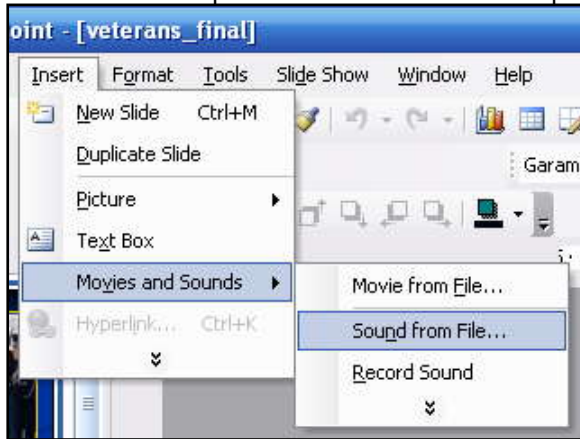


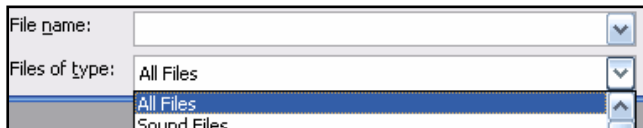


## Adding sound to your PowerPoint presentation.

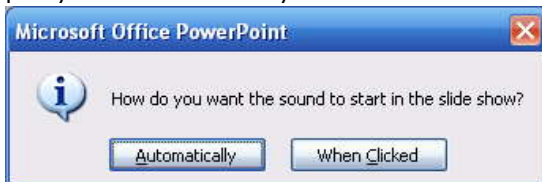
1. Make sure the sound you want is contained in the same folder as your PowerPoint presentation.
2. Once your slide is complete, click on the slide you want your music to begin playing.
3. Select **Insert** | **Movies and Sounds** | **Sound from File**



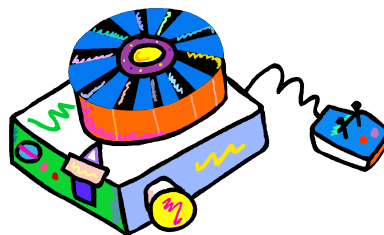
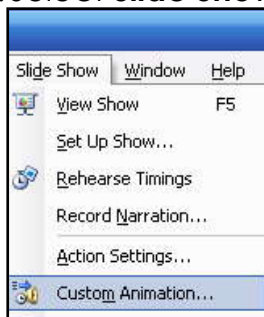
4. Navigate to your PowerPoint folder with the sound.
5. Make sure **All Files** is selected in the **Files of type** section, since your sound might not be showing when you try to locate it.



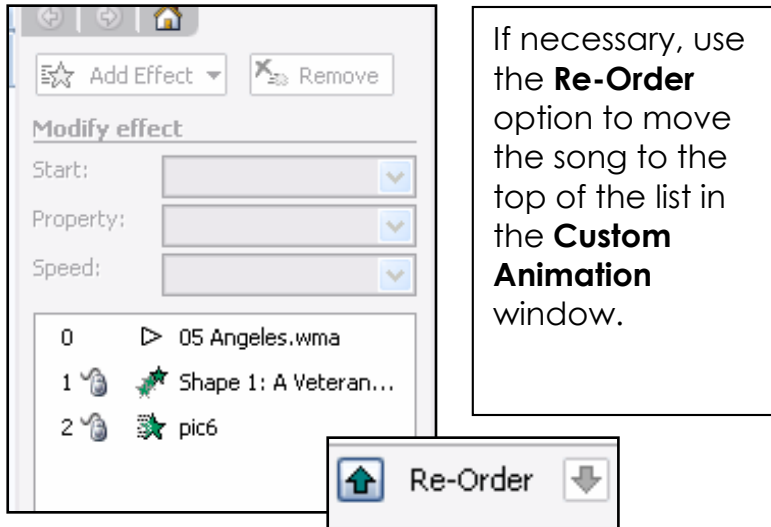
6. Select your sound and click OK
7. When the following window pops up, choose **Automatically** if you want the music to play automatically when that slide appears, otherwise, click **When Clicked**.



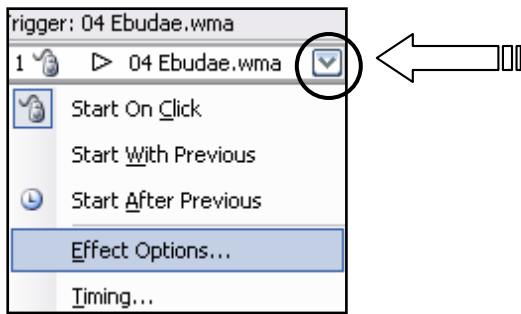
8. For this lesson, **Automatically** was selected so the user wouldn't have to click on the sound icon in order to have music.
9. In order to have the sound play for the duration of a given number of slides, you must select the slide you just placed the sound icon in order for music to play.
10. Select **Slide Show** | **Custom Animation** from the main menu.



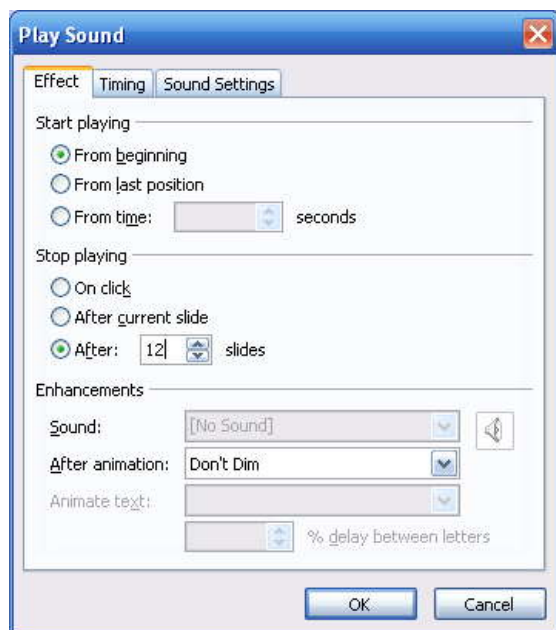
11. Make sure the sound is the first custom animation to occur so the sound will start before all other occurrences in the presentation. If the sound occurs after other animations, select the sound and click on the **Re-Order** button as shown below to move it to the top of the list.



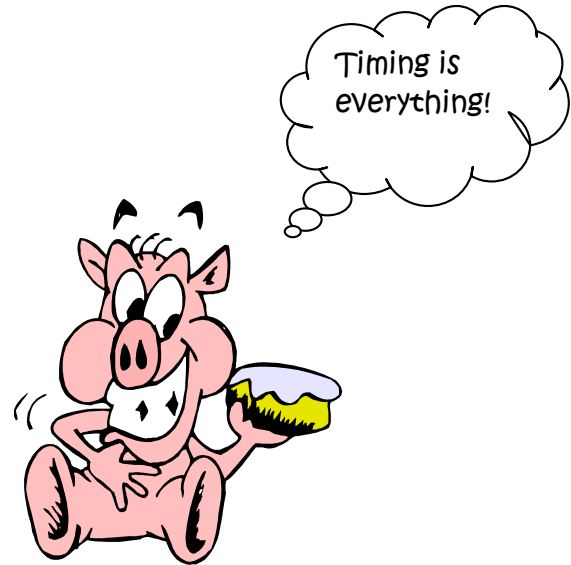
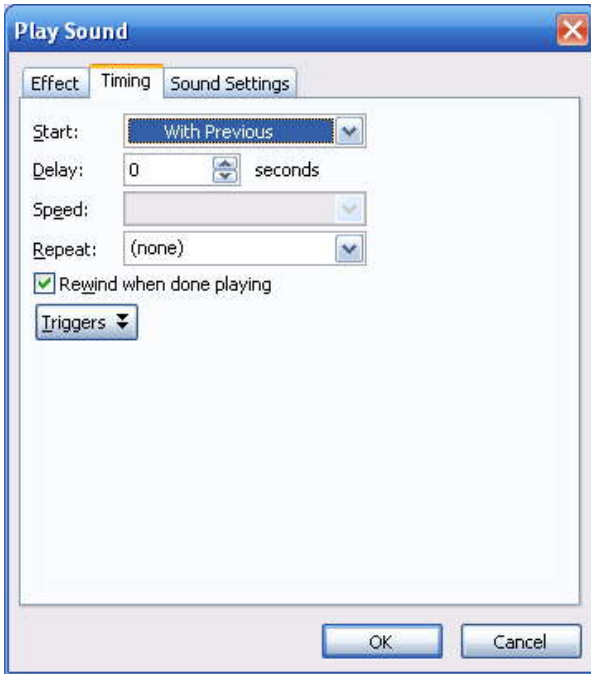
12. Click on the drop down menu next to the song and choose **Effect Options...**



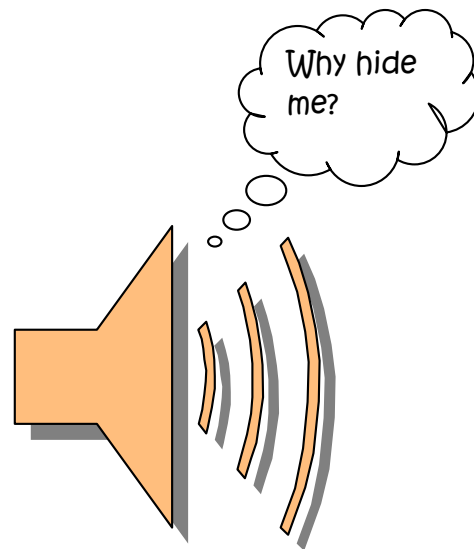
13. In this presentation, 12 slides was selected in the **After** category of the **Stop playing** section of this window, since there are only 12 slides that the music will be playing.



14. **Timing option:** Select the Rewind when done playing option so that the music will start over again when the presentation replays.



15. **Sound Settings:** Select Hide sound icon during slide show.



16. After you have created your presentation with timings so that it transitions automatically, you can finalize the presentation by choosing **Slide Show | Set Up Show** from the main menu. Make sure Loop continuously until 'Esc' is selected.

