

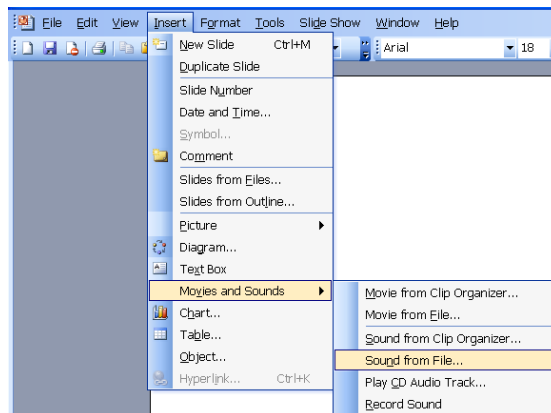
# Inserting Music Into A Powerpoint Presentation

## Copyright law concerning music in multimedia presentations:

According to fair use, students and teachers may use up to 10% or a maximum of 30 seconds of the music and lyrics from an individual musical work unless it is royalty-free music. If you want to play music through the entire presentation, you need to use royalty-free music unless you have permission from the artist. The school has purchased a selection of royalty-free music. You can access these files from the desktop on any student computer at school by clicking on the Shortcut to Sounds icon.

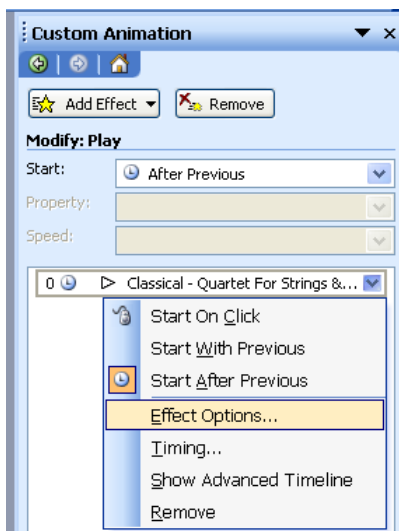
**Step 1** - Before inserting sound into your presentation, make sure you copy the sound file that you have chosen for your presentation to a folder that also contains your Powerpoint file (a folder on e: drive if you are using a flash drive). The music file that you are inserting into Powerpoint must be a type that is supported by Powerpoint. Powerpoint will recognize most WAV and MIDI files. The royalty-free music files here at school are all in WAV format.

**Step 2** - Click on the Insert menu, point to Movies and Sounds, then click Sound from File. Locate your WAV file in the folder with your Powerpoint file. Powerpoint will add a speaker icon to your slide. You may also be asked how you want the sound to start in the slide show - automatically or with the click of the mouse.

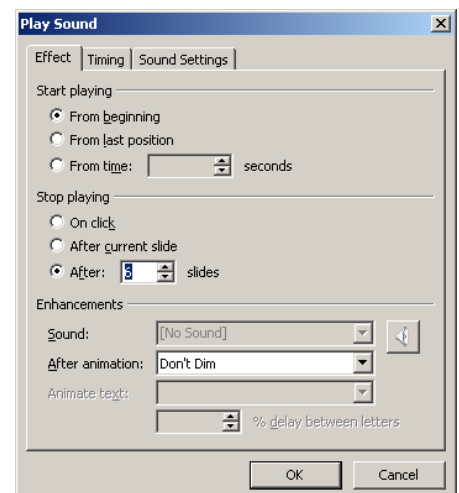


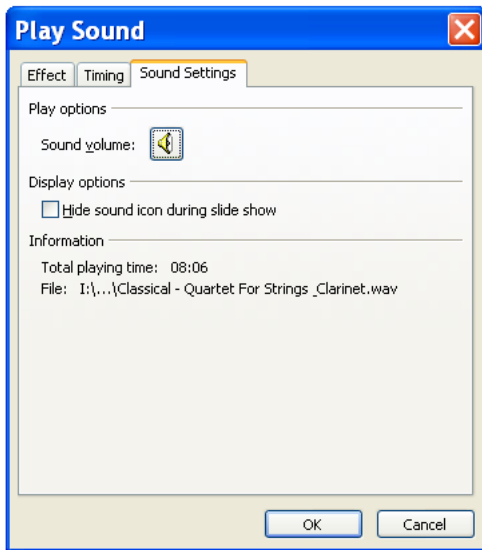
**Step 3** - The music will stop playing when you advance your slide unless you set it to play through more than one slide. To do this, go to Slide Show and then Custom Animation.

Click on the sound icon on your slide and then the arrow next to the name of the music file on your right. Select Effect Options.



Select Stop Playing After and put in the number of slides you want to play music through. If you want to change tunes in the middle of your presentation, you can insert another sound file in a later slide and indicate when you want it to end. The music will always start on the slide that you insert it on.

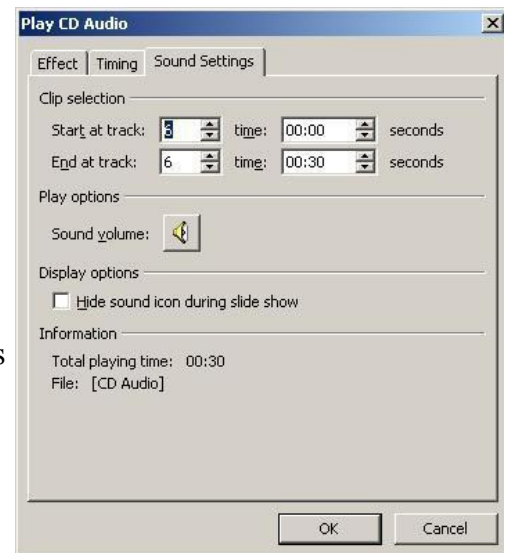




**Step 4** - There are other options you may choose under Timing and Sound Settings. Under Sound Settings, you can opt to Hide the Sound Icon on your slide so that it doesn't show up during your presentation or set the volume of your sound. (Make sure the audio is not muted on the computer you are using for your presentation.)

**Step 5** - Don't forget to set up your show through Slide Transition under Slide Show. You can choose to advance slides automatically or with the click of the mouse. If you are speaking during your presentation, you will want to advance your slides by clicking with your mouse so you can control the timing of your slide show.

**Step 6** - To use music from a CD, you can add music tracks to slides. You can use up to 30 seconds each of musical works from a CD to attach to a particular slide or slides without violating copyright laws. Make sure the CD is in the D: drive when you insert the sound and when making your presentation or Powerpoint won't be able to find the music to play. In Slide View, display the slide you want to add the music track to. Click the Insert menu and then Movies and Sounds, and then click Play CD Audio Track. The Play Options dialog box will appear. Under Play CD Audio Track, enter the music track number in the Start and End Track boxes provided. For example, to add the sixth track of the CD, type 6 in the Start Track box and in the End Track box. If you want to play just the first 10 seconds of the track, type 10 seconds in the End Track At box. Then click OK.



You can use Windows Media Player to determine the start and end times of a portion of music on a CD. A CD icon appears in the middle of your slide or choose to Hide the Sound Icon During Slide Show. You can resize this icon or move it to other parts of the slide.

**You can check the timing here.**



**Step 7** - To play the CD track, double-click the CD icon unless you set up the music to play automatically. But make sure the CD is in the drive. Otherwise, the music won't play.