


Use CD music in a show

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.

Exercise 1: Play music through a whole presentation

In the first exercise, play a CD across all the slides in the show. In the second one, apply settings to stop and start the CD's play at certain points in the show.

The presentation opens with slide 1 displayed, titled "Company benefits." You'll insert the CD icon on slide 1 and set up tracks to play across all the slides in the show.

1. Insert a CD, some music of your choice, into the computer's CD drive. (If the CD automatically starts playing within your media player, stop its play and close the player window.)

2. In PowerPoint, make sure slide 1 is displayed. Then click the **Insert** tab, click the arrow next to or under **Sound** (in the **Media Clips** group), and click **Play CD Audio Track**.

The **Insert CD Audio** dialog box opens (if the **Audio CD** window opens on top of it, click **Cancel** to close that window).

The **Start at track** and **End at track** settings show your CD's first and last track numbers, respectively. The **time** for the start is at zero, meaning the track will start at its beginning. The **time** for the last track shows the full playing time for that track. This number tells PowerPoint how long to play that last track for. But don't worry about this, because you won't be playing through all these tracks here.


3. The presentation is not very long, so you'll use just one track of the CD.

Leave the **Start at track** numbers as they are. The music will start at the beginning of track 1.

In the **End at track** box, select **1** (or select the number that's there and type **1**). Leave the **time** boxes as they are. (But note, if you wanted track 1 to start several seconds or minutes into the track, you'd specify that number in the **time** box for the start.)

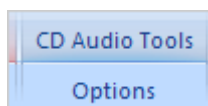
Click **OK**.

4. When prompted for how you want to start the music, click **Automatically**.

A CD icon  appears in the middle of slide 1.

5. To make the music continuous across the slides, there's one command that will do it for you. Do you remember which one?

To get there, select the CD icon on the slide. On the Ribbon, you'll see the **Options** tab, under **CD Audio Tools**.



Click the **Options** tab.

6. In the **Set Up** group, next to **Play Track**, click the arrow and click **Play across slides**.
7. Since the music will start automatically, click **Hide During Show**, also in the **Set Up** group; this hides the CD icon on slide 1. And to be sure the one track will cover the length of the slide show, click **Loop Until Stopped**.
8. This is what to expect when you view the show in Slide Show view: The music will start automatically when the first slide displays (give it a second). Once the music starts, click to the next slide. **Medical** is the title and three benefits display. Click. On the **Dental** slide, three more benefits display. The music should be ongoing. Click again to the last slide, and when the slide title has faded in, click. This takes you to the empty, black slide, and from here you can press ESC.

To see the show now, press the **Slide Show** button in the lower right area of the window.



Tip Any time you want to adjust the track settings for the CD, select the CD icon on slide 1, and click the **Options** tab on the Ribbon. Use the **Start Playing** and **Stop Playing** settings in the **Set Up** group to make adjustments.

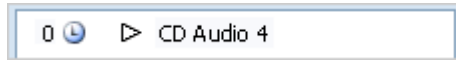
Exercise 2: Play music at the start and end of a show

In this exercise, set up the CD tracks to play only before the presentation and at the end, after it's over.

1. Start with slide 1 displayed. You want the CD track that begins on slide 1 to end when you click the mouse while slide 1 is displayed. At that point, imagine that you'd start talking about the content of the presentation, with no background music.

Do you remember how to select a stop setting for a sound? This is just like what you did in the Lesson 1 practice.

Here's how In the **Animations** tab, **Animations** group, click **Custom Animation**. In the task pane, you'll see the CD sound effect listed, and it'll look something like this:



2. Click the sound effect in the list, and click its arrow. Click **Effect Options**. In the dialog box, under **Stop playing clip**, click **On click**. Click **OK**.

The sound on slide 1 will now stop when you click the slide.

Your earlier settings to hide the CD icon and loop the sound are still in effect.

3. To resume playing the CD on slide 4, the last slide, you need to insert new track information there. Display slide 4, and click the **Insert** tab on the Ribbon. In the **Media Clips** group, click the arrow next to **Sound**, and click **Play CD Audio Track**.

In the **Start at track** box, select track 2 this time. You could put the same number in **End at track**, or put any track that comes later, and let the CD play through a song or two, imagining that the presentation would be over and people would be either talking or leaving.

Leave the **time** settings as they are. Click **OK**.

4. When you are prompted for how to start the sound, select **When Clicked**.

Remember: This sets your sound to start by trigger, so you need to actually click the CD icon on the slide at the end of the slide show to start the music then.

5. Before you try this out in a slide show, read this: In the show, the music will start automatically. Let it play a little. Pretend your audience has settled down and you're ready to start the show; click the slide. The music will stop and the slide show won't advance.

Click again to advance, and then click through the show to slide 4. Imagine the discussion about benefits is over. As a way to signal that the presentation is over, click the CD icon to start playing the music. The music continues until you click again, which takes you out of the show.

To open Slide Show view on slide 1, press F5. (You can also just select the slide 1 thumbnail, and click the **Slide Show** button, to start the show on the first slide.)

When you're done, click the black screen at the end to return to Normal view.

6. If you don't want to show the CD icon, it's easy to set up a different trigger here to start the music. Remember how?

Make sure slide 4 is displayed. The **Custom Animation** task pane should still be open. Click the sound effect in the task pane to select it, and click its arrow. Click **Timing**.

7. On the **Timing** tab, in the **Play CD Audio** dialog box, the **Triggers** options will still be displayed, if you recently did the earlier practice session. If they aren't, and the arrows next to the **Triggers** button are pointing down, click the button.

If this option is not already selected, **Start effect on click of**, select it.

8. In the list, click **Picture 2**. Don't leave the dialog box yet.
9. Click **Sound Settings**, and click **Hide sound icon during slide show**.

Now click **OK**.

10. With slide 4 selected, you can click the **Slide Show** button to go right to slide 4. There, click the picture, and your CD track will start playing.

As always, press ESC to return to Normal view.