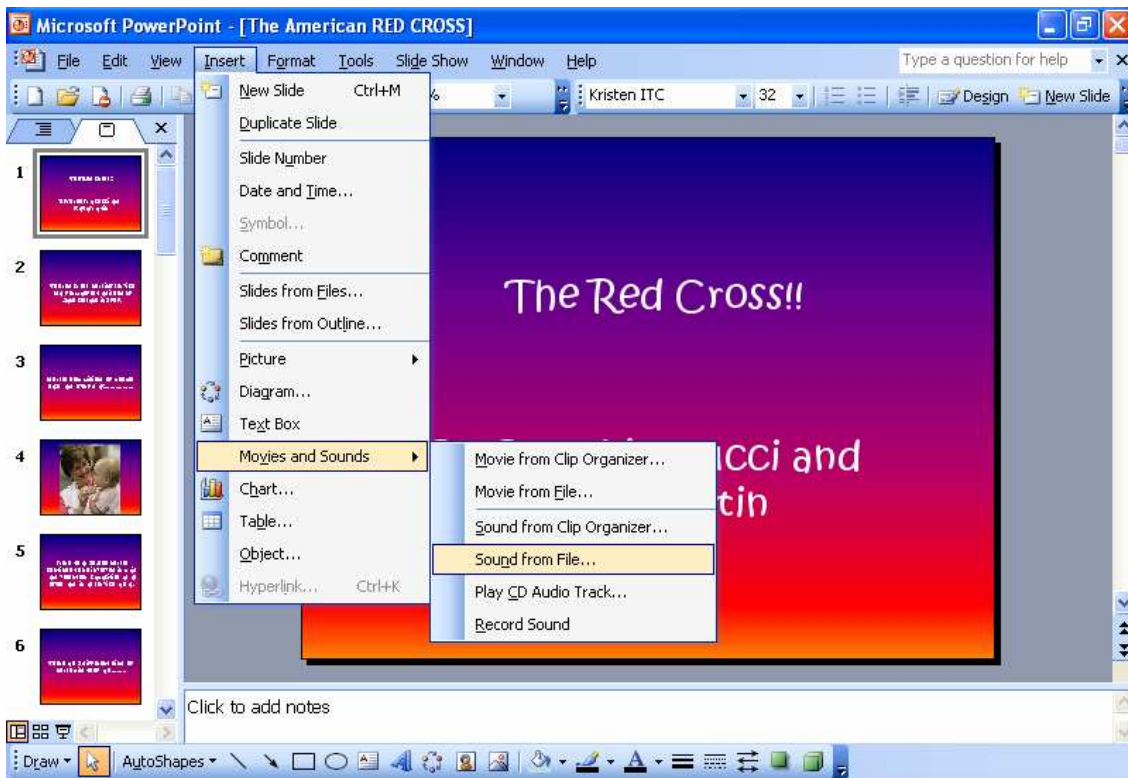
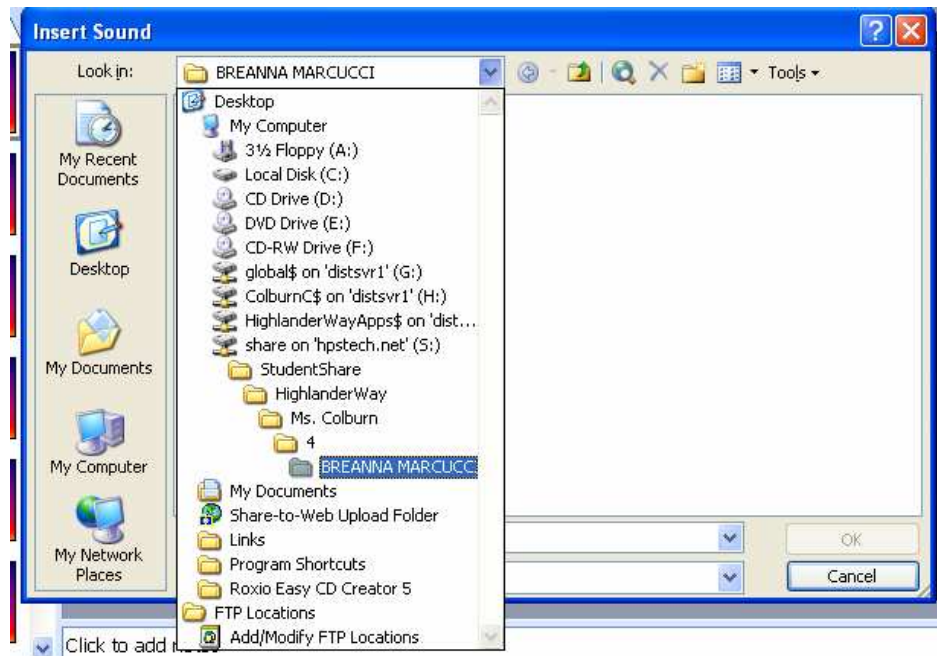


Inserting Music into Power Point (Directions Sheet)

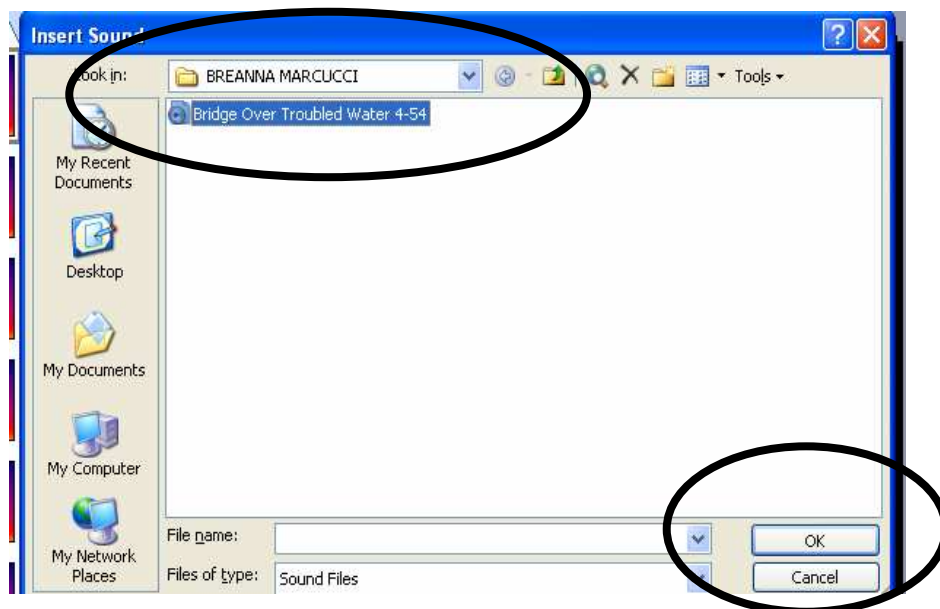
1. Open up your Power Point file.
2. In Normal View, go to the slide that you want the music to begin playing on. (In this project, this will be the **first slide**.)
3. Click Insert (on the Menu Bar) and scroll to Movies and Sounds and then to Sound from File...



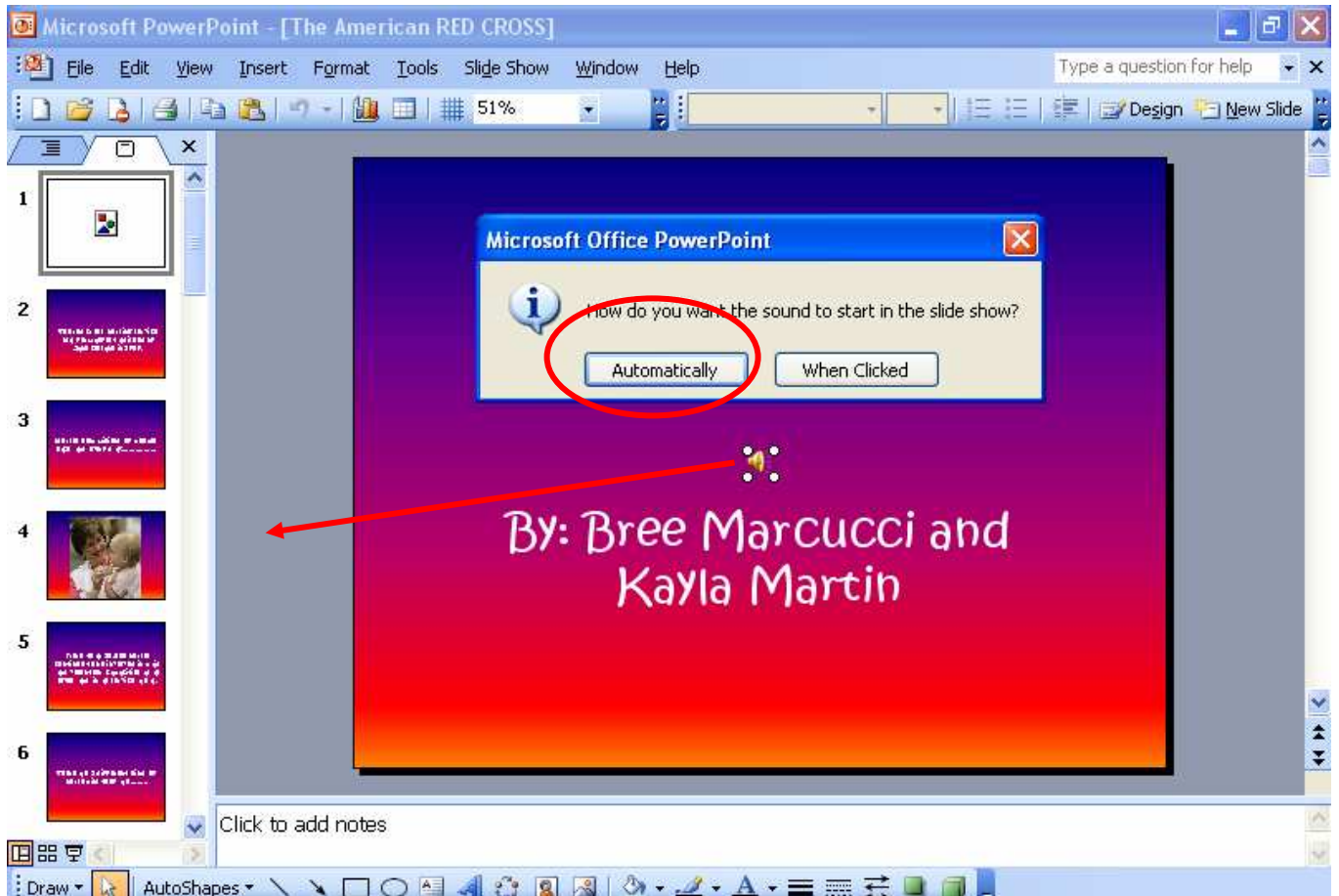
From the Insert dialog box, navigate to your named folder (on the S: DRIVE) and find the music file you want to add to the slide show.



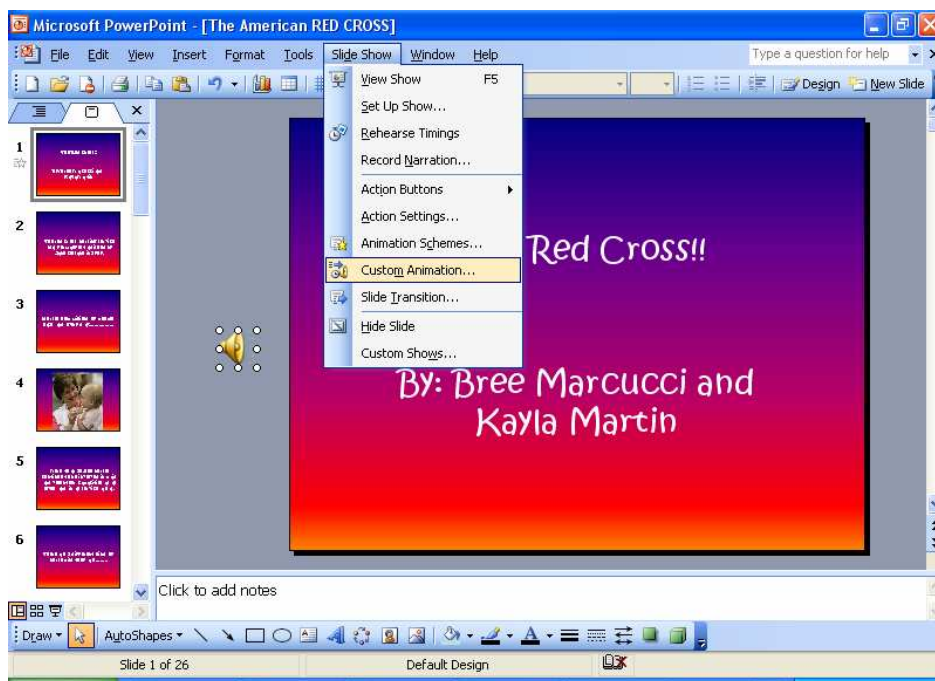
5. Click on the file once and then click the OK button.



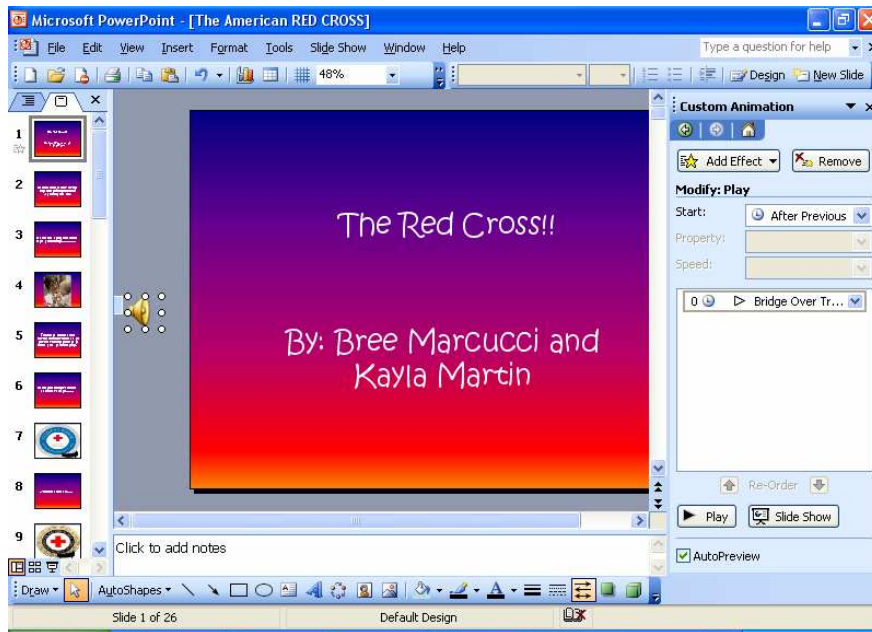
4. A window will pop up asking if you want the sound to start automatically or on mouse click. Click "**Automatically.**" You will also see a small icon that looks like a megaphone. Click on that icon and drag it out onto the grey area of your slide screen.



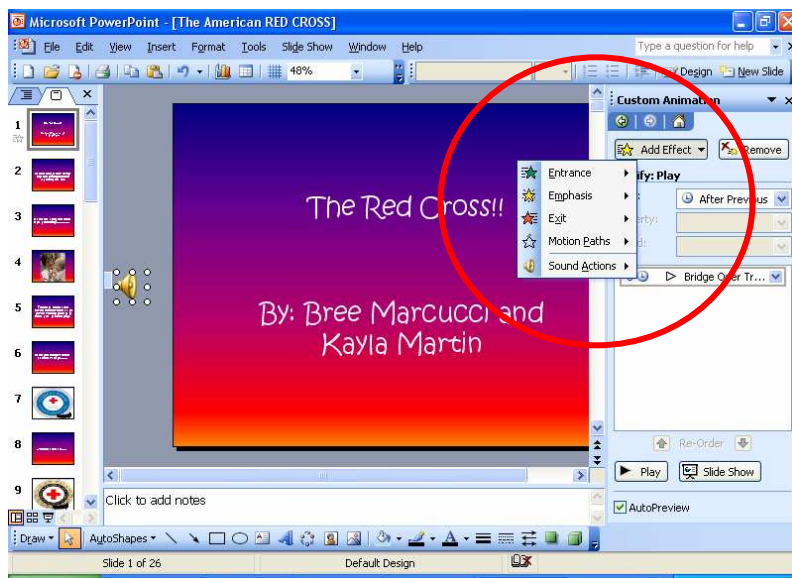
Next, while the icon is selected, click Slide Show (from the Menu Bar) and scroll to Custom Animation.



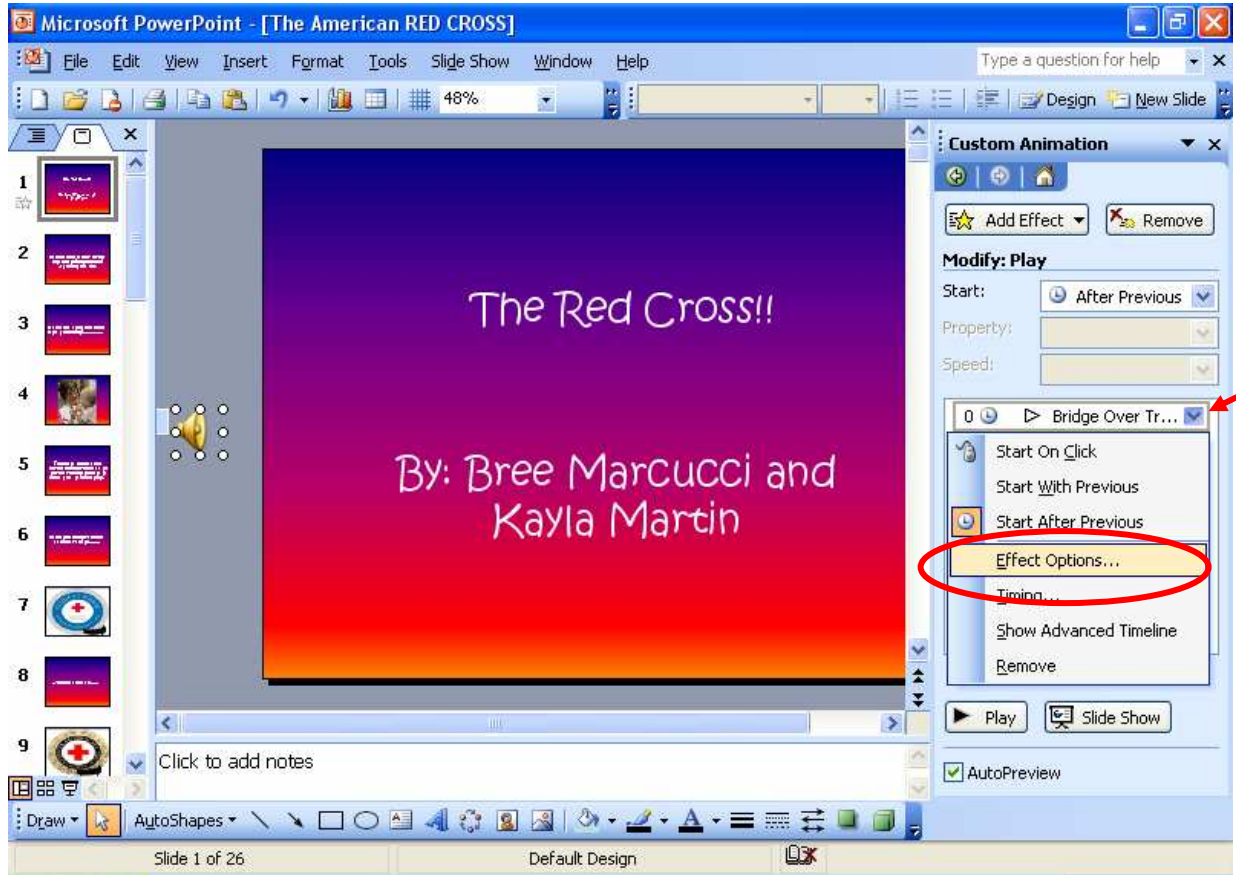
5. This will open up the Custom Animation window on the right side of your screen. It will look like this:



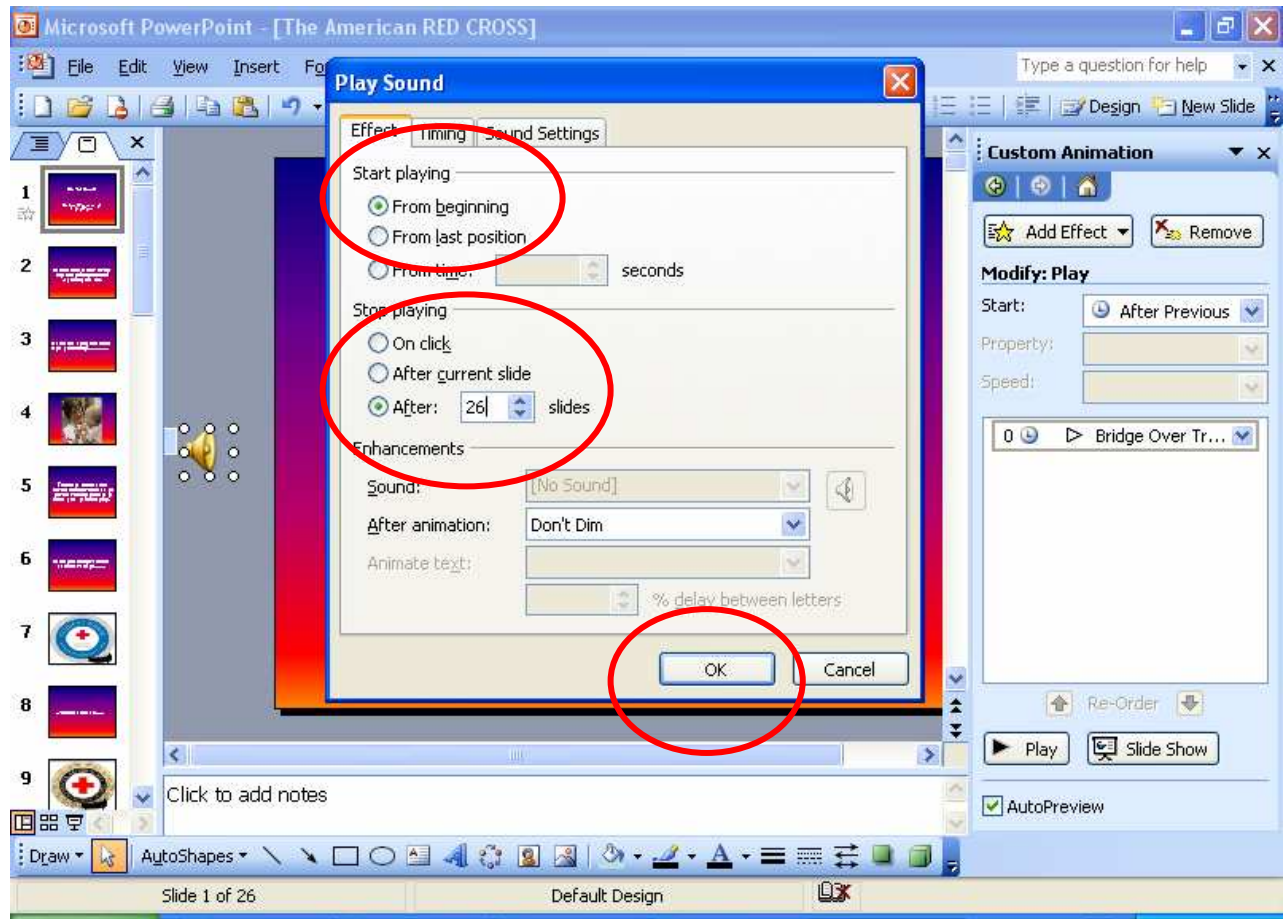
Click the little black drop down arrow by the Add Effect button. You will get a menu like this:



Once you have the sound inserted, click the little black drop down arrow by the sound file and click "Effect Options..."

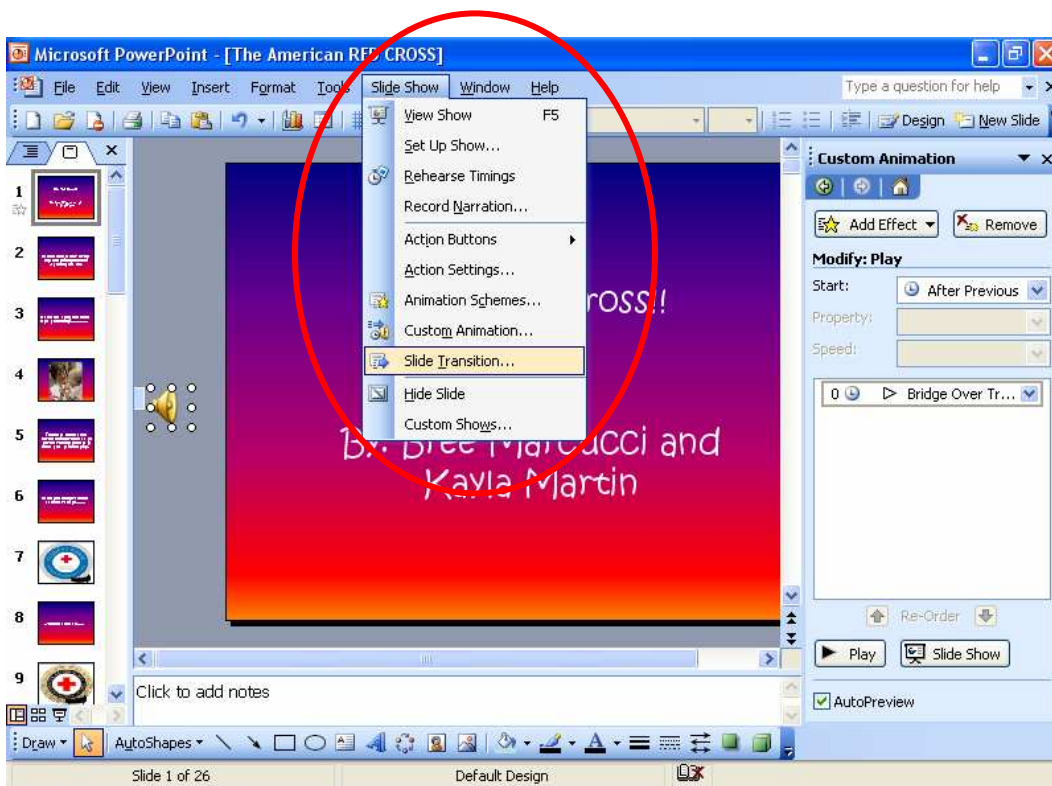


10. This will open the Play Sound dialog box. Make sure that there is a dot in the "From Beginning" circle under "Start Playing" and that there is a dot in the "After" circle under "Stop Playing." Click the up arrow to set the number of slides you want the music to continue playing. Then, click the OK button.

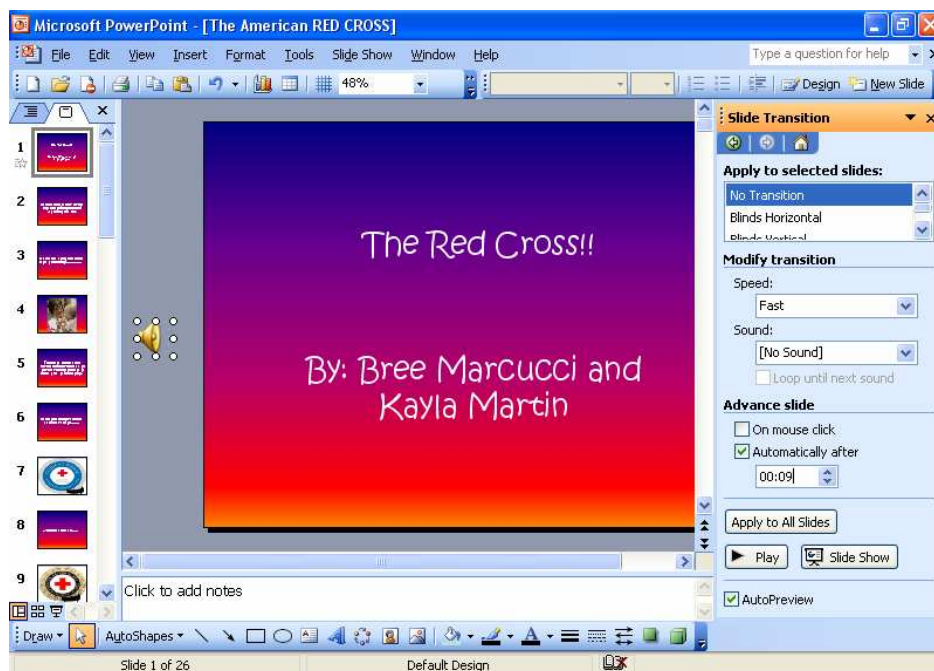


To set the times for each slide...do the following:

1. Click Slide Show (from the Menu Bar) and scroll to Slide Transition.

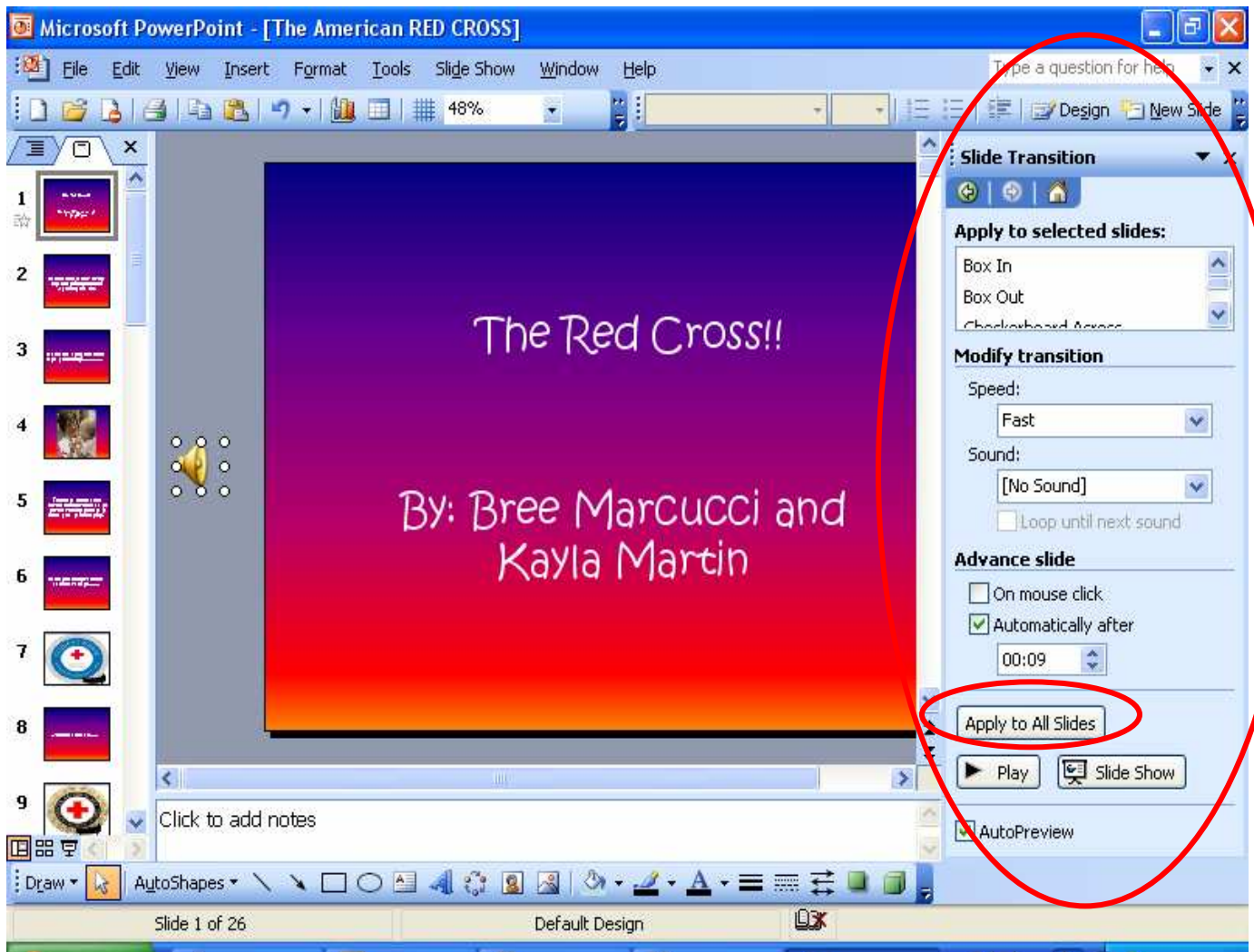


2. The slide Transition Box will open on the right side of your screen.



3. From the slide transition window, choose a slide transition, modify the speed, put a checkmark in the "Automatically After" box and use the

scroll arrows to put the time you want each slide to stay on the screen during the slide show.



4. To apply the same number of seconds to all slides, click the “Apply to All Slides” button. If you don’t click this button, the number of seconds will only apply to the current slide.

5. Always remember to **SAVE, SAVE, SAVE** your work!!!!