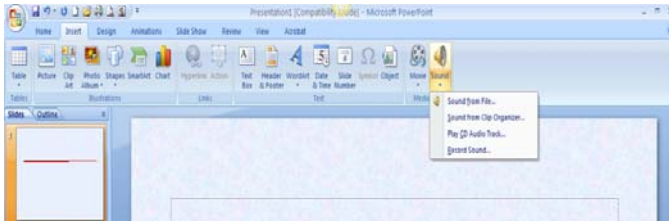


Insert Tab—Sound

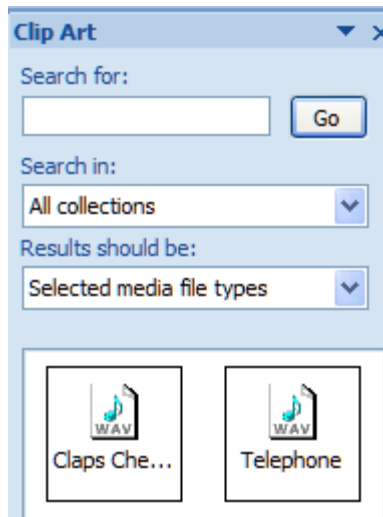


Sound: Sound can be inserted into a presentation in four different ways.

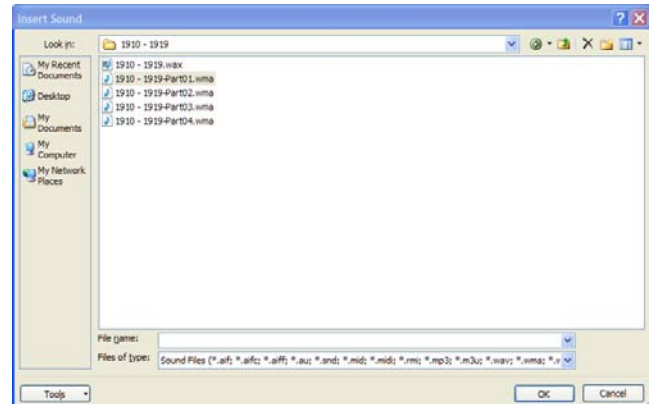
- Sound can be inserted from a media sound file already on the computer.
- Sound can be inserted a clip art organizer
- Sound can be played from a CD which you need to play from the computer where you are showing your presentation.
- Sound can be recorded and added into a presentation.

Insert Tab—Add sound from clip organizer

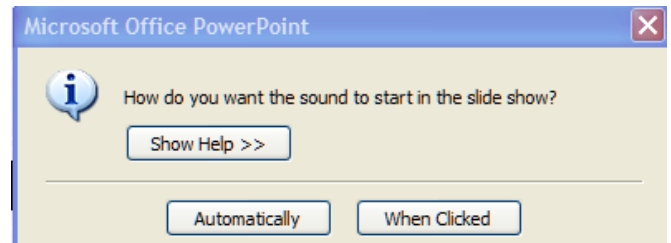
1. Click on the Insert tab.
2. Click on the arrow at the bottom of the sound button
3. Click on Sound from Clip Organizer
4. Clip Art is automatically searched for media file types.
5. You can search Office online to find more media files.
6. Select your media clip.
7. Choose whether you want the sound to start automatically or only when clicked.
8. A sound icon appears on the slide and you now have some sound tools to work from where you can specify whether the sound continues to loop or plays once. Also whether it plays from that slide only or across all slides.
9. Play your slideshow and listen to the sound.



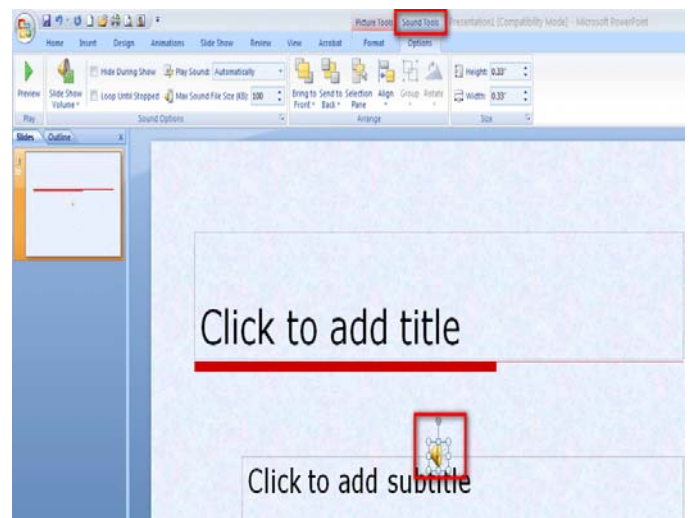
Insert Tab—Add sound from a media file

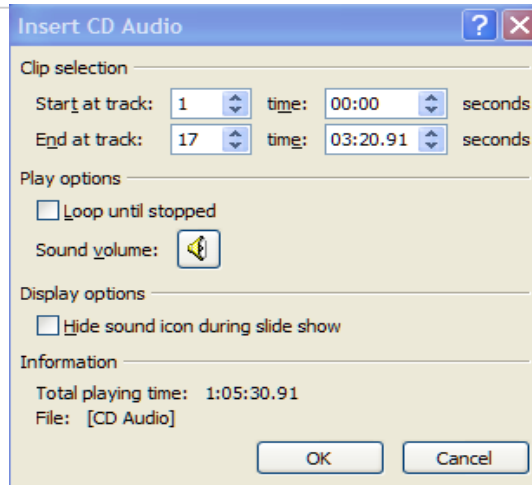


1. Click on the Insert tab
2. Click on the arrow at the bottom of the sound button
3. Click on Sound from file
4. Choose your sound file and click ok
5. Choose whether you want the sound to start automatically or only when clicked

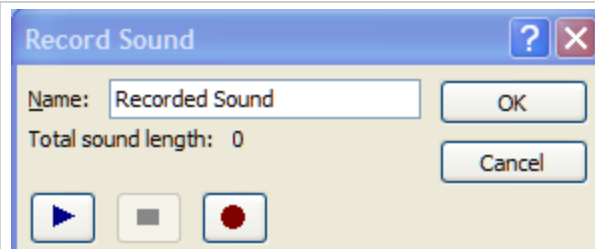


6. A sound icon appears on the slide and you now have some sound tools to work from where you can specify whether the sound continues to loop or plays once. Also whether it plays from that slide only or across all slides.
7. Play your slideshow and listen to the sound.

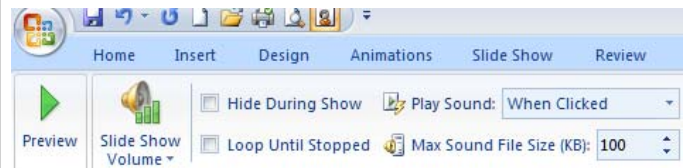


Insert Tab—add sound from a CD

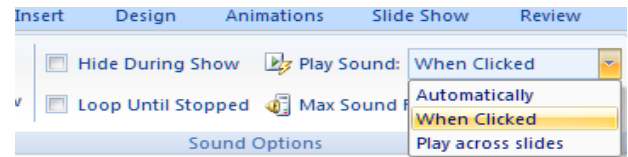
1. Click on Play CD Audio Track
2. Choose which track you want to start and end at
3. Choose how much time of the track you want to play.
4. Choose whether to loop the track or just play it once.
5. Choose whether you want the sound to start automatically or only when clicked.
6. A CD icon appears on the slide.
7. Play your slideshow and listen to the sound.

**Insert Tab—Record Sound**

1. Click on the Insert tab.
2. Click on the arrow at the bottom of the sound button
3. Click on Record Sound
4. You will need a microphone attached to the computer to record sound.
5. Click on the red record button to record your message
6. Then click on the rectangular button to stop record.
7. Click OK
8. Choose whether you want the sound to start automatically or only when clicked.
9. A sound icon appears on the slide and you now have some sound tools to work from where you can specify whether the sound continues to loop or plays once. Also whether it plays from that slide only or across all slides.
10. Play your slideshow and listen to the sound.

Sound Tools—Work with Sound Tools

1. Click on Preview to listen to the sound you have selected.
2. Click on the arrow at the bottom of the Slide Show Volume button if you want to raise or lower the volume of the sound.
3. Check the Hide During Show button if you don't want to see the sound icons on the slides. It is a good idea to hide the icons if you want all your slides to start the sound automatically. However if you selected that the sound begins on a mouse click, you will need to actually click the sound icon during a presentation to make the sound work.
4. The Loop Until Stopped button allows you to continue playing your sound endlessly until you click out of that slide.



5. The Play Sound dropdown menu allows you to decide if the sound should be played on mouse click, automatically or you can select the additional option of Play across slides.
6. If you select the Play across slides option, the sound will not stop when you move to the next slide but will continue.
7. You can also select what you want the Max Sound File Size to be.
8. Play your slideshow and listen to the sounds.