to 'Stop Previous'
 - This can be done by following **Step 4**

Conclusion:

You should now be able to create a presentation with your own music or sound files to play on cue. Now your slide shows will have a new found elegance of playing original music or sounds. Your audience will be impressed with your new found knowledge on PowerPoint presentations.