

Adding Sound Effects

Music and sounds can be added to a presentation from files on the computer, a network, the Internet, or Microsoft Clip Organizer. It is also possible to record sounds to add to a presentation or to use music from a CD. When music or sounds are added to the presentation, a sound icon will appear. To play the music or sound, it is possible to set it to play automatically when the slide displays, start on a mouse-click, start automatically but with a time delay, or play as part of an animation scheme.

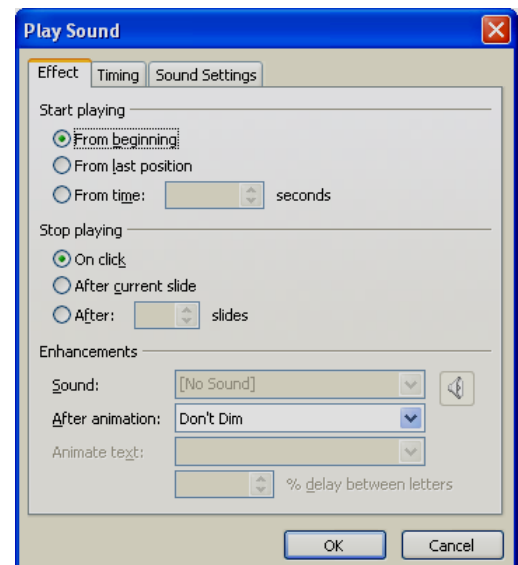
Adding a Sound to an Animation

- ❖ Move to one of the slides that has a clip art image.
- ❖ Click on the image to select it.
- ❖ Do one of the following:
 - Click **Slide Show** on the **Menu Bar** and then click **Custom Animation**.
 - While in the **Task Pane**, click the list arrow at the top of the **Task Pane**, and then click **Custom Animation**.
- ❖ If a **Custom Animation** has not been added to the slide, add one before continuing to the next step.
- ❖ In the **Custom Animation Task Pane**, click the arrow on the selected item in the **Custom Animation list**.
- ❖ Click **Effect Options** from the list.
- ❖ The **Effect Options** dialog box will display.
- ❖ Click the **Effect** tab, if necessary.
- ❖ Under **Enhancements**, click the arrow for the **Sound** list.
- ❖ Do one of the following:
 - To add a sound from the list, click one of the options.
 - To add a sound from a file, click **Other Sound** and then navigate to the file.
- ❖ Click **OK** to exit the dialog box and apply the changes.



Adding Music or Sound Effects to a Slide

- ❖ Display the slide to which the music or sound effect is to be added.
- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Point to **Music and Sounds**.
- ❖ Do one of the following:
 - Click **Insert a sound file**.
 - Click **Insert a sound clip from Clip Organizer**.
- ❖ When a message is displayed, do one of the following:
 - To play the music or sound automatically when a sound is played, click **Automatically**.
 - To play the music or sound only when the sound icon is clicked, click **When clicked**.
- ❖ To adjust settings for when the sound file stops:



- Right-click on the **Sound** icon.
- In the shortcut menu, click **Custom Animation**.
- In the **Custom Animation Task Pane**, click the arrow on the selected item in the **Custom Animation** list.
- Click **Effect Options** from the list that appears.
- On the **effect** tab, under **Stop Playing**, do one of the following:
 - To stop the sound file on a mouse-click of the slide, select **On click**. This is the default.
 - To stop the sound file after this slide, click **After current slide**.
 - To keep the sound file playing for several slides, click **After**.
 - Set the total number of slides the file should play on.
- ❖ Click the **Sound Settings** tab.
- ❖ Click the check box for **Hide sound icon during slide show**.
- ❖ Click **OK** to exit the dialog box and save the changes.

Playing a CD During a Presentation

- ❖ Insert the **CD** into the **CD-ROM Drive**.
- ❖ On the **Slides** tab in **Normal View**, click the slide that the music is to start playing on.
- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Point to **Movies and Sounds**.
- ❖ Click **Play CD Audio Track**.
- ❖ Under **Clip selection**:
 - In the **Start at** box, set the starting track number.
 - In the **End at** box, set the ending track number.
 - The time in seconds options should fill in automatically.
 - To play only one track or part of a track, put the same number in both boxes.
- ❖ To have the music repeat, select the **Loop until stopped** check box.
- ❖ To change the volume for the sound, click the **Sound volume** icon.
- ❖ Under **Display options**, click the check box for **Hide sound icon during slide show**.
- ❖ Click **OK** and when prompted do one of the following:
 - To play the music automatically when the slide is displayed in **Slide Show** view, click **Automatically**.
 - To play the music when the mouse button is clicked, click **When clicked**.
 - To adjust settings for when to stop the music:
 - **Right-click** the CD icon on the slide.
 - On the shortcut menu, click **Custom Animation**.
 - On the **Effect** tab, under **Stop playing**, do one of the following:
 - To stop the music on a mouse click, select **On click**. This is the default.
 - To stop the music after the slide where the CD icon is located, click **After current slide**.
 - To keep the music playing for several slides, click the **After** box.
 - Set the total number of slides the music should play on.



Notes:

- ✓ The CD needs to be inserted into the **CD-ROM** drive to play the CD during the presentation.
- ✓ To change the settings for track number and start and end time, right-click the CD icon, click **Edit Sound Object** in the shortcut menu to display the **Sound Options** dialog box.
- ✓ Make the necessary changes in this dialog box.