


Insert sound files

Before you begin

During the practice, this window will stay on top of the program you are working in. When it covers an area you need to use, move and resize it as follows:

To move this window, click the title bar of the window (as shown below) and drag it to a new location:



To resize this window, drag the resize handle  in the lower-right corner.

Best practice Please print these instructions to refer to during the practice session. You'll find that it's easier to work in slide show view if you aren't clicking inside the instructions window to scroll and read more instructions.

Reminder: Copy your sound files

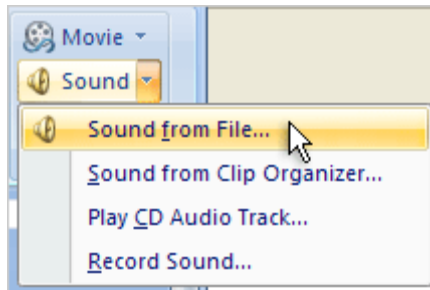
As a best practice, you would copy the sound files you want to use into the same folder as your presentation file. For these exercises, this has been done for you; the sound files and the presentation were downloaded to the same folder.

Just remember that for your own presentations, it's good practice to copy the sound files you'll use into the same folder as the presentation *before* you insert them. That way, the path that PowerPoint creates to any linked files will be valid as long as the files stay in this folder, with your presentation.

Exercise 1: Insert a sound as background music

You'll use this sound strictly to provide atmospheric music as people are taking their seats before the presentation.

1. In the presentation, if slide thumbnail 1 is not displayed, click that thumbnail.
2. Click the **Insert** tab, and in the **Media Clips** group, click the arrow next to or under **Sound**. On its menu, click **Sound from File**.



Note If your window is small enough, the **Media Clips** group looks like this, and you have to click it to find the **Sound** command:



3. In the **Insert Sound** dialog box, navigate to the following folder, in which the presentation and sound files for this session were saved:

C:\Documents and settings\user_name\My Documents\My Practice Files\PowerPoint.

4. For the purposes of this practice, set the view in the **Insert Sound** dialog box to show all file details: Click the **Views** button



on the toolbar within the dialog box, and on its menu, click **Details**.

This shows you in a list the file name and file type of the sound file, indicated by the characters after the dot, and the size of each file.

(If the file type is not shown, you'll have to change your Windows Explorer settings to show file extensions. On the **Start** button, right-click, and click **Explore**. Click the **Tools** menu, **Folder Options**. Click the **View** tab. Under **Advanced settings**, look for the item **Hide extensions for known file types**; it will be selected. Click its box to clear the selection. Then close Windows Explorer, and try steps 3 and 4 again.)

5. Click the file called **Atmospheric_.mid**, and click **OK**. Note that this is a .mid file, so PowerPoint will link to it to play it. Anything that isn't a .wav file is linked to, not embedded within the presentation.

When you get the message asking how you want the sound to start, click **Automatically**.

The sound is inserted and appears on the slide as a sound icon, and it may be selected.



(If it isn't selected, you'll just see the sound icon with no selection handles around it.)

This music will play automatically when you display the first slide in Slide Show view.

6. To try it out, go into Slide Show view. To open Slide Show view, click the **Slide Show** button in the lower right of the window.

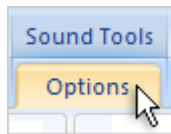


The sound will play automatically. Let it play for a few seconds to get a sense of it, and then click the slide to make it stop. (Click away from the icon; if you click the icon, the sound starts over.) When you're ready to get back to Normal view, press

ESC. (If you don't hear anything, be sure your sound volume is turned up and your speakers are plugged in.)

7. Because you want this music to play for a while, as people filter into the room, you need to loop it and make it repeat. Its full playing time is less than one minute long, and that won't be long enough.

In Normal view, click the sound icon on the slide to select it. The **Sound Tools** become available on the Ribbon, to the right. Click **Options** under **Sound Tools**.



8. In the **Sound Options** group, click **Loop Until Stopped**. This makes the sound repeat until you choose to stop it with a mouse click.

To test the sound, double-click the icon on the slide in Normal view. You'll need to let it play for a bit, and then you'll hear it start over.

Stop the sound at any time by clicking the slide in Normal view.

9. Another thing: You'd rather not show the sound icon on this slide. To hide it, make sure the sound icon is selected, and in the **Sound Options** group on the **Options** tab, click **Hide During Show**. You'll always see the icon when you're in Normal view, but it won't show in Slide Show view.

Important If, when you inserted the sound, you had chosen to start the sound **When Clicked** (instead of **Automatically**), you would need to click the sound icon to play the sound. So, if you were to then hide the icon, you'd have no way to play the sound. Because you set the sound to start automatically, you don't have to worry about how to make it start. We'll address this issue again later in the practice.

Exercise 2: Insert a sound and make it play continuously

You've inserted a sound file, made it start automatically, made it repeat, and hidden its icon. In a slide show, the sound will stop if you click anywhere on the slide, so if you only want the sound to be a prelude to the presentation, great.

What about another scenario? What if you want a sound to play through your mouse clicks, and continue while you show several slides? Follow these steps.

1. Click slide 2, titled "Overview," and insert another sound. Do you remember the first commands to use?

That's it: On the **Insert** tab, click the arrow next to or under **Sound** (in the **Media Clips** group), and then click **Sound from File**.

2. The **Insert Sound** dialog box opens to the same folder you went to before; if it doesn't, navigate again to the sound files, at this path:

C:\Documents and settings\user_name\My Documents\My Practice Files\PowerPoint

Select the sound called **Song.mid**. Since this is a .mid file and not a .wav file, PowerPoint will create a link to it rather than embed it in your presentation. Click **OK**.

3. When you're prompted to choose how you want the sound to start, click **When Clicked**. This sets up the sound icon itself as the trigger for the sound. So, you have to click the icon to play the sound.

The sound icon is positioned in the center of your slide. Drag it down to the lower-right corner of the slide, next to the big, blue arrow.

4. Get ready to play slide 2 in Slide Show view. You have printed out these instructions, right? If not, be sure to do so. Then click the **Slide Show** button. This is what to expect and try:

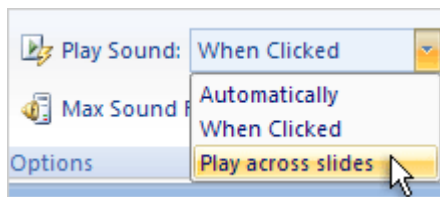
The bulleted list on slide 2 will fade in with an animation effect. Imagine that, as speaker, you're describing the upcoming agenda.

After the bulleted list has faded in, start the sound by clicking the sound icon. Imagine that you want the sound to play as you advance through the remaining slides. Click to advance to the next slide.

You advance, but the sound stops when you do.

Not what you want. Press ESC to return to Normal view and change the stop setting for the sound.

5. In Normal view, click slide 2 again. Click the sound icon on the slide to select it.
6. On the Ribbon, under **Sound Tools**, click **Options**.
7. In the **Sound Options** group, look at **Play Sound**. As you requested, this is set to **When Clicked**. Click the arrow and change the setting to **Play across slides**.



In addition to making this sound play across slides, this setting also changes how the sound starts. Instead of being set off by the sound icon, which is what the **When Clicked** setting does, the sound will now start automatically, and then play across all the remaining slides.

8. Before you go into Slide Show view to test the sound, read this: In Slide Show view, wait for the bulleted list to appear, and don't click the sound icon. The sound will start after the bulleted list has faded in.

Click to advance to slide 3, and let its animation effects play. Then click through to the end of the show. The sound will play

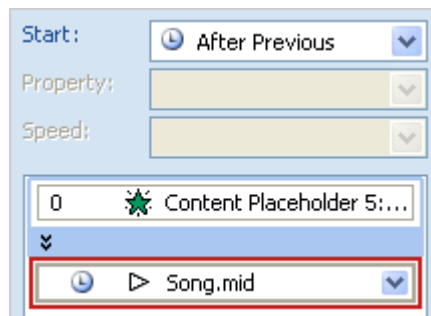
continuously. At the end of the show, click to exit and return to Normal view.

As you see, **Play across slides** sets up the sound to play through to the end of the slide show. You may, alternatively, want to make the sound stop after a certain number of slides. The next steps show you how.

Exercise 3: Specify a stopping point

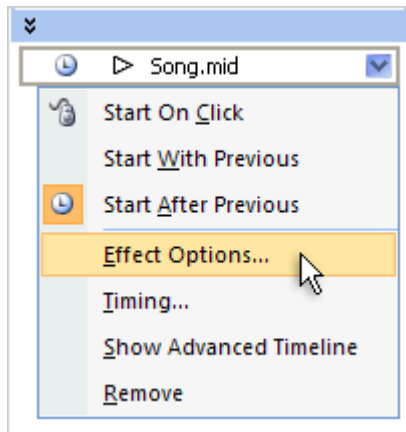
In these steps, you'll see how to choose more specific settings for the sound. You'll do this within the **Custom Animation** task pane — the place where you customize sound settings as well as work with animation and video effects.

1. In Normal view, be sure slide 2 is displayed. On the Ribbon, click the **Animations** tab, and click **Custom Animation**. The **Custom Animation** task pane appears in the right of the window.
2. In the middle of the task pane is a big, largely blank area, populated with a couple of items. The top one represents the animation effect that is applied to the bulleted list on slide 2. The other one represents the sound effect, and shows the sound file's name, **Song.mid**. Sound effects are shown in this task pane with a little arrow icon next to the sound's name.



Tip When you select the sound icon on the slide, the sound effect in the task pane is also selected. When the sound effect is selected, you'll see a downward arrow next to it.

3. If the sound effect in the list isn't selected, click it now to select it. You'll see the downward arrow next to it, on the right. To specify settings for the sound, click the arrow, and click **Effect Options**.




4. On the **Effect** tab, look at the **Stop playing** options. Your current setting for this sound is to play it across all slides (remember, that's what you selected on the **Options** tab on the Ribbon), so what's selected here is the **After** setting, with the maximum number of slides you could play through, **999**, selected.

Instead you'd like the sound to play through its current slide and the one that follows, and then stop. So, it should start on slide 2 and keep playing through slide 3 (that counts as the second slide, in this case), stopping on slide 4. So, select **999** in the **After** box and type **2**, to make the sound stop after two slides. Click **OK**.

5. Test your effects in Slide Show view. This is what to expect: On slide 2, the **Overview** slide, let the bulleted list fade in. Then the sound will start. Click the slide to advance, and you'll go to slide 3, titled **Glossary of terms**, with no interruption to the music.

On slide 3, let the animation effects play; the music continues playing. The music shouldn't stop until you click to advance to slide 4, titled **Goals for first week**. (Note, if you click before the animation part is done, that click stops the animation sequence, and you'll need to click again to go to slide 4.)

To open Slide Show view, you can click the **Slide Show** button  in the task pane. Press ESC to return to Normal view.

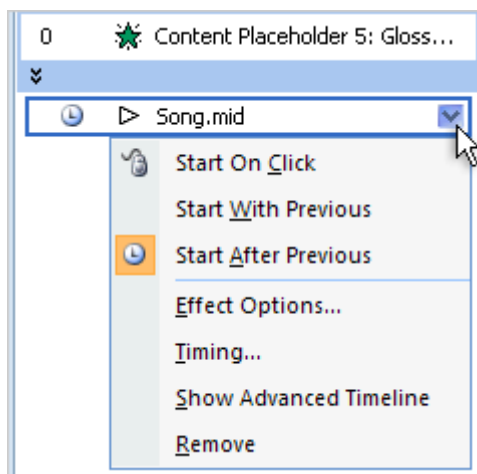
6. **Tip** Remember that when you want your sound to continue over several slides, it has to have a long enough playing time to cover the time. If it's too short, you can choose to loop it to make it long enough.

Exercise 4: Change the start setting

After you've applied settings in the **Custom Animation** task pane, such as the number of slides that a sound should play through, keep working in the task pane if you want to make other changes, such as changing how the sound starts. The reason is that the options available from the **Options** tab in **Sound Tools** (on the Ribbon, in that list where you chose the **Play across slides** command) will override some settings you make in the task pane.

Imagine now that you want to change the sound on slide 2, called song.mid, to start by mouse click rather than start automatically. Here's one way to make that change.

1. Click slide 2 to display it. In the effects list in the **Custom Animation** task pane, click the sound effect to select it, and then click the arrow next to it. This displays its menu.

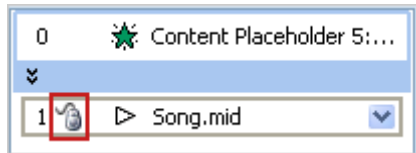


Note the three commands at the top of the menu. The selected one, **Start After Previous**, is the automatic setting that's

currently applied; it has a little, highlighted clock icon next to it. The setting means that PowerPoint will play the sound automatically after any preceding effects, and if there aren't any, then the sound plays immediately after the display of the slide.

2. Click the **Start On Click** command.


The result looks like this in the task pane:



The icon symbolizing the start setting has changed from the clock to the mouse.

3. Easy, right? But note: The effect of this setting is to start the sound when you click the slide rather than the sound icon. In other words, currently the sound icon is not set up as the trigger for the sound.

A benefit of this setting is that if you want to hide the sound icon, there's no problem in starting the sound because you can just click the slide to start the sound. However, if you do want the sound icon to be the trigger, you have to set it up as such; you can also choose something else on the slide, other than the icon, to be the trigger. You'll work with triggers in the next exercise.

4. Now you'll hide the sound icon. Select the sound icon on the slide. Then on the Ribbon, under **Sound Tools**, click **Options**. In the **Sound Options** group, click **Hide During Show**.
5. Test your settings in Slide Show view by clicking the **Slide Show** button  in the task pane. This is what to expect: As you know, the bulleted list on slide 2 fades in first. Now click the slide (as you'll see, the sound icon is hidden); your sound plays. When you click the slide again, you'll advance to slide 3, and the sound will keep playing like before. The difference is that you had to click to start the sound, and you only needed to click the slide, not the sound icon.

Press ESC to return to Normal view.

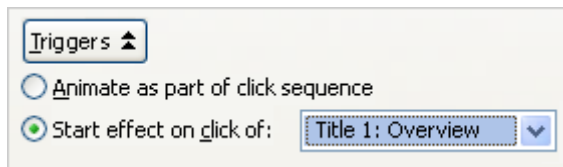
Exercise 5: Set up a trigger for the sound

On slide 2, the sound is set up so that it will play when you click the slide — that is, when you click slide 2 after it is displayed. Now create a specific trigger for the sound.

1. Display slide 2, if it's not displayed already. The trigger needs to be one of the elements on the slide. It could be the slide title text, the text within the bulleted list, the sound icon, or the arrow shape. You'll pick in a minute.

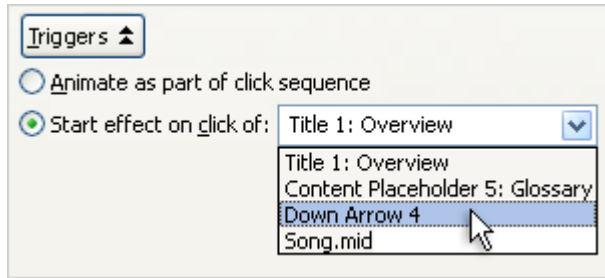
Tip The numbers next to the bulleted list items and the sound icon on the slide reflect animation and sound effect settings and order of play.

2. In the task pane, select the sound effect, **Song.mid**, click its arrow, and click **Timing** on its menu.
3. In the **Play Sound** dialog box, click the **Triggers** button to display the trigger options. Click the option called **Start effect on click of**. This is what you see:



4. Click the arrow for this list. Included in the list are all the elements on the slide. You could choose any one of them as the thing that will trigger the sound. Note that the sound file itself, Song.mid, is one of those things; you'd select that if you wanted the sound icon to trigger the sound.

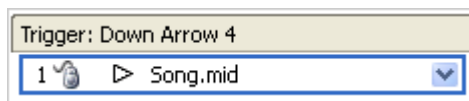
Try something different and click **Down Arrow 4**. This is the big, blue arrow shape on the slide. Click **OK**.



On the slide, the sound icon has a hand next to it; that means there's a trigger set for the sound:



5. In the **Custom Animation** task pane, there's a trigger bar above the sound effect with the name of the slide element that triggers the sound.



You already hid the sound icon for this sound in the last exercise, so you don't need to worry about the icon showing during the slide show, and you've got a trigger for playing it. This way, the only thing that triggers the sound is a click on the blue arrow. It won't play if you simply click somewhere on the slide.

6. You're good to go. View the results in Slide Show view. Here's what to expect:

On slide 2, the **Overview** slide, the bulleted list will play.

When all the list items have entered, click the blue arrow on the slide. Your sound will play.

Click to go to the next slide, **Glossary of terms**. The sound continues as the bulleted list items enter, wait for them. Then click to the next slide, **Goals for first week**; the sound stops. Press ESC to return to Normal view.

7. Close the **Custom Animation** task pane by clicking the **Close** box in the upper-right corner.

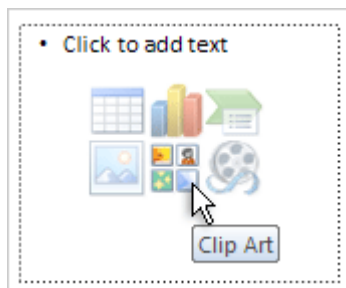
Tip If you want to remove the trigger from a sound, you can simply drag the sound effect up above the trigger bar in the task pane list. Or you can return to the **Timing** tab in the **Play Sound** dialog box (see step 2, above), and under **Triggers**, click **Animate as part of click sequence**.

Exercise 6: Insert a sound by using a slide placeholder

Use content placeholders to insert sounds if you find that process most convenient and you want the sound to be in a specific placeholder on the slide. Content placeholders can contain text, tables, charts, SmartArt graphics, pictures, or media such as sound or movies.

Here are the steps for inserting a sound from the clip art library, using a content placeholder.

1. Click slide thumbnail 4.
2. Click the **Clip Art** icon that's part of the slide layout.



3. In the **Clip Art** task pane, under **Results should be**, click the arrow in the box to clear it, and clear all the check boxes below it except the one for **Sounds**.
4. In the **Search for** box, type **jazz**, and then click **Go**.
5. Click any clip to insert it. Select **Automatically** for how to start it.

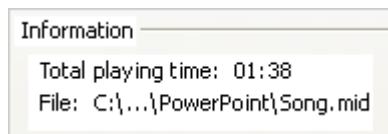
Note that the sound gets placed in the center of the placeholder (the placeholder's borders disappear, but you remember it occupied the right half of the slide), and all the other placeholder icons and default text disappear. The sound now effectively occupies this placeholder.

6. Close the **Clip Art** task pane by clicking the **Close** box in its upper-right corner.

Exercise 7: View the path to your sound files

You've discovered that for the really specific sound options, you need to work in the **Custom Animation** task pane. This task pane is also where you can find specific information, including the path to each of the sound files you've inserted.

1. Click slide 2, if it's not already selected, and open the **Custom Animation** task pane (**Animations** tab, **Animations** group, **Custom Animation** command).
2. In the task pane, click the **Song.mid** sound effect to select it, and click its arrow. Then click **Effect Options**.
3. Click the **Sound Settings** tab. Look in the area under **Information**, which indicates the location of the sound file.
 - When the file is being linked to, you'll see a path, albeit abbreviated, such as the one shown here:

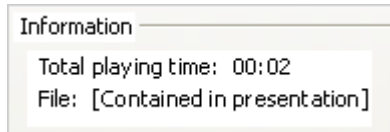


This sound was not embedded because it is not a .wav file.

The path looks different if the sound file is embedded; you'll see an example in the next step. Click **Cancel**.

4. To see an example of an embedded sound file, click slide 5. Then, in the **Custom Animation** task pane, select **SoundEffect4.wav**, which represents the sound inserted on this slide. Click its arrow, and click **Effect Options**. Click the **Sound Settings** tab.

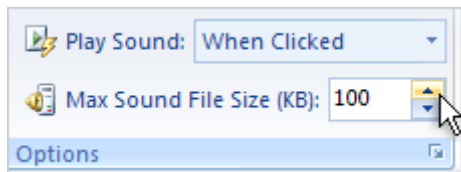
The path that you see under **Information** will look like the one in this graphic. It simply says "[Contained in presentation]."



The file inserted here was a .wav file of less than 100 KB in size. Thus, it's embedded in the presentation.

Click **Cancel**.

5. Do you remember that you can change the maximum number of kilobytes (KB) if you want PowerPoint to embed larger sound files? To see how you'd do that, select the sound icon on slide 5, and click **Options** on the Ribbon. You can change the size in the **Max Sound File Size (KB)** box, which is in the **Sound Options** group:



You can increase the maximum file size to up to 50,000 KB. But remember that it's not a great idea to inflate the size of your presentation file with big sound files.