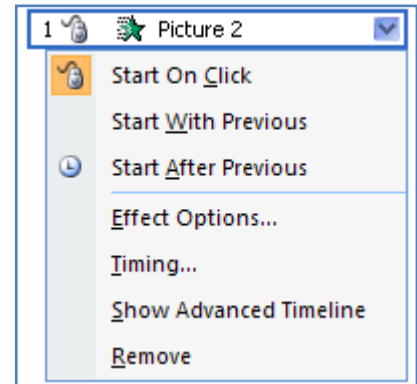


ADDING SOUND EFFECTS

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

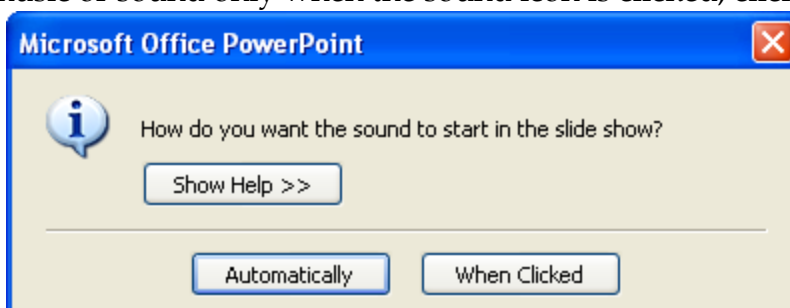
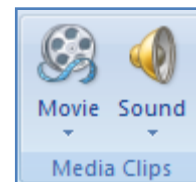
- + Move to the slide where the sound is to be inserted.
- + Click on the image that the animation is to be applied to.
- + Add a **Custom Animation** to the image. For information on how to accomplish this, see the document in the PowerPoint 2007 Web Page on Custom Animation.
- + Click the **Add Effect** button.
- + Choose **Entrance** from the list.
- + Choose an **Animation Effect** from the list.
- + In the **Custom Animation Task Pane**, click the arrow on the selected item in the **Custom Animation** list (see illustration at right). To do this:
 - ✦ Move the mouse pointer over the item.
 - ✦ The arrow will appear.
- + Click **Effect Options** from the list.
- + The **Effect Options** dialog box will display (see illustration below).



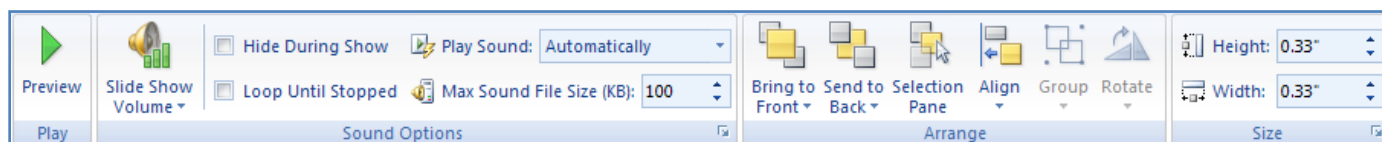
- + Click the **Effect** tab, if necessary.
- + Under **Enhancements**, click the arrow for the **Sound** list.
- + Do one of the following:
 - ✦ To add a sound from the list, click one of the options.
 - ✦ To add a sound from a file, click **Other Sound** and then navigate to the file.
- + Click **OK** 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 the **Insert Tab**.
- ✦ Point to **Music and Sounds**.
- ✦ In the **Media Clips Group**, click the **Sound** button.
- ✦ Do one of the following:
 - ✦ Click **Sound from File**.
 - ☐ When this option is selected, the **Insert Sound** dialog box will display.
 - ☐ Navigate to the folder where the sound is stored.
 - ☐ Click on the sound.
 - ☐ Click the **Insert** button.
 - ✦ Click **Sound from Clip Organizer**.
 - ☐ When this option is selected, the **Clip Art Task Pane** will display.
 - ☐ In this task pane, select a sound from the list or input a sound into the Search box.
 - ☐ Click on the sound to insert it into the slide.
- ✦ When the message box below is displayed, do one of the following:
 - ✦ To play the music or sound automatically when a slide is displayed, click **Automatically**.
 - ✦ To play the music or sound only when the sound icon is clicked, click **When clicked**.



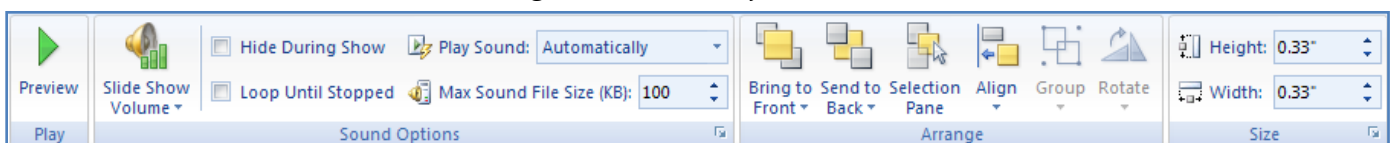
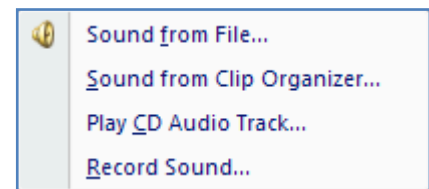
- ✦ To adjust settings for when the sound file stops:
 - ✦ Click the **Sound Tools, Options Contextual Tab**. This tab will appear on the right side of the ribbon.
 - ✦ This tab is used to make changes to sound objects.



- ✦ In the **Sound Options Group**, click the check box for:
 - ✦ **Hide During Show** - Click this button to hide the sound icon during the presentation. This option should not be used if When Clicked was selected in the previous step.
 - ✦ **Loop until stopped** - This option specifies the sound will play continuously until a new slide is displayed.
- ✦ Make additional changes to the sound using the other groups and buttons on the **Sound Tools, Options Contextual Tab**.

Playing a CD During a Presentation

- ✦ Insert the **CD** into the **CD/DVD-ROM Drive**.
- ✦ On the **Slides** tab in **Normal View**, click the slide that the music is to start playing on.
- ✦ Click the **Insert Tab**.
- ✦ In the **Media Clips Group**, click the **Sound** button.
- ✦ Click **Play CD Audio Track**.
- ✦ The **Insert CD Audio** dialog box will appear.
- ✦ Under **Clip selection**:
 - ✦ In the **Start at track** box, set the starting track number.
 - ✦ In the **End at track** 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 during the playing time, 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 the sound file stops:
 - ✦ Click the **Sound Tools, Options Contextual Tab**. This tab will appear on the right side of the ribbon.
 - ✦ This tab is used to make changes to sound objects.



- ✦ In the **Sound Options Group**, click the check box for:
 - ✦ **Play Track** – To change the option for when to start playing the CD, click the arrow for this option. The choices are:
 - ☐ **Automatically** – With this option, the CD will start playing as soon as the slide is displayed during the Slide Show.
 - ☐ **When Clicked** – This option is used to start playing the CD when the mouse is clicked.
 - ☐ **Play Across Slides** – To have the CD play during the entire presentation, select this option.

- ✦ **Hide During Show** - Click this button to hide the sound icon during the presentation. This option should not be used if When Clicked was selected in the previous step.
- ✦ **Loop until stopped** - This option specifies that the sound will play continuously until a new slide is displayed.
- ✦ Make additional changes to the sound using the other groups and buttons on the **Sound Tools, Options Contextual Tab**.

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, click the **Sound Tools, Options Group Contextual Tab**.