

Information Technology Services Tutorials

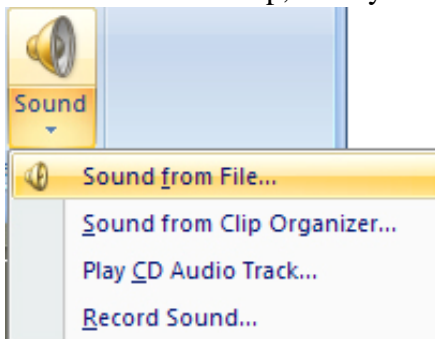
Inserting Sound - PowerPoint 2007

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** tab, then click **Sound...Sound from File**.

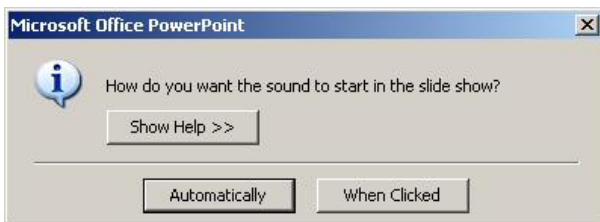


An “Insert Sound” box will appear.

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

Note: The most common files are .aif, .wav and .mp3

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.

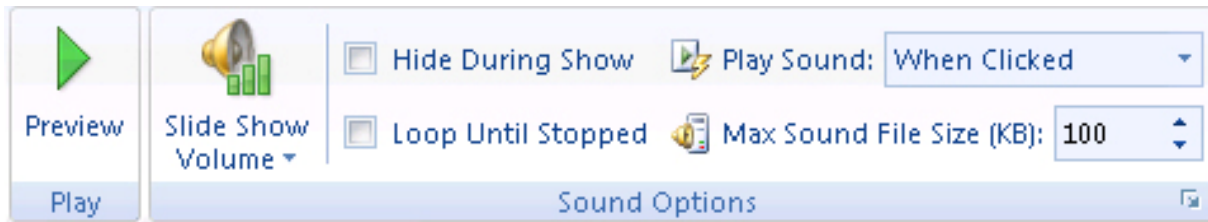
Click **When Clicked** to start the audio manually. This is useful if you want to describe the clip, prior to playing it.

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.

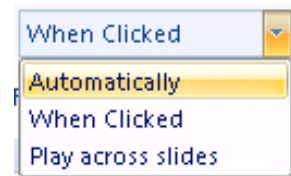
Note: If you click anywhere else on the slide, you will advance the slide.

Double click on the speaker and the “Sounds Tool” bar opens.



To preview your audio, click on the green “Preview” button. If you wish to re-record the audio, delete the speaker icon on the slide and re-record the audio.

If you wish for the audio to play automatically when the slide is clicked, select the “Automatically” button in the drop down box. If you wish for this audio to play across slides until the audio is completed, click “Play across slides.”



Note: It is advised to record audio for each slide separately unless you are very comfortable speaking while recording.

Audio cannot be edited within PowerPoint so rehearse your audio before recording it.

For additional help with PowerPoint, go to: <http://www.siu.edu/lovejoylibrary/> and click on the **Atomic Learning** link under *Research Help*. Click on **Our Tutorials** at the top of the page and select **English**. Click on **P** for PowerPoint, scroll down and select the version and platform (Mac or PC).

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.