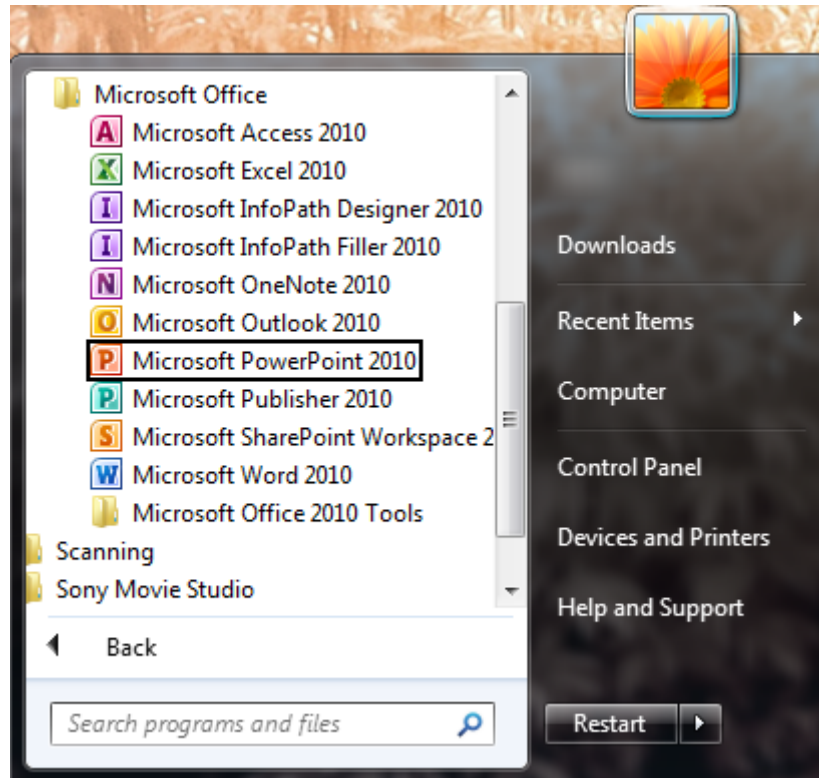


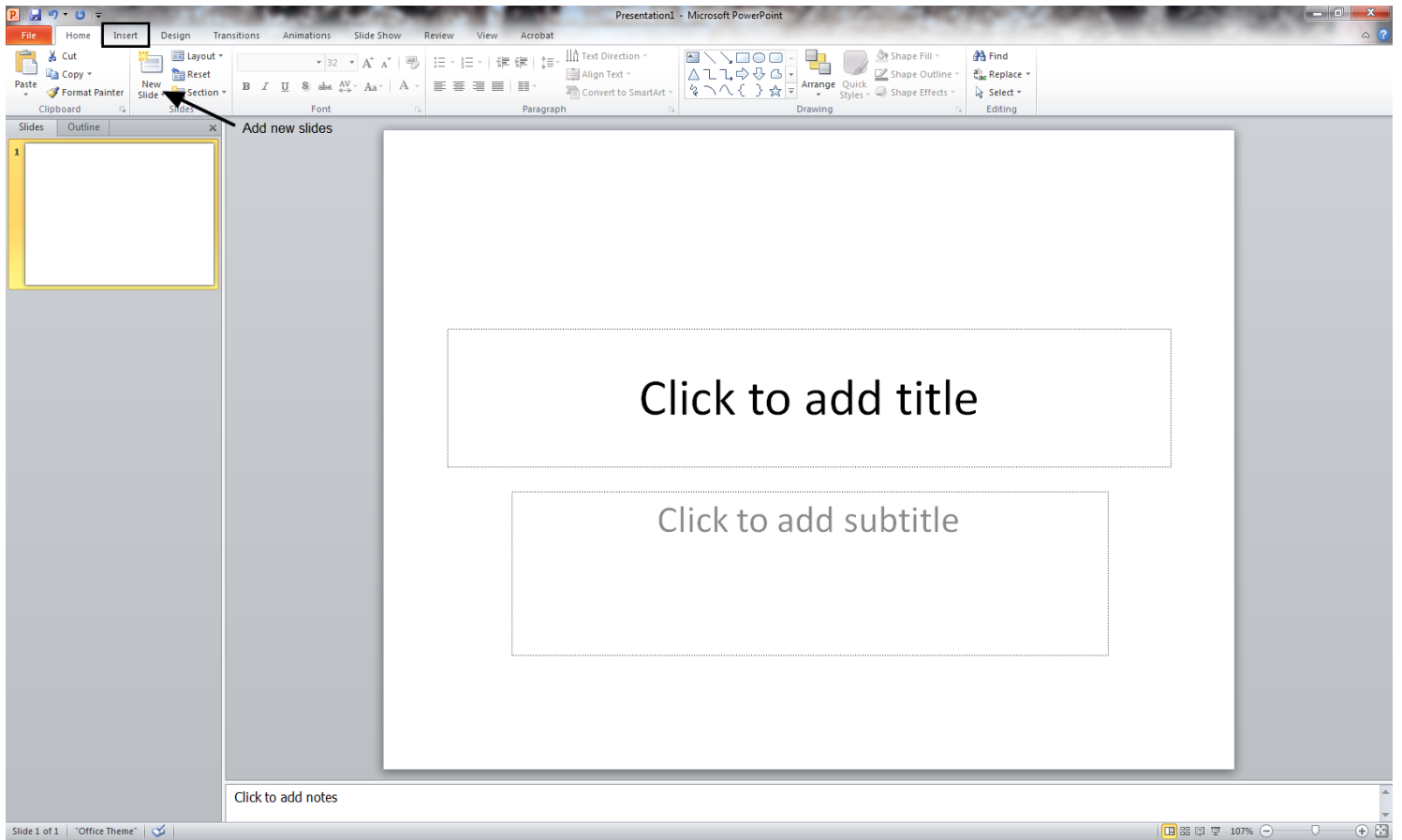
Adding Audio to a Powerpoint Presentation

Step-by-step instructions on how to insert an audio file by either inserting a file on the computer or through clip art.

Opening PowerPoint

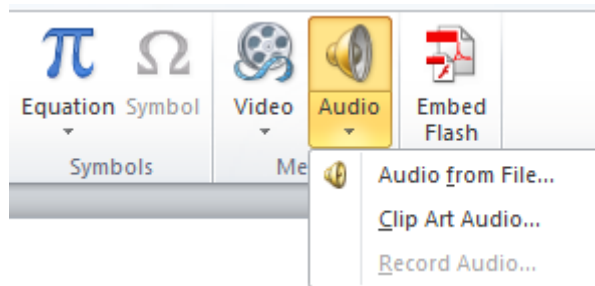


Find the Microsoft PowerPoint 2010 icon either on your desktop or in the start menu. It is most likely under the Microsoft Office Folder.



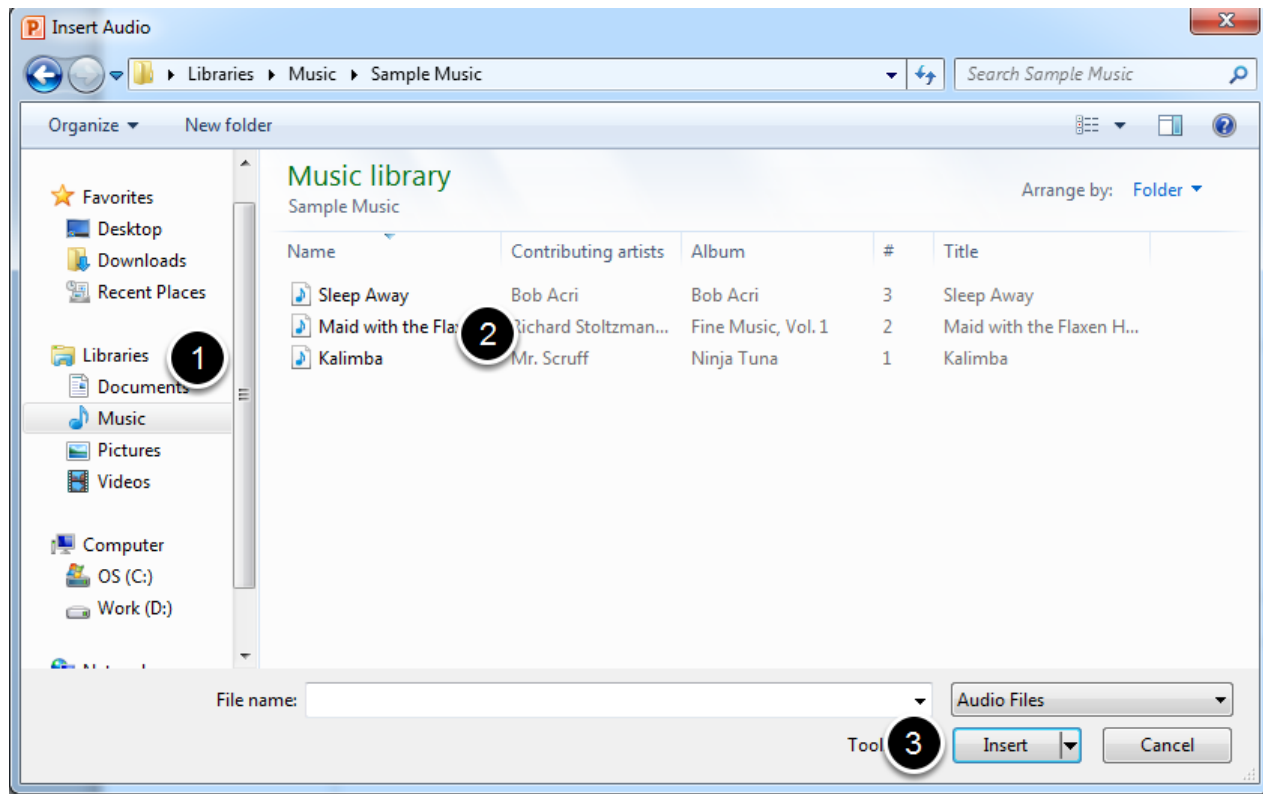
When PowerPoint opens, it will look like this. You can add audio to any slide. In order to insert audio, you must click on the Insert tab.

Inserting Audio



There are two different ways to insert an audio file.
1 - from a file you have on your computer or a disk; or
2 - from clip art

Inserting an audio file



To insert an audio file:

- 1 - Choose the location where your file is located
- 2 - Select the file
- 3 - Insert the file into your presentation

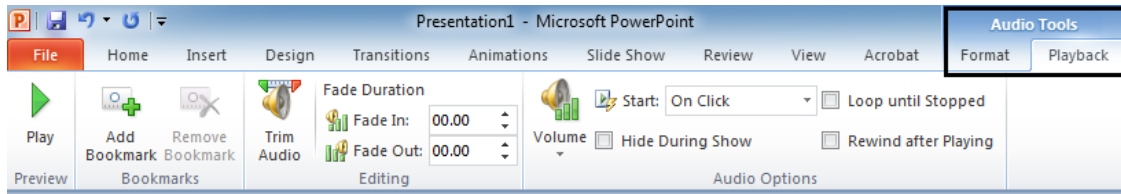
What your audio file will look like on your PowerPoint slide



When you insert your audio clip, it will appear as shown above. You can move it anywhere on your slide and change the size of it.

(The audio file will appear the same whether you are inserting your own file or one from clip art)

Editing your clip



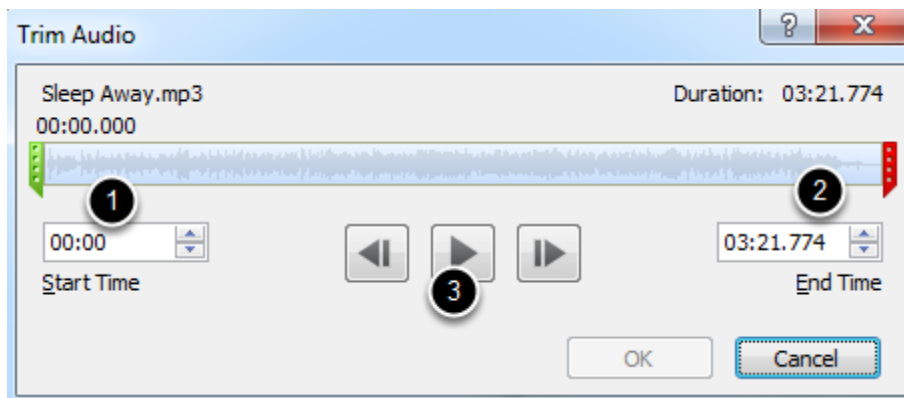
In order to edit your audio file, you must select playback on the Audio Tools Tab

Play your clip by selecting the "Play" button in the "Preview" section

Add a Bookmark to a certain point in the file that is important. You can also remove this book mark by selecting "Remove Bookmark"

Fade Duration: if you would like your clip to fade in or out, you can change the amount of time by using the arrows in the fade in or fade out sections.

Trimming the Audio file



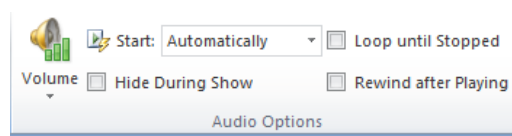
If the file is too long for the presentation, you are able to trim parts of it away.

1 - The green line allows you to cut out a certain part of the song at the beginning. If you know the exact time you would like your music to begin you can type that time into the start time

2 - The red line allows you to cut time from the end of your clip. If you know the exact time you would like your music to end, you can type it into the end time.

3 - The play button allows you to play your clip so you are able to get the clip at the right time

Audio Options



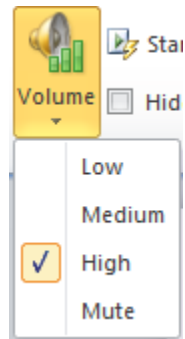
You can adjust how your audio sounds throughout your slide show and when it plays.

If you would like to hide the icon from your slide, check the "Hide During Show" box

If you would like your clip to repeat after it finishes, check the box entitled "Loop until Stopped"

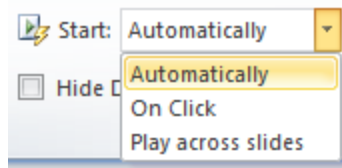
By selecting the "Rewind after Playing" box, your clip will rewind to the beginning once it finishes playing

Volume



You can select how loud your clip will play during your slide show. You will also be able to still adjust the sound using your computer sound system.

Starting



There are three options for when your audio file will begin playing

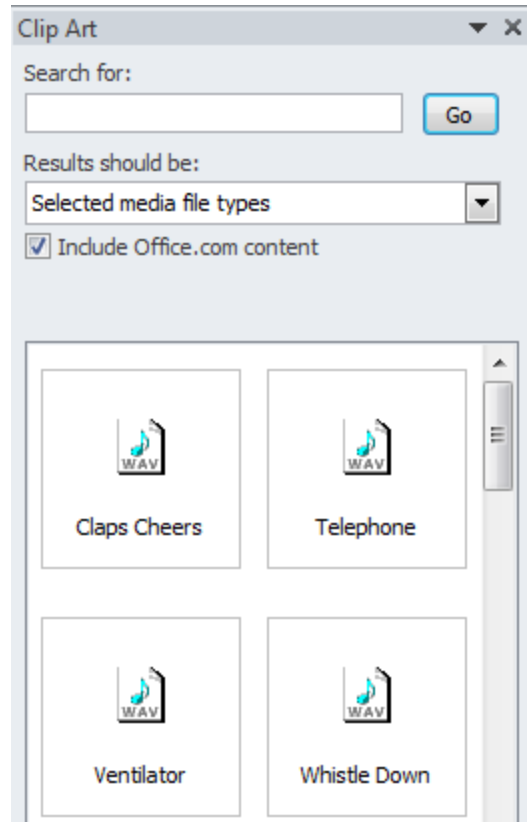
Start Automatically - your audio file will begin playing as soon as you begin your slideshow or the slide you want your audio to begin on.

On Click - Your sound file will begin when you click the mouse to start the music.

Play across slides - The audio file will play over all the slides throughout the presentation

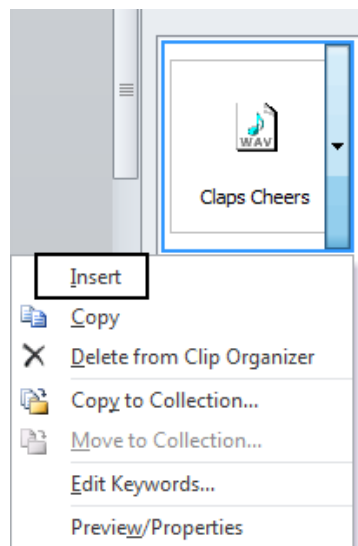
Your music will not begin until you start the presentation in Slide Show mode

Adding Audio using a clip art file



If you insert a file from clip art, this box will appear on the right side of your presentation. Use the "Search for:" box to find the kind of audio you want

Inserting the file onto the slide



The file can be inserted either by double clicking on it or selecting the drop down menu and selecting insert.