


Inserting Sounds and Music

Sound effects, when used with care, can add to the effectiveness of a presentation. They are especially useful in self-running presentations. Music, especially, can have a powerful effect on a presentation because music has an emotional effect on people.

Inserting Sounds

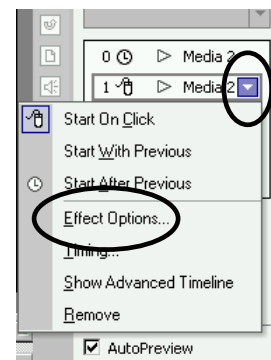
1. Display the slide to which you want to add the sound or music.
2. Choose **Insert\Movies and Sounds**.
3. On the submenu, choose either **Sound from Clip Organizer** or **Sound from File**.
 - a. If you choose **Sound from Clip Organizer**, the Insert Clip Art task pane appears. You can choose from a category or type in a key word. Then, drag the sound you want onto the slide.
 - b. If you choose **Sound from File**, locate the file on your disk, select it and then click Insert.
4. The icon shown on the right will appear on the slide. 
5. A dialog box offers you the option of playing the sound automatically when the slide is displayed, or of playing the sound only when you click the Sound icon.
6. You can choose **Slide Show\Custom Animation** to change the settings later on.

Hot Tip!

If the sound is played automatically, you can move the sound icon off the slide so that it is not visible to your audience.

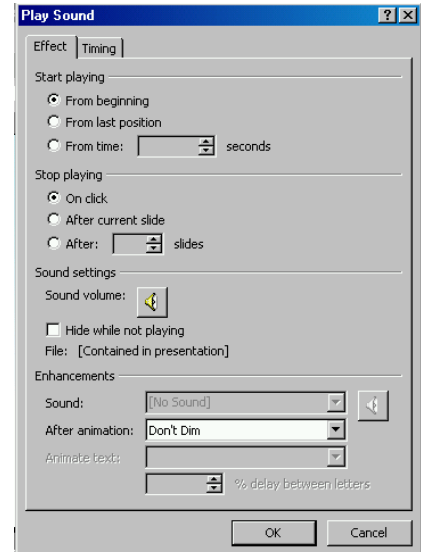
Specifying Play Settings

You can alter the play settings by accessing the **Play Sound** dialog box. To do this, you must first click on the down arrow button for the Sound in the task pane listing. This is shown on the right. From the menu, select **Effect Options**. The **Play Sound** dialog box (shown on the next page) is displayed.



The **Play Sound** dialog box allows you to specify these options.

- You can play the music before or after other animations on the slide.
- You can choose whether to play the sound or music automatically or when you click the mouse button.
- You can continue the presentation while the sound or music is playing or pause it.
- You can stop the music or sound after the current slide or after any specified number of slides.
- You can choose to start the music or sound file from the beginning again when it reaches the end. This is called *looping*.
- You can hide the sound icon before or after it plays.



Inserting Video Clips

It is also possible to play video clips in your presentations.

Inserting a video clip

1. Display the slide.
2. Choose **Insert\Movies and Sounds**.
3. If the video clip is in the Clip Organizer, select **Movie from Gallery**. Select **Movie from File** if the clip is on your disk.
4. PowerPoint gives you the option of playing the movie clip automatically when the slide is displayed, or of playing the clip only when you click its image (as in the picture below).

