

Adding CD Audio Tracks and Recorded Sounds to a PowerPoint Slide Show

To Add A Track from an Audio CD:

Insert the CD into the CD drive

If the CD starts playing automatically

Select the “CD Player” program on the task bar

Click the [**Stop**] button (the black square)

Quit the “CD Player” program by clicking the [**X**] button, upper right corner of window

In PowerPoint:

Select the slide on which you want the sound to occur

Select *Insert menu: Movies and Sounds: Play CD Audio Track...*

The {Play Options} window appears

Select the desired track using the {Start} and {End} tools

You should see the {Total playing time} display a number other than 00:00

Click [**OK**]

A small “CD” icon should appear on the slide

To test your sound:

Double-Click on the “CD” icon to hear your CD track

Click again on the slide to stop the CD

To Edit the sound:

Right-Click on the “CD” icon and select “Edit Sound Object”

Make any desired changes and Click [**OK**]

To Make a CD Continue Playing Throughout The Slide Show:

Right-Click on the sound icon

Select {Custom Animation...}

Click the {Play Settings} tab

Click {Play using animation order}

Click {Continue slide show}

Change {Stop playing}, {After} to the total number of slides in the slide show

Click the {Timing} tab

Change the {Start animation} setting to {Automatically}, 0 seconds

If you have multiple items in the {Animation Order} list, set the order you want by selecting individual items and Clicking on either the up or down arrow to the right of the list. Usually, you will want the CD sound to be at the top of the list.

Click [**OK**]

To Add A Sound that You Record Yourself, Using the Computer’s Microphone:

In PowerPoint:

Select the slide on which you want the sound to occur

Select *Insert menu: Movies and Sounds: Record Sound*

Position the microphone near the source of your sound

Suggestion: If you are recording your voice, hold the microphone to the side of your mouth so that the microphone doesn’t record the sound of your breath

Click the [**Record**] button (the red circle)

Make the sound that you want to record

Click the [**Stop**] button (the black square)

Click the [**Play**] button (the black triangle) to preview your sound

If you are content with the sound, Click [**OK**]. If not, Click [**Cancel**] and start over.

To Set a Sound to Start When You Tap the <space bar> or the < → > or Click the Mouse

Right-Click on the sound icon

Select {Custom Animation...}

Click the {Play Settings} tab

Click {Play using animation order}

Click {Pause slide show}

Click the {Timing} tab

Change the {Start animation} setting to {On mouse click}

If you have multiple items in the {Animation Order} list, set the order you want by selecting individual items and Clicking on either the up or down arrow to the right of the list

Click **[OK]**

To Hide a Sound Icon:

Drag the sound icon off the slide itself onto the gray area surrounding the slide

To Delete a Sound:

Select the sound icon on the slide

Tap the <Delete> key

To Adjust the CD Volume:

Double-Click on the “Speaker” icon on the right end of the task bar

If the “Speaker” icon is not visible, see “To Make the Volume Control Visible” below

Select *Options menu: Properties*

Be sure {Playback} is checked and then click **[OK]**

Adjust the {Volume} slider bar for {CD Audio}

Close the {Recording Control} window by Clicking the **[X]** in the upper right corner

To Adjust the Microphone Volume Settings:

Double-Click on the “Speaker” icon on the right end of the task bar

If the “Speaker” icon is not visible, see “To Make the Volume Control Visible” below

Select *Options menu: Properties*

Be sure {Playback} is checked and then click **[OK]**

Make sure the {Volume} slider bars for {Volume Control} and {Wave} are all the way to the top

Select *Options menu: Properties*

Be sure {Recording} is checked and then click **[OK]**

Make sure the {Volume} slider bar for {Microphone} is all the way to the top

Close the {Recording Control} window by Clicking the **[X]** in the upper right corner

To Make the Volume Control Visible:

Select *Start menu: Settings: Control Panel*

Double-Click “Multimedia”

Make sure the {Show volume control on the taskbar} item is checked

If not, check it and then Click **[Apply]**

Click **[OK]**