Information Technology Services Tutorials
Inserting Sound - PowerPoint 2003

Audio files

Adding audio files can enhance your presentation whether the files pertain to content within your presentation or add a music background to a slide show.

> *Note:* You and your audience must have speakers (or headphones) Without speakers or headphones, you and they will not receive the audio.
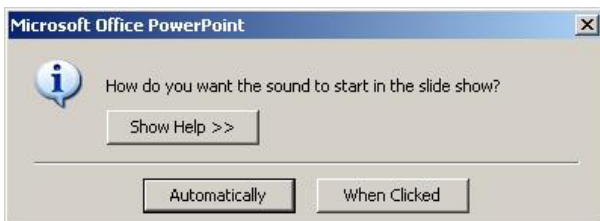
To insert a sound clip, from your menu bar click on **Insert…Movies and Sound…Sound from File**.

An "Insert Sound" box will appear.

Browse to the file on your computer and click **OK**.

A box will appear asking "How do you want the sound to start in the slide show?"

Click **Automatically** to have the audio start when the slide appears. This is useful for background music to a slide show.

Click **When Clicked** to start the audio manually. This is useful if you want to describe the clip, prior to playing it.
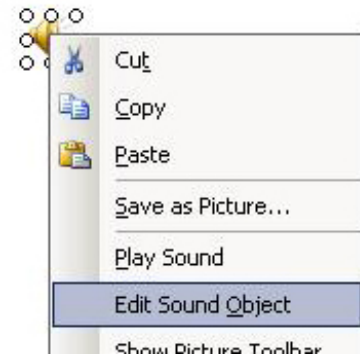
A speaker icon will appear to alert you that there is audio on this slide.

If you have chosen to manually start the audio during the slide show, click on the icon to start the audio.

> *Note:* If you click anywhere else on the slide, you will advance the slide.

Edit sound settings
To edit the sound settings, right click on the speaker icon and select "Edit Sound Object."

The Sound Options box will appear.

To have the sound repeat, check the box next to "Loop until stopped."

To hide the icon, especially when the audio will play the entire length of the slide, check the box next to "Hide sound icon during slide show."

Delete the audio
To delete the sound from the slide, click on the   sound icon and press **Delete** on your keyboard.

> *Note:* The audio clip is not part of the PowerPoint file. If you take this PowerPoint presentation to another computer, you must include the file. It is recommended that you include the audio files in the same folder as the PowerPoint file and transfer them together so that the link to the audio file remain intact.