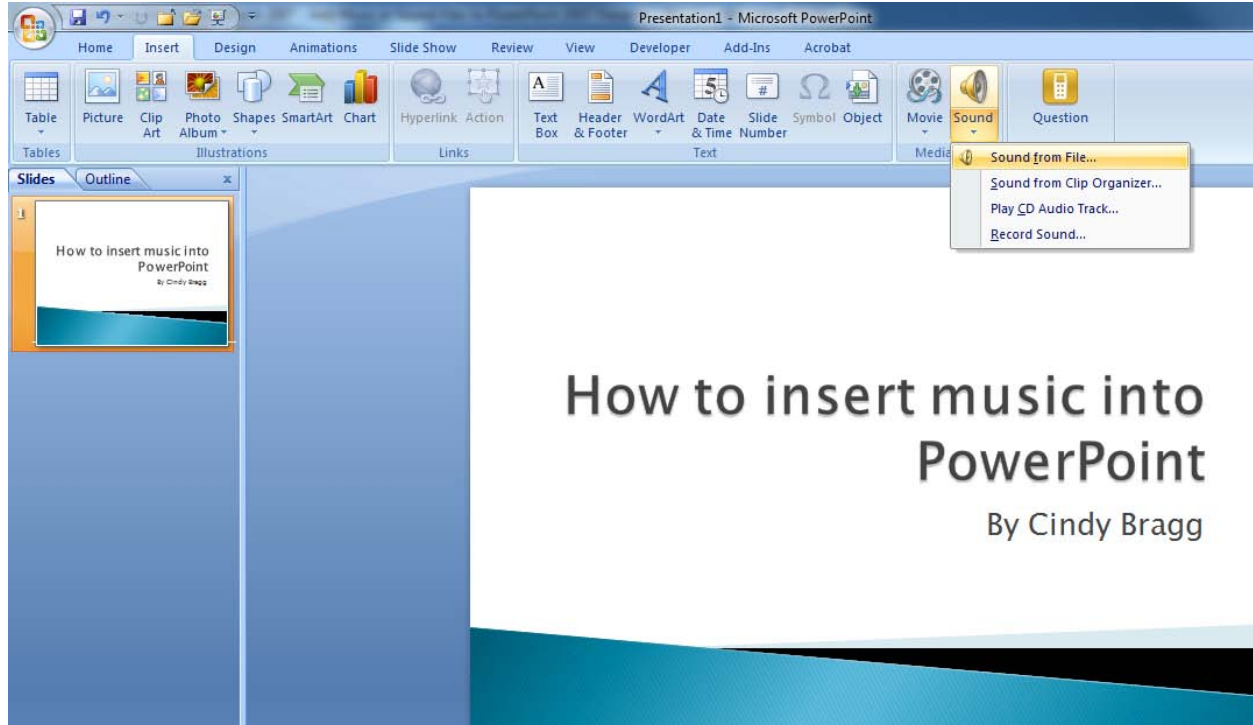


## How to Add Music to Your PowerPoint 2007 Slide Show

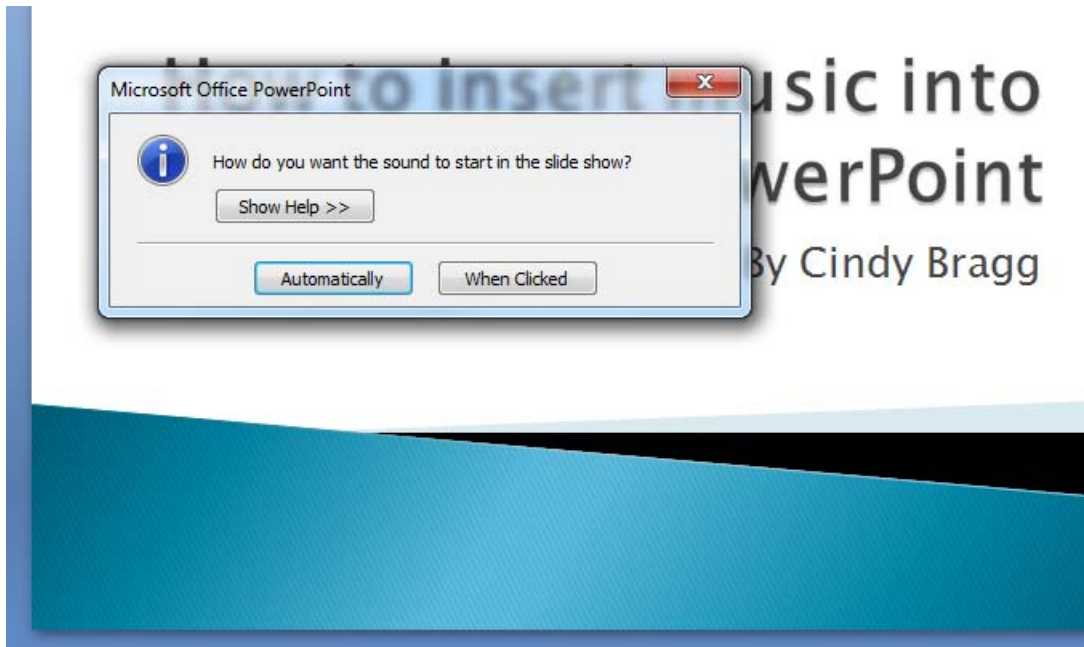
**Note:** Before you start you should be aware of how sounds work with your finished PowerPoint slide show. Sounds are not embedded into the PowerPoint file when you insert them. In other words, the sound isn't made a permanent part of the PowerPoint file. It is just linked to the PowerPoint presentation. If you move your PowerPoint file to a new location like a CD or flash drive after creating it and adding your music, the music will not automatically move with the PowerPoint file. You have to either use the Package for CD option to move the PowerPoint and music together to a CD or flash drive **OR** create the PowerPoint on the flash drive with the music also on the flash drive before you insert it in the PowerPoint file. Following this advice will help you ensure that your music will play when you bring it to school to turn in.

### **Steps to Insert Music in PowerPoint 2007:**

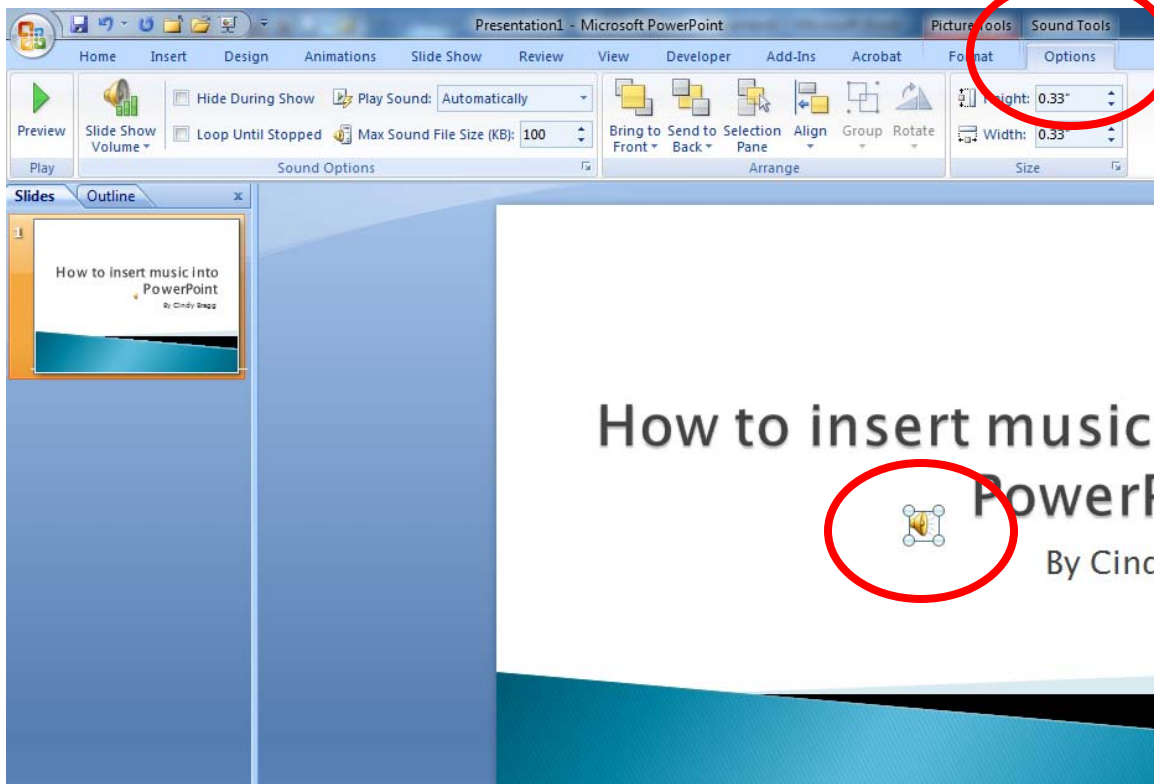
1. First, locate an MP3 or Windows Audio File (a WAV file) sound file that you want to use. Copy this file onto your flash drive with your PowerPoint file or to the same location as your PowerPoint if you are going to use the Package for CD option.
2. Next, navigate to the slide where you want the music to start. Go to the Insert tab in PowerPoint, and choose the Insert Sound from File option.



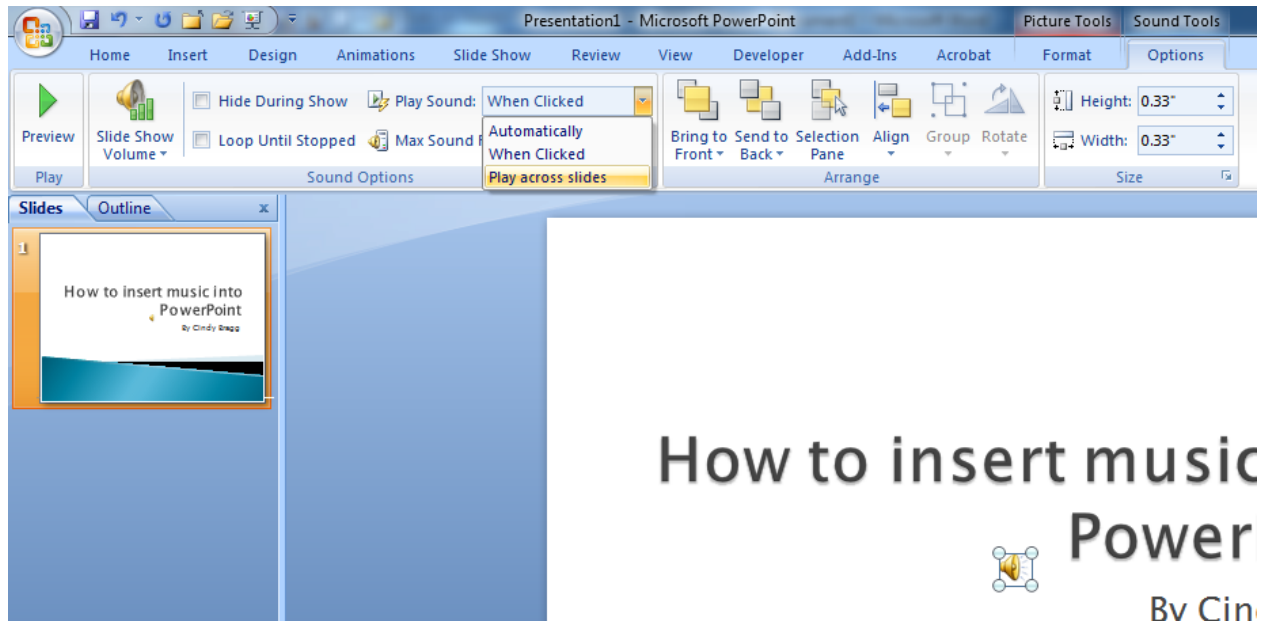
3. Browse to find your file and click OK. You will get the following message. You will most likely want to click “Automatically” so the music will play as soon as you advance to the slide where you are inserting the sound.



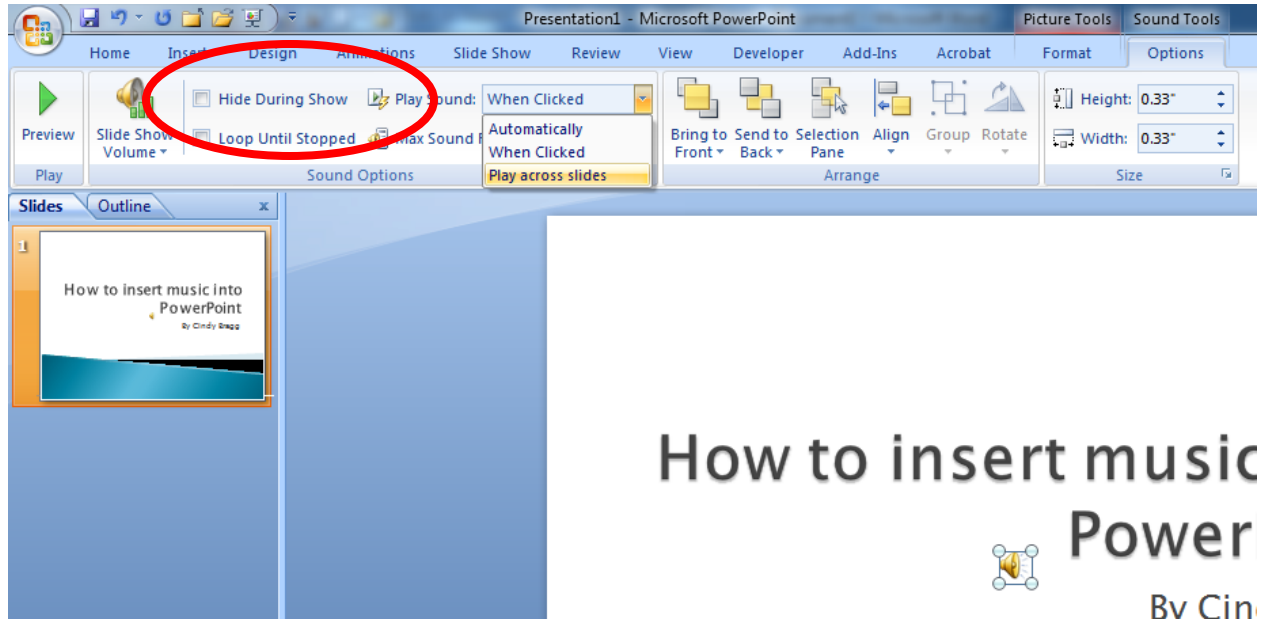
4. With the sound icon selected in your presentation, you will see a Sound Tool Options tab on the top right side of PowerPoint. You can use this tab to change settings for your music.



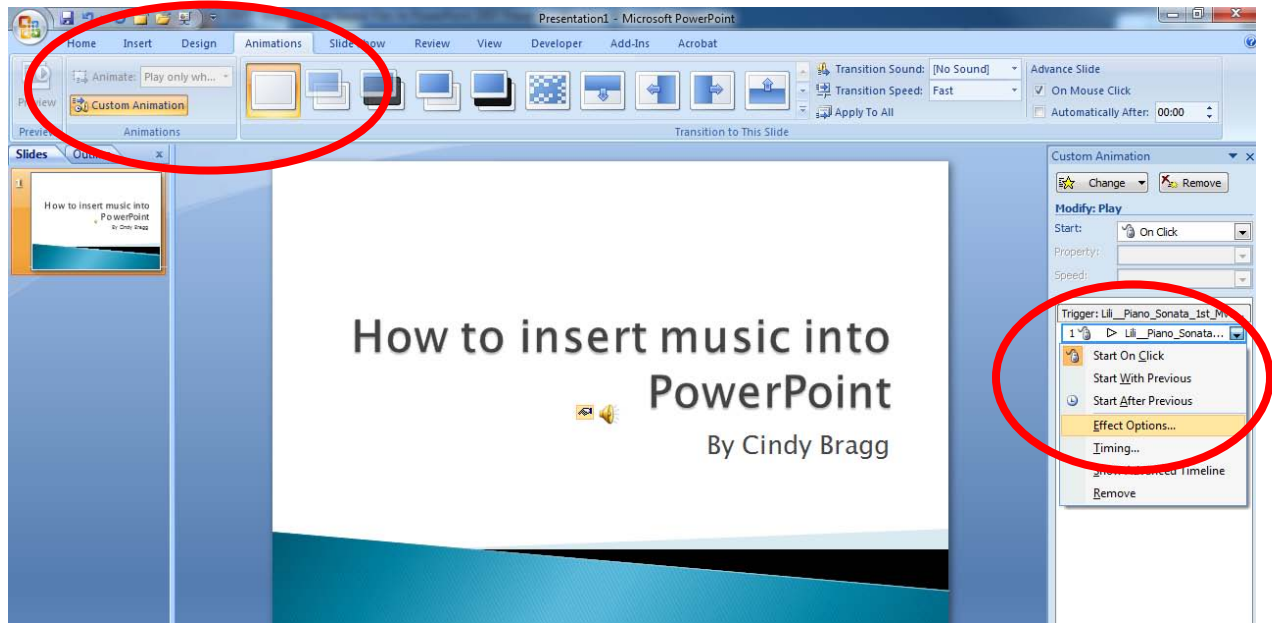
5. If you want your music to play across multiple slides, change the Play Sound: option from automatically to play across slides.



6. If you want to hide the megaphone sound icon during your slide show, you can checkmark the Hide During Show option.



7. If you need more advanced settings so you can start at a certain part of the song or only play a small part of the song, you have to go to Custom Animation on the Animations tab while you have your sound icon selected. In the right side Custom Animations panel that opens, click on the drop-down menu for the sound. Choose Effect Options from this option.



In Effect Options, you can choose at what point in the song to start playing and when to stop playing it.

