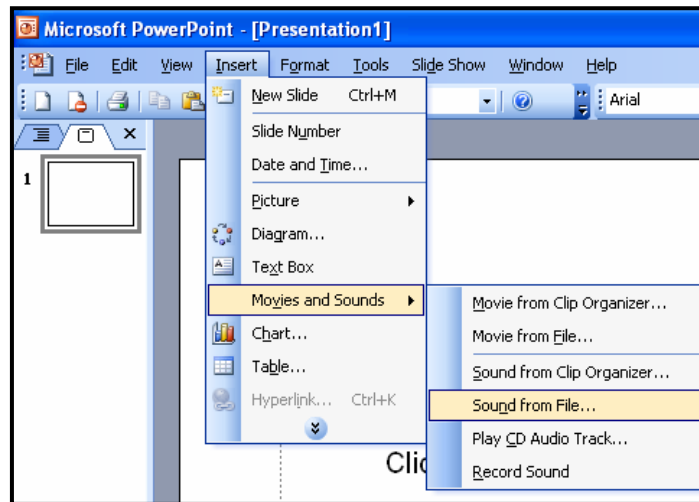


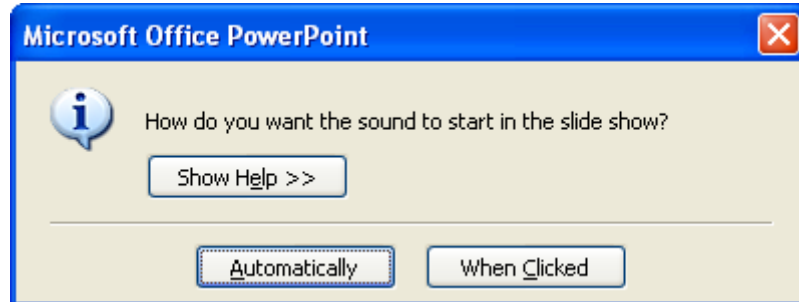
How to Insert a Music File into Microsoft PowerPoint


1. Find a music file on the internet.
2. Right-click on the link to the music file and click **SAVE TARGET AS**.
3. Save it to your P: drive (remember to type P: in the "file name" box, and hit enter)
4. Open up your PowerPoint file and make sure you are on the slide where the music is going to start playing.
5. Pull down the **INSERT** menu.
6. Scroll down to **MOVIES AND SOUNDS** then over to **SOUND FROM FILE**.

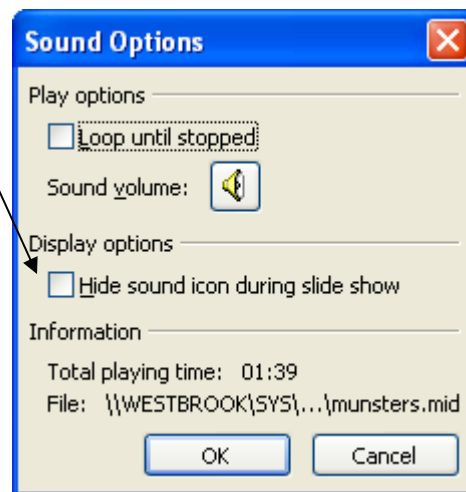


7. Find the location where you saved your sound file.
 - a. If you saved them to your P: drive, type in P: in the "File Name" box, then press ENTER.
8. Double-click on the sound file to insert it.

9. This box will appear. Click on "Automatically" so that you do not need to click anywhere in your slide show to make the sound play.

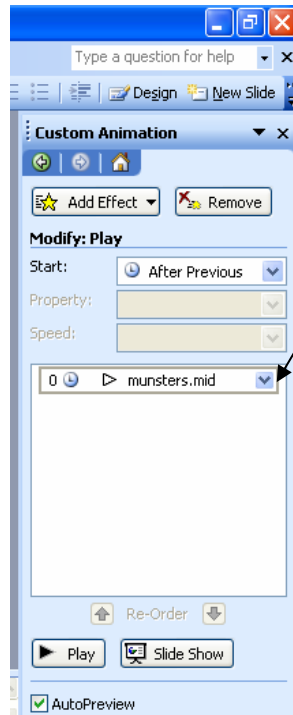


10. You will see a little speaker icon appear. 
11. You can drag it to a corner of the screen so it is out of the way, or you can hide it. To do this, RIGHT-CLICK on the speaker. Click the box to hide the sound icon during the slide show.

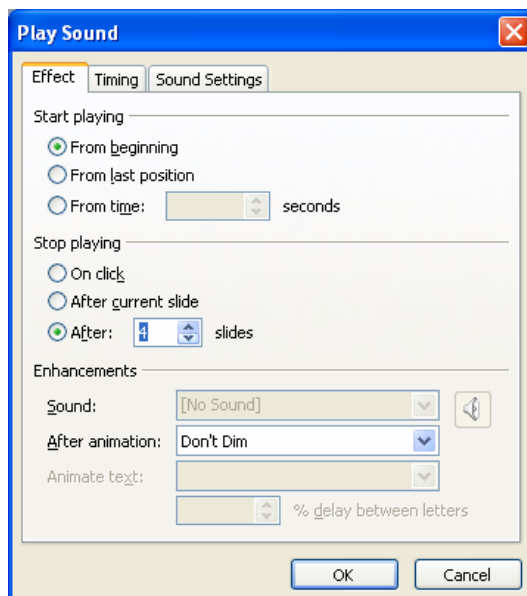


12. To make your sound play throughout your entire slide show, RIGHT-CLICK on the speaker icon and select CUSTOM ANIMATION.

13. Pull down the arrow next to your sound file and choose EFFECT OPTIONS.



14. In the EFFECT OPTIONS: **Start playing** from Beginning and **Stop playing** after ___ slides. Fill in the blank with the number of slides in your slide show, then click OK.



MS PowerPoint - Inserting a Music File
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