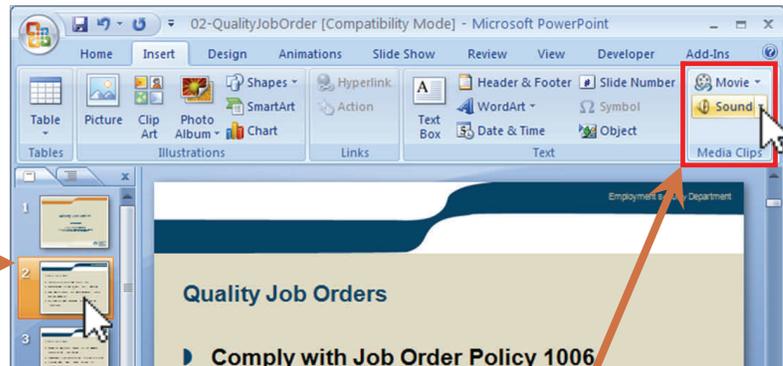


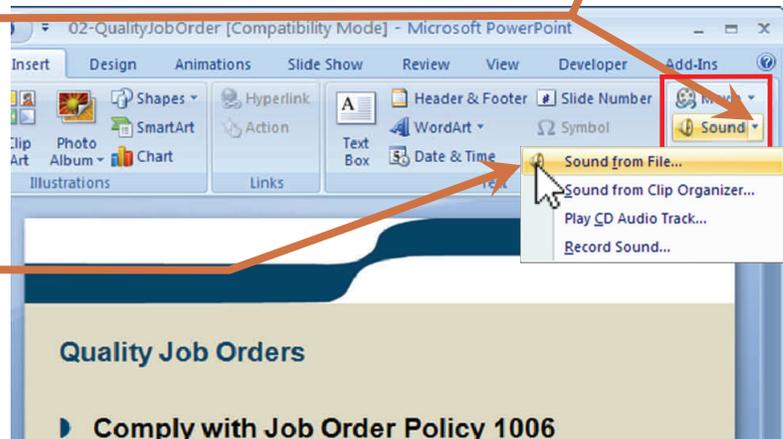
## Add Audio over Multiple PowerPoint Slides

This short guide will show you how to add audio over multiple slides. Not all previous versions of PowerPoint would let sound (narration, music) carry across multiple slides. The latest version of PowerPoint has this feature and you will learn how to use it in this Quick Guide. You can also set up your presentation to have the slides transition automatically if you would like to imitate a video.

1.) My first step is to open up the PowerPoint presentation that I wish to augment with audio. I then go to the slide on which I want the audio to start.

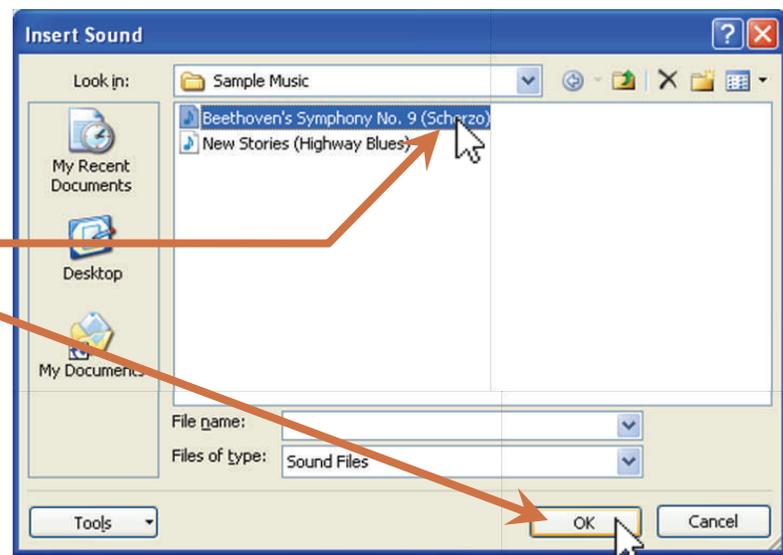


2.) I go to the **Media Clips** section of the **Insert** tab on the **Office Ribbon**, and click the drop-down menu arrow to the right of the **“Sound”** icon.

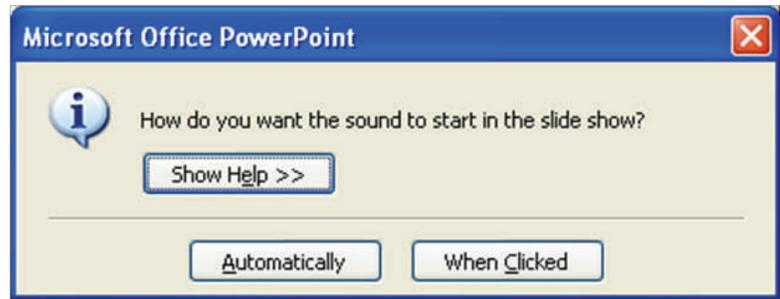


The menu that appears gives me four choices for sound sources: from a file, from the clip organizer, from a CD audio track, or by recording it myself. I'll choose **“Sound from File...”** by clicking on that option.

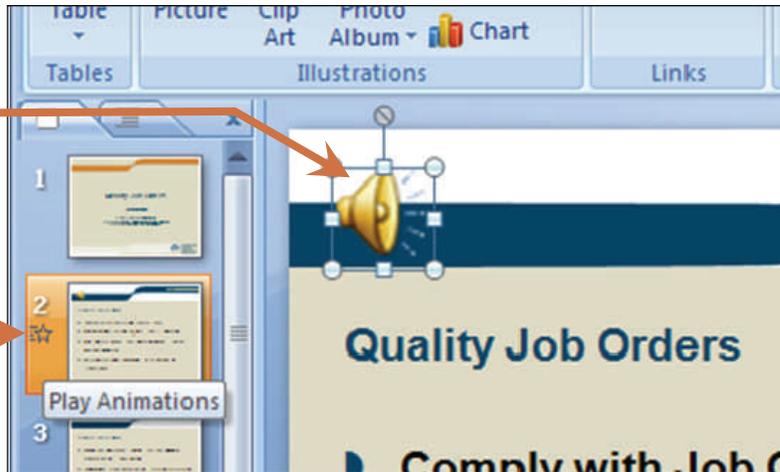
3.) An **Insert Sound** box appears. I navigate to where I have a sound file I want to insert into the PowerPoint. I select it and then click the **“OK”** button.



4.) A box appears to ask me how I want the sound to start; I'll choose "Automatically," which means beginning with the transition to this slide. (For more details, click on the "Show Help" button first.)

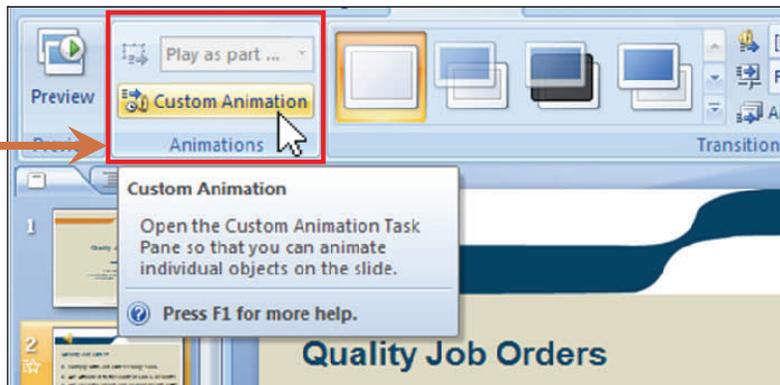


5.) A speaker icon now appears on the slide I've chosen. (I'll show how to make the icon go away in a minute.) At the same time, a star appears on the thumbnail image of the same slide at the left of the screen.



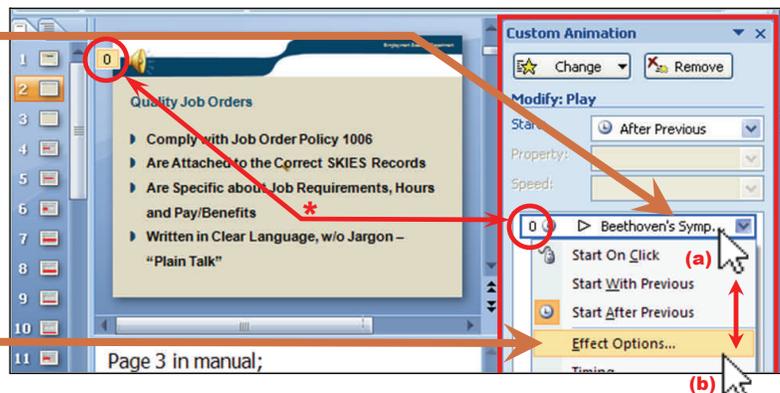
Rolling my cursor over that star icon brings up the legend "Play Animations" (because PowerPoint 2007 considers sound effects as a variety of animation). Clicking on the star will preview the sound chosen, without setting up a slide show.

6.) Next, I need to tell the application when to stop playing the audio file. In the Animations section of the Animations tab on the Ribbon, I click on the "Custom Animation" icon to open a dialog box.

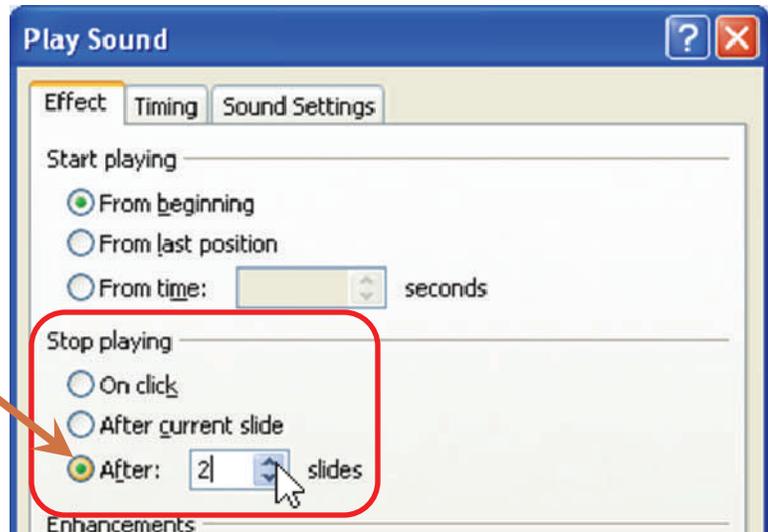


7.) In that box, I (a) right-click on my sound effect (which has been designated animation effect number "0"). \*

Then I (b) select "Effect Options" from the resulting drop-down menu.



8.) The “**Play Sound**” dialog box opens. Since I want my sound effect to play over just slides 2 and 3, I’ll select “**After 2 slides**” in the “**Stop Playing**” section on the **Effect** tab.



9.) My last task is to remove the speaker icon which first showed up on slide # 2 — where my sound effect starts — back at step 5. above. I’ll select the **Sound Settings** tab of the **Play Sound** box, and click in the checkbox for “**Hide sound icon during slide show**”. Now I can click on the “**OK**” button, and both steps 8. and 9. are accomplished together!

