

## **Adding Multimedia Elements**

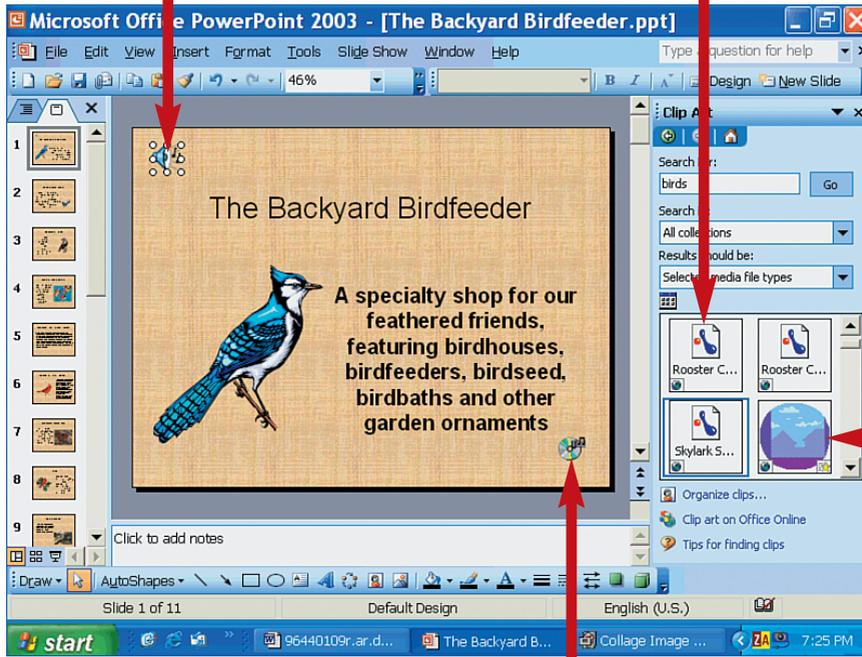
You can punch up your presentation by adding multimedia elements—such as sound effects, movies, background music, recorded narration, and more—to your slides. Each multimedia element, or clip, you add to a slide becomes a slide object that you can then manipulate. You can add a single multimedia object, or include several on the same slide.

You can choose from a variety of prerecorded sound clips from PowerPoint's clip-art collection, as well as animated GIF files. You can also add your own video clips, such as footage you record with a digital camcorder. You can even record your own sounds and narration to go along with your presentation, or you can instruct PowerPoint to play background music from a music CD-ROM. A few well-placed multimedia objects can really make your slide show come to life.

# Sound Clips

Sound object speaker icon

Sound clips

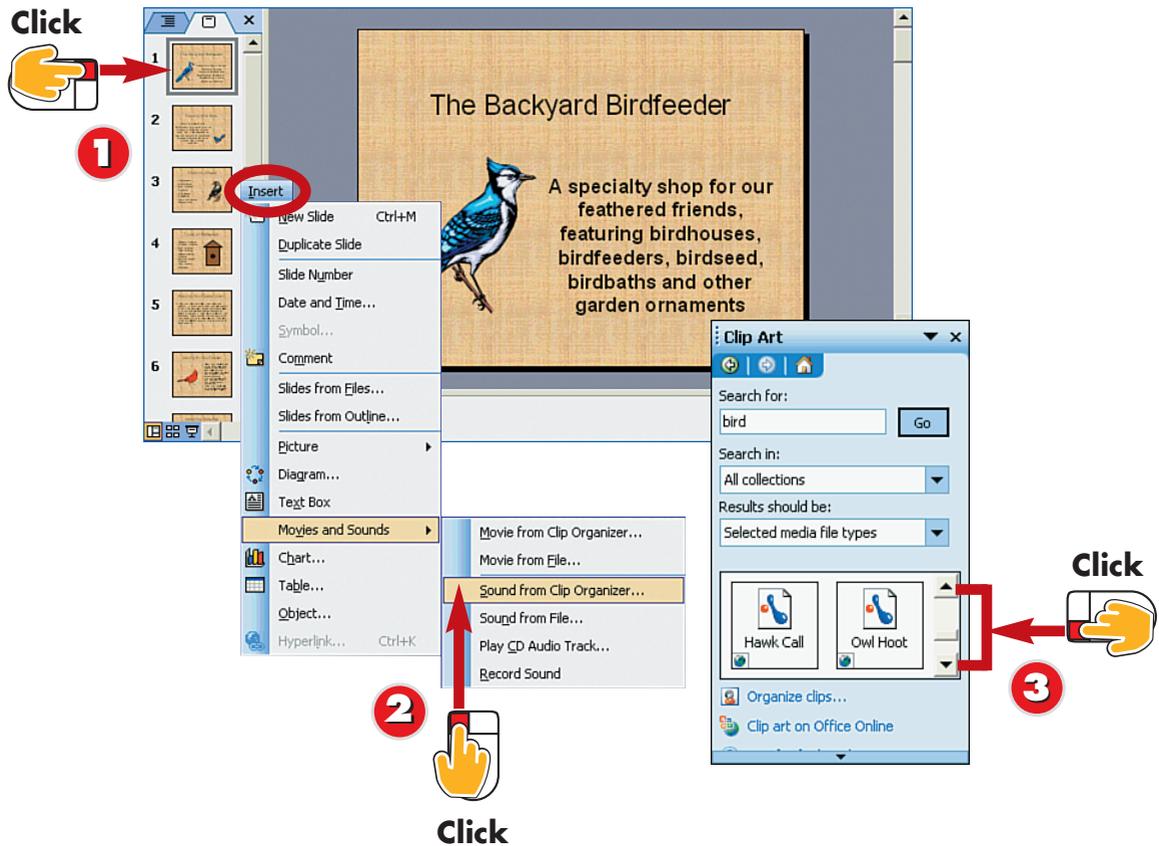


Movie clip

CD audio track

## Start

## Adding a Sound Clip with the Clip Organizer



- 1** Click the slide to which you want to add a sound.
- 2** Open the **Insert** menu, choose **Movies and Sounds**, and select **Sound from Clip Organizer**.
- 3** The Clip Art Task pane opens, listing available sound clips. Click the scroll arrows to search through the list for sounds.

### INTRODUCTION

The Clip Art gallery includes multimedia clips in addition to clip art. You can choose from a variety of prerecorded sound clips to enhance your slides, and can preview the available sound clips before applying them to your slides.

### TIP

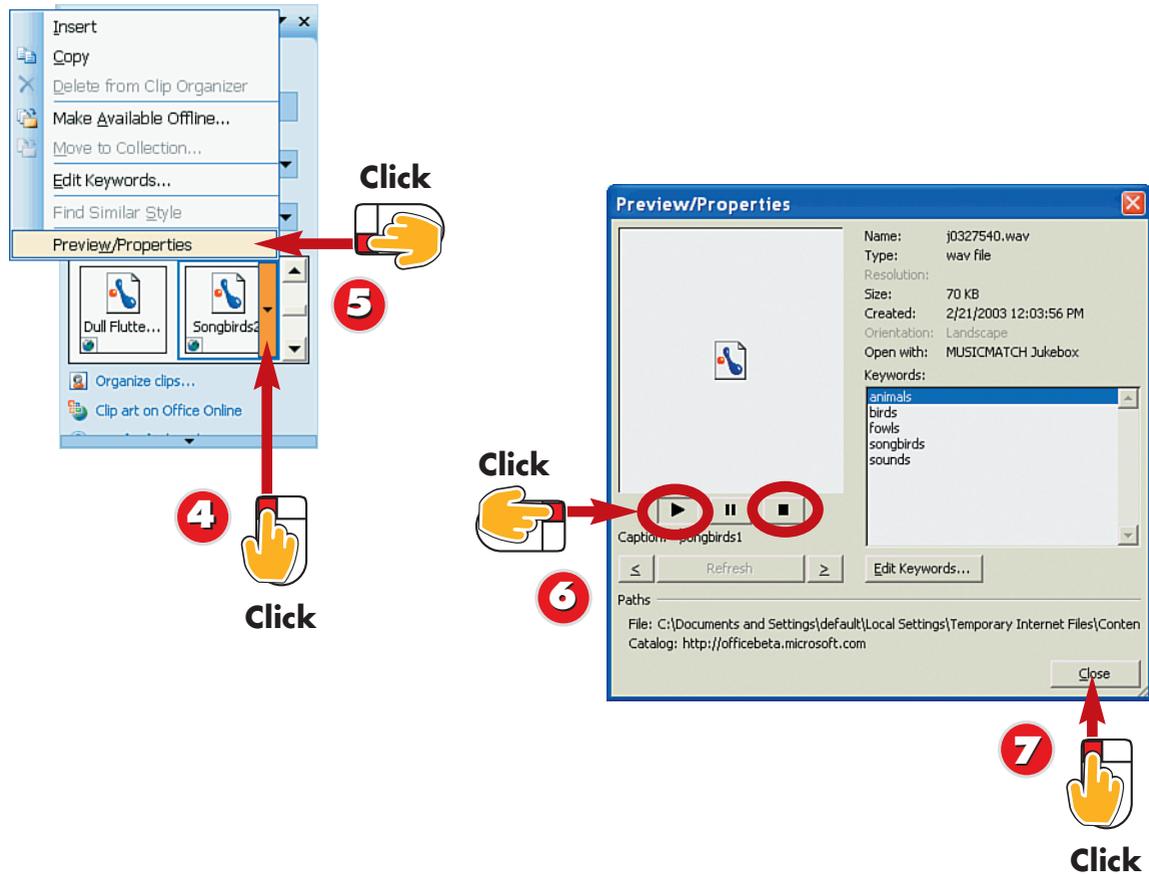
#### Using a Multimedia Placeholder

If your slide layout contains a Media Clip icon, you can click it to open the Media Clip dialog box and sift through the various sound and movie clips. Click the one you want, and click **OK** to add it to your slide.

### TIP

#### Finding More Sounds

To locate more sound clips, click the **Clip Art on Microsoft.com** link at the bottom of the Clip Art Task pane and log on to the Microsoft Web site to browse for more clips.



- 4** To preview a sound, move the mouse pointer over the sound clip icon and click the drop-down arrow.
- 5** Click **Preview/Properties** in the menu that appears.
- 6** The Preview/Properties dialog box opens and plays the sound clip. Click the **Stop** button to stop the sound from playing, or click the **Play** button to play the sound again.
- 7** Click **Close**.

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#### TIP

#### Sound Clip File Format

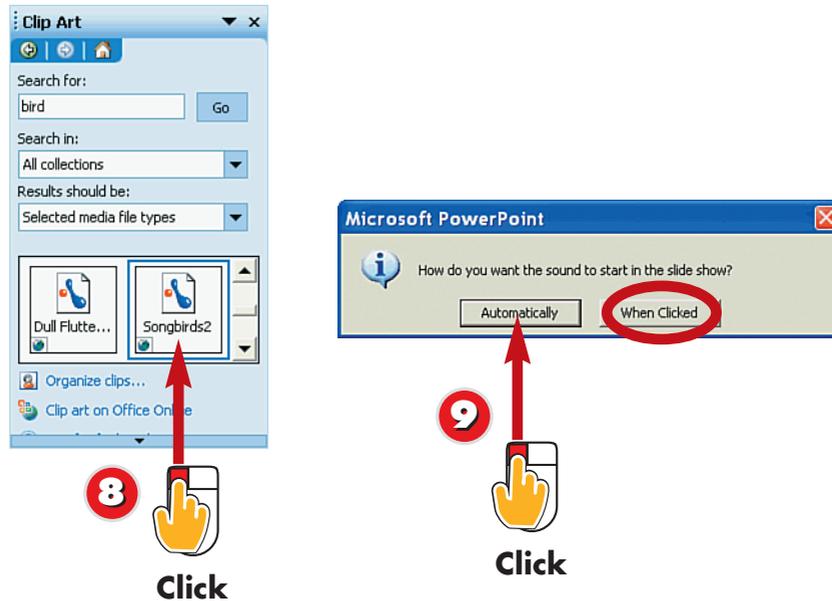
The sound clips available in the Clip Art Task pane are WAV files, a popular sound file on the Web.

#### HINT

#### Checking the Playing Time

After you add the clip to the slide, you can check its playing time by right-clicking the speaker icon and selecting **Edit Sound Object** from the menu that appears. The Sound Options dialog box opens, displaying the playing time as well as options for controlling the sound.

## Adding a Sound Clip with the Clip Organizer (Continued)



- 8** When you locate a sound clip you want to use, click the clip to add it to your slide.
- 9** Click **Automatically** to have the sound play automatically when the slide is displayed in your presentation, or **When Clicked** if you want to activate the sound clip manually.

### TIP

#### Sound Clips as Slide Objects

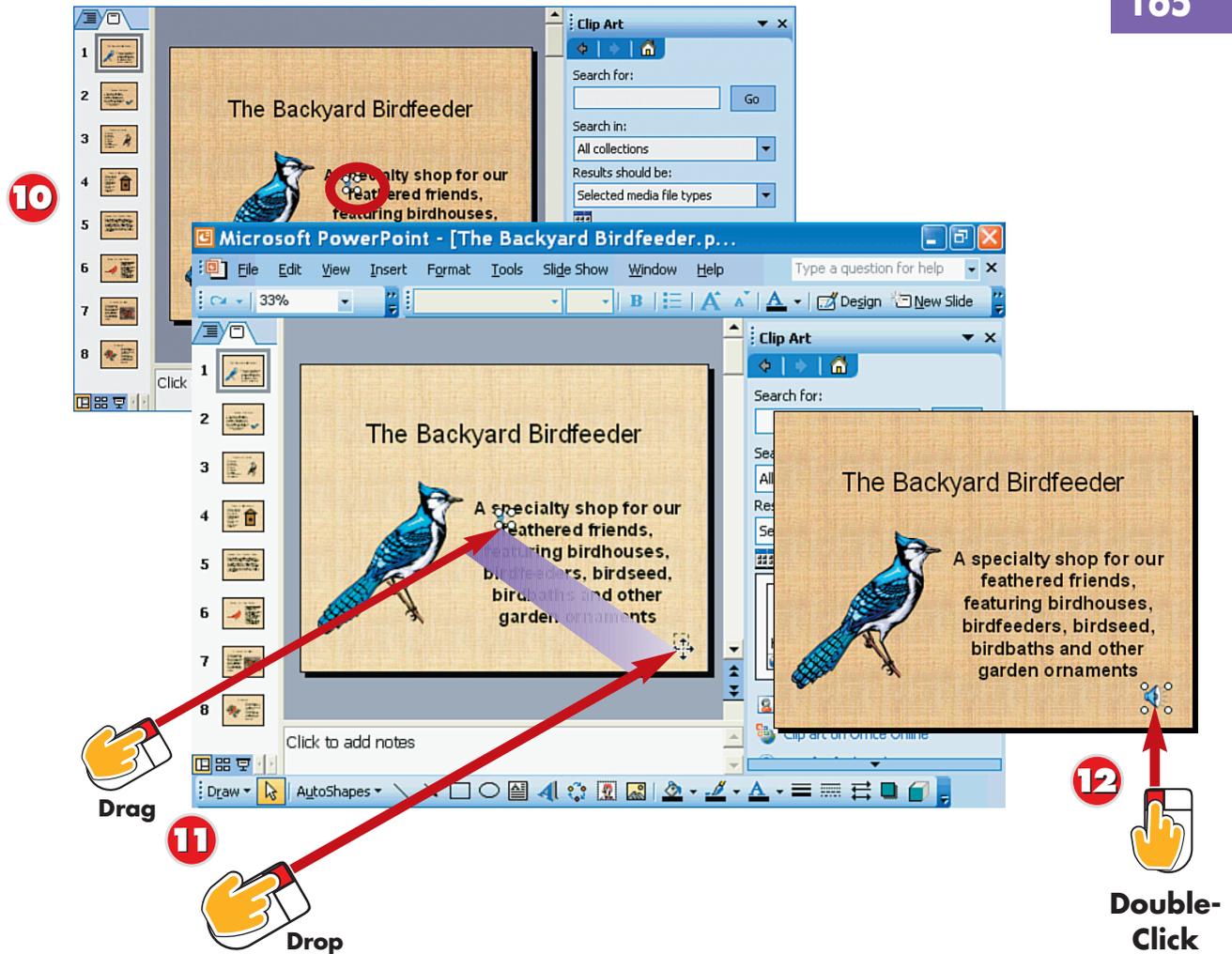
Sound clips appear as speaker icons on the slide, and as a slide object, they can be moved around the slide and resized.



### HINT

#### Playing the Clip During the Show

If you opted to play the clip when clicked, you can click the speaker icon at any time the slide is onscreen to play the sound.



- 10** PowerPoint adds a speaker icon to your slide to represent the clip and leaves the Clip Art Task pane open.
- 11** Click and drag the speaker icon to the corner of your slide.
- 12** Double-click the icon to play the sound.

**End**

**TIP**

#### Hiding the Clip

If you choose to play the clip automatically, you can drag the speaker icon off of the slide so it remains a part of the slide, but not visible to your audience.

**TIP**

#### Removing a Clip

To remove a clip from your slide, click the speaker icon and press the **Delete** key on your keyboard.

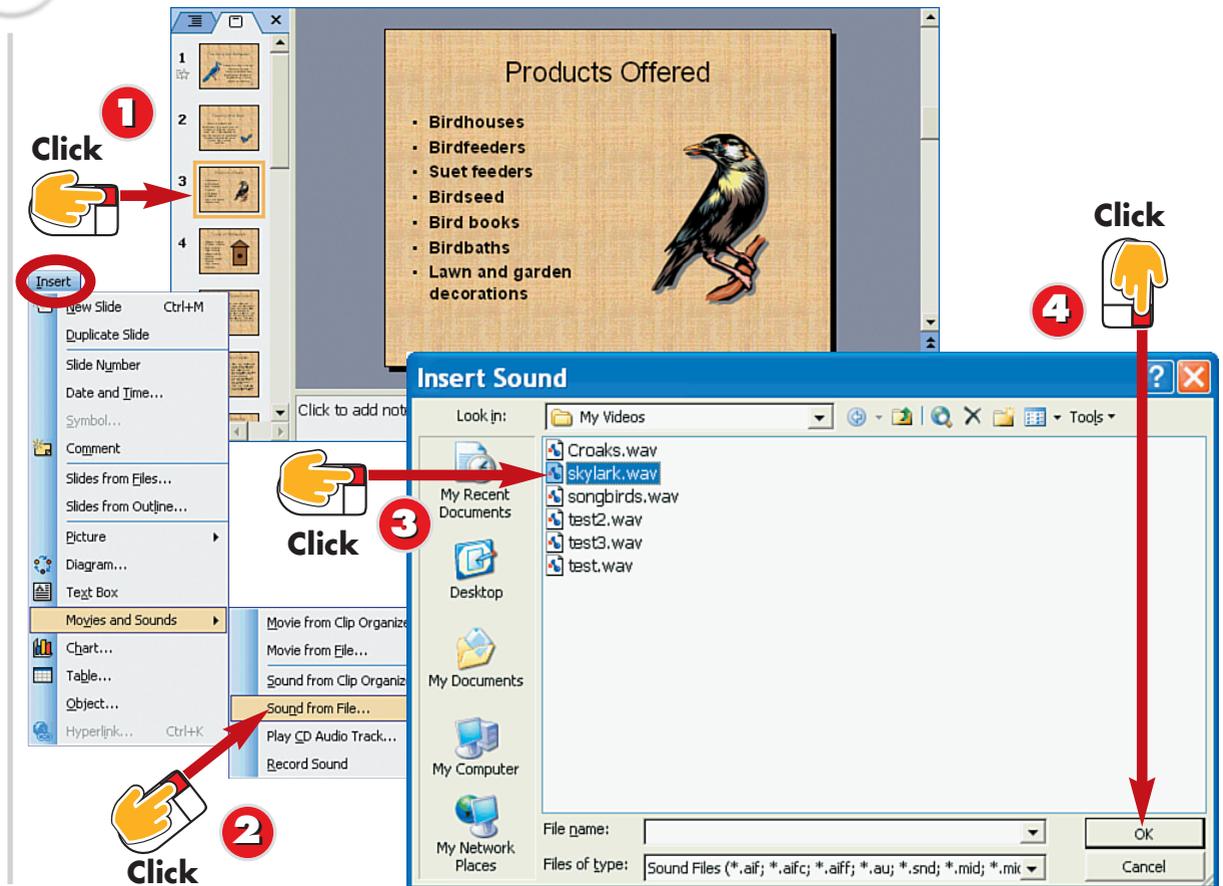
**TIP**

#### Viewing the Show

To learn more about viewing your presentation as a slide show, see Parts 10 and 12.

## Adding a Sound File

Start

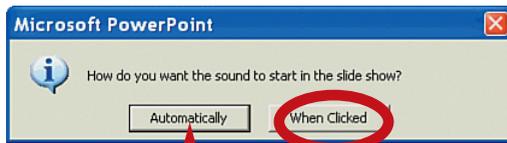


- 1 Click the slide to which you want to add a sound.
- 2 Open the **Insert** menu, choose **Movies and Sounds**, and select **Sound from File**.
- 3 The Insert Sound dialog box opens. Locate and select the sound file you want to add.
- 4 Click **OK**.

You aren't limited to using sound files found in the Clip Art Gallery in your presentations. If you like, you can add sound files that you obtain from other sources. All sound clips appear as speaker icons on the slide. When adding a sound file, you can choose to have the sound file play automatically or only when its icon is clicked.

### Supported Sound Formats

You can add AIFF, AU, MIDI, MP3, Windows Media, and other popular sound file formats to your PowerPoint slides.



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- 5 Click **Automatically** to have the sound play automatically when the slide is displayed in your presentation, or **When Clicked** if you want to activate the sound clip manually.
- 6 PowerPoint adds a speaker icon to your slide representing the clip.
- 7 Click and drag the speaker icon to the corner of your slide. You can double-click the icon to play the sound.

End

TIP

### Moving the Icon

For best visual results, it's a good idea to move the speaker icon for your sound file to a less noticeable location on your slide. Click and drag the icon to a corner or an empty area of your slide.

TIP

### Removing a Clip

To remove a clip from your slide, click the speaker icon and press the **Delete** key on your keyboard.

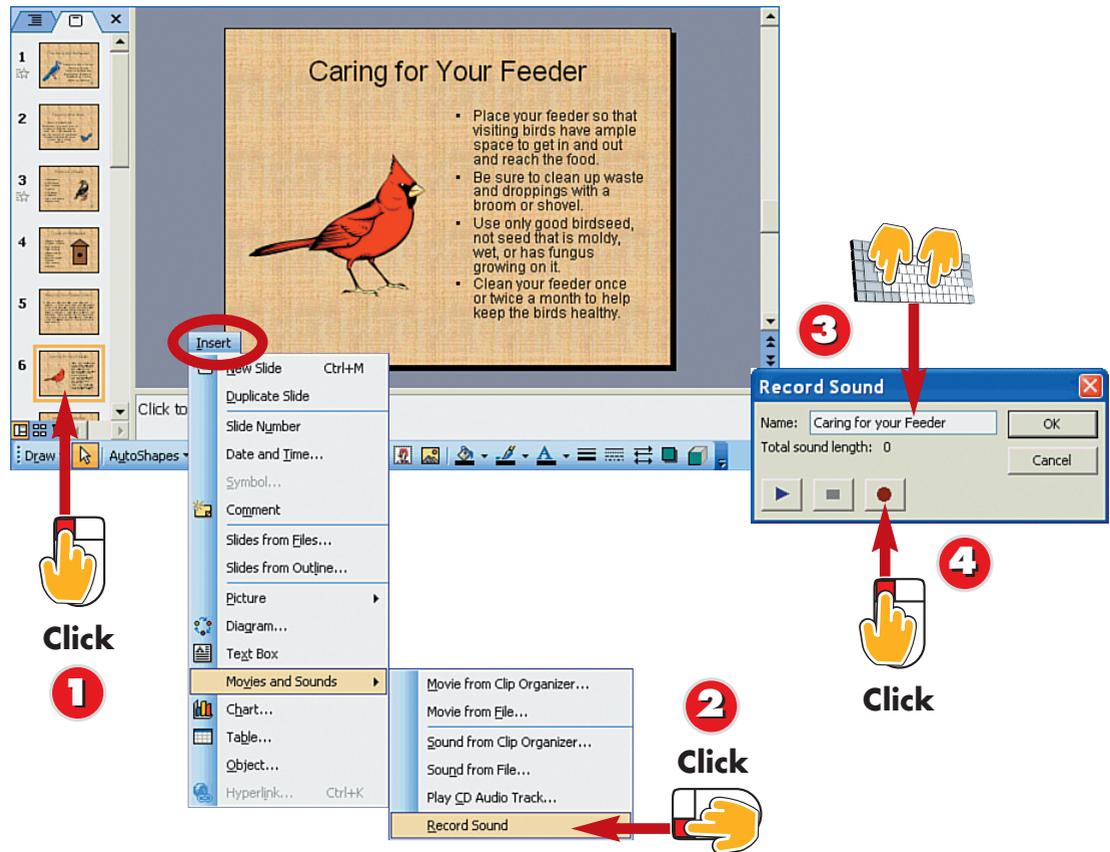
CAUTION

### Linking or Embedding

If your sound file is more than 100KB in size, PowerPoint adds a link to the file rather than embedding it on the slide. If you share your presentation with someone else you'll need to include the sound file along with the PowerPoint file.

## Recording Sounds

Start



- 1 Click the slide to which you want to add a recorded sound.
- 2 Open the **Insert** menu, choose **Movies and Sounds**, and select **Record Sound**.
- 3 The Record Sound dialog box opens. Type a name for the sound in the **Name** field.
- 4 Click the **Record** button to begin recording, and speak into your computer's microphone or recording device.

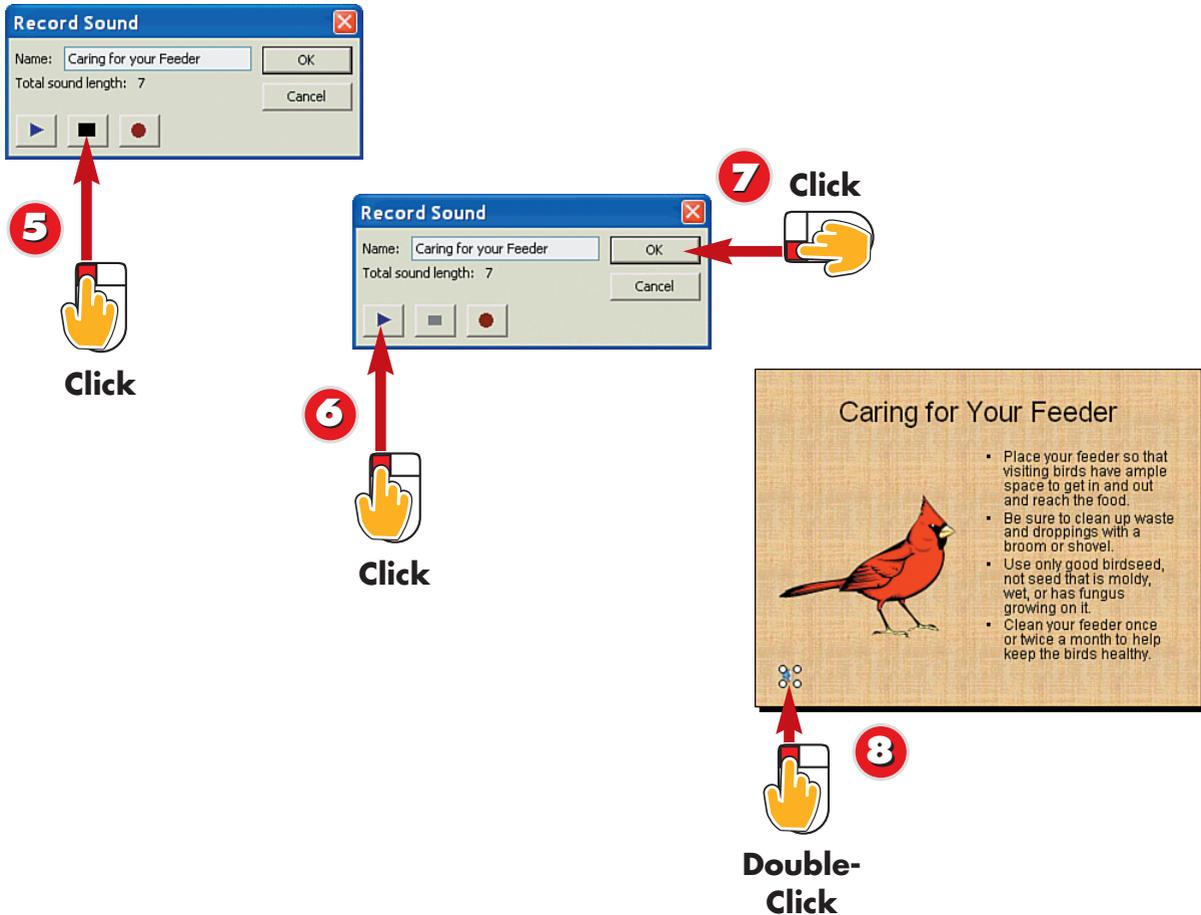
### INTRODUCTION

In addition to including prerecorded sounds on your slides, you can record new sounds to use in a presentation. In order to do this, your computer needs to have a microphone installed on it.

### TIP

#### Recording Sound Effects

You can use your computer microphone to record more than your voice. With a little creativity, you can create your own sound effects.



- 5** When you finish recording the sound, click the **Stop** button.
- 6** To play back the sound, click **Play**.
- 7** Click **OK**.
- 8** PowerPoint adds the sound to your slide as a speaker icon. Double-click the speaker icon to play the recorded sound.

**TIP**
**Moving the Icon**

You **MIGHT** need to move the speaker icon for the recorded sound so it does not interfere with other slide objects. Click and drag the icon to reposition it on the slide.

**TIP**
**Playing the Sound During the Show**

When you run your slide show and reach the slide containing the recorded sound, you must click the speaker icon on the slide to play the recording. See Parts 10 and 12 to learn more about running a slide show.

## Adding Narration

Start

The image illustrates the process of adding narration to a presentation. It shows a presentation window with several slides, a 'Slide Show' menu, and a 'Record Narration' dialog box. The steps are numbered 1 through 4, with hand icons indicating the actions to be taken.

- 1 Click the **Slide Sorter View** button to switch to Slide Sorter view.
- 2 Click the first slide in the presentation.
- 3 Open the **Slide Show** menu and choose **Record Narration**.
- 4 The Record Narration dialog box opens. Click **OK** to begin.

### INTRODUCTION

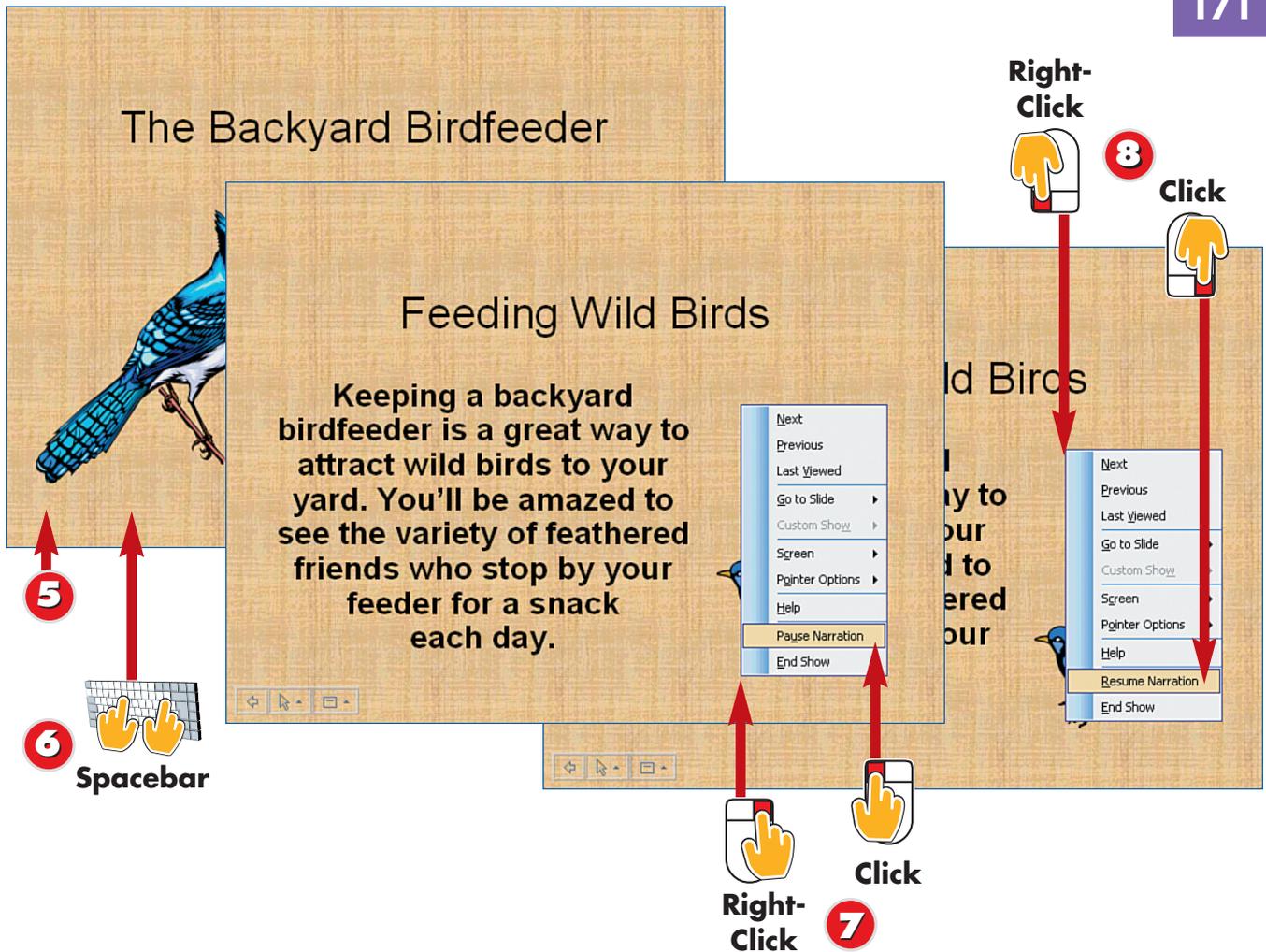
You can record a narrator's voice to play throughout your slide show. You might use this technique for slide shows that run by themselves without a presenter. Begin by preparing a script for the presentation, making sure you know what the narrator should say for each slide.

### TIP

#### Rehearse First

It's a good practice to rehearse your narration before attempting to record your voice.





- 5** PowerPoint displays the first slide. Speak into your microphone to record the narration for the slide.
- 6** Press the **Spacebar** to continue to the next slide.
- 7** To pause your recording at anytime, right-click the slide and click **Pause Narration** in the shortcut menu that appears.
- 8** To resume your recording, right-click the slide and click **Resume Narration** in the shortcut menu that appears.

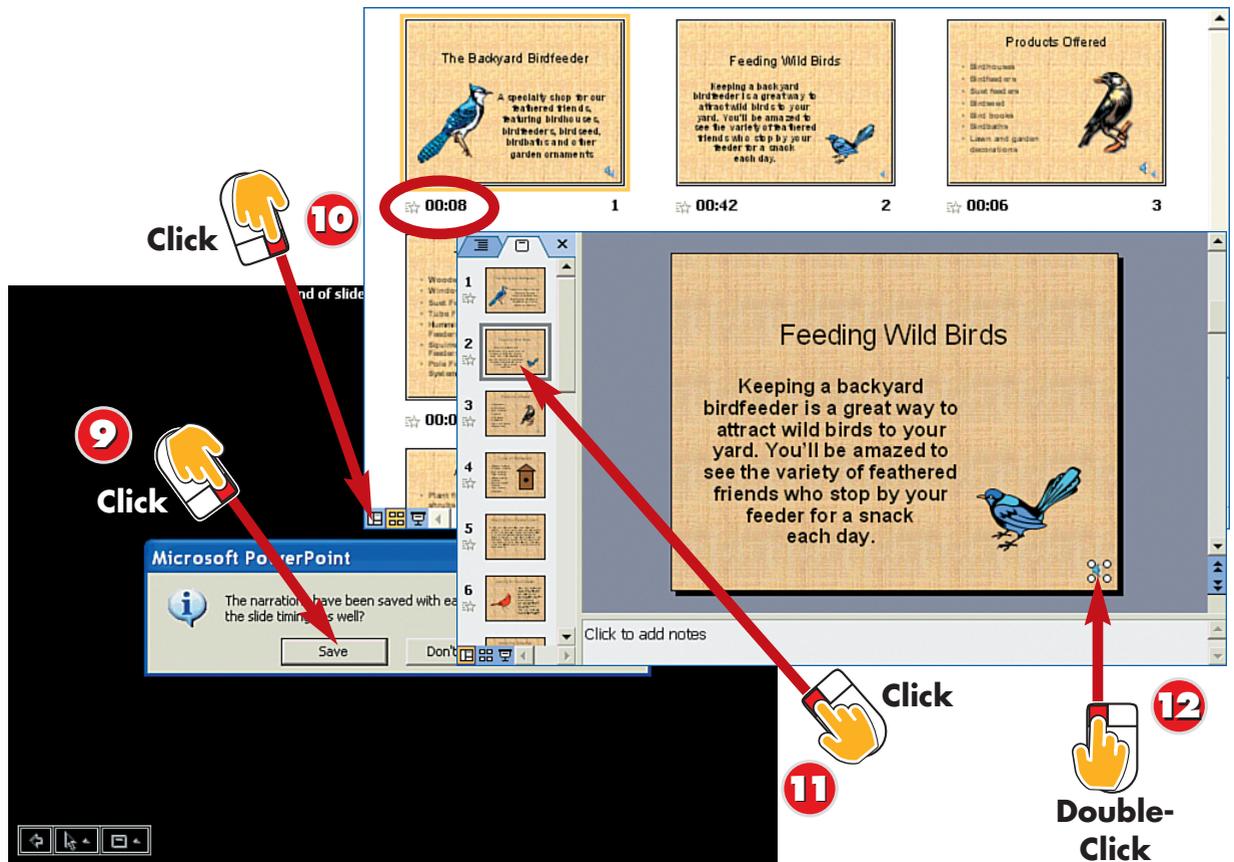
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### TIP

#### Checking Your Microphone

Click the **Set Microphone Level** button in the Record Narration dialog box to test your microphone before recording. Then, speak into the microphone and watch the monitor scale for changes in display. If you see fluctuations in the scale, you know the microphone is working. You can move the slider to adjust the volume level. Click **OK** when finished testing your equipment.

## Adding Narration (Continued)



- 9** At the end of the slide show, a dialog box appears. Click **Save** to save the slide timings along with the narration.
- 10** PowerPoint returns you to Slide Sorter view and displays the narration times beneath each slide. Click the **Normal View** button to return to Normal view.
- 11** Click a slide containing narration.
- 12** Double-click the speaker icon to hear the recording for that slide.

End

### TIP

#### Removing Narration from a Slide

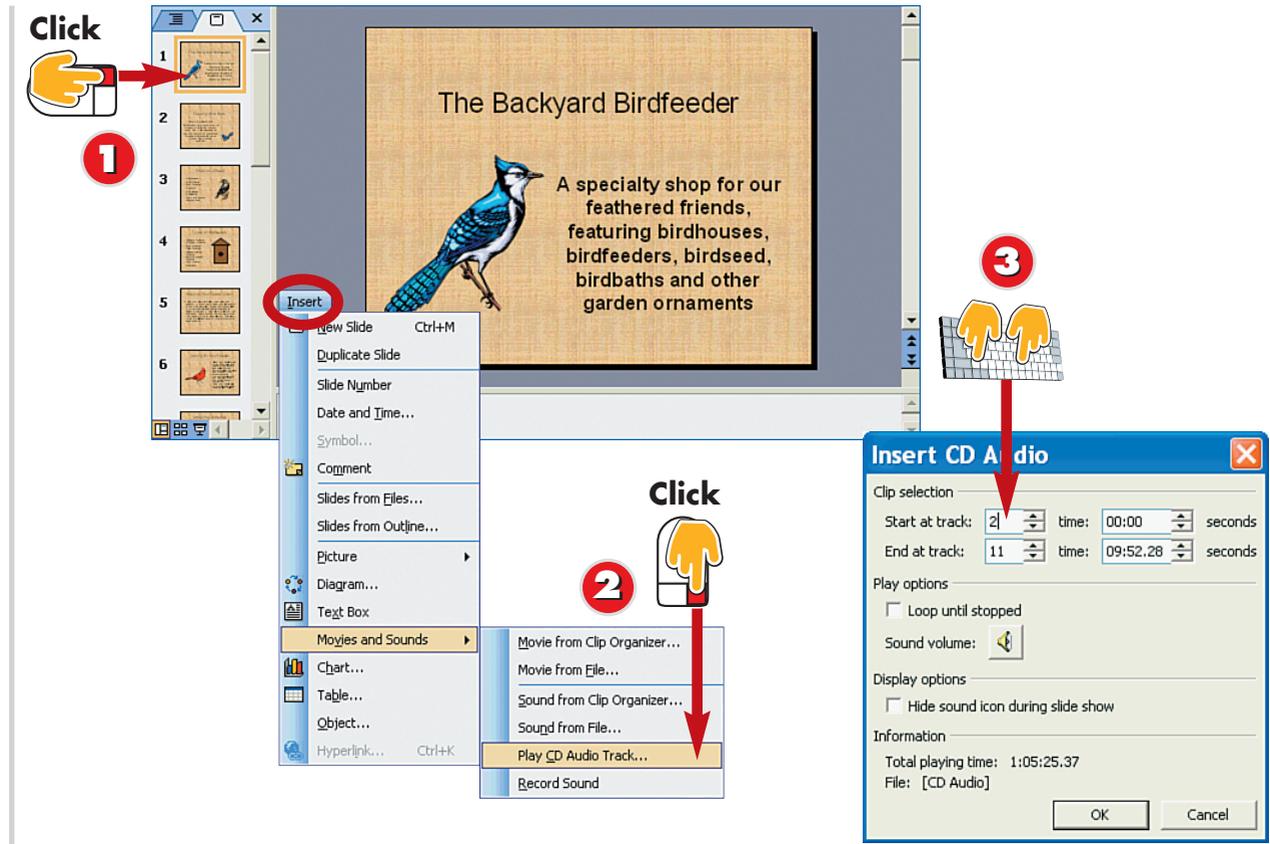
To remove the narration for a particular slide, display the slide in Normal view, click the speaker icon, and press the **Delete** key on your keyboard.

### TIP

#### Temporarily Turning Off the Narration

To turn off the narration but keep the recording as part of your presentation, open the **Slide Show** menu and choose **Set Up Show** to open the Set Up Show dialog box. Then, deselect the **Show Without Narration** check box and click **OK**.

# Playing a Music CD with a Presentation



- 1 After you insert the CD into your computer's CD-ROM drive, click the first slide in your presentation.
- 2 Open the **Insert** menu, choose **Movies and Sounds**, and select **Play CD Audio Track**.
- 3 The Insert CD Audio dialog box opens. Click the **Start at Track** field and type the track number of the first track you want to play.

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## INTRODUCTION

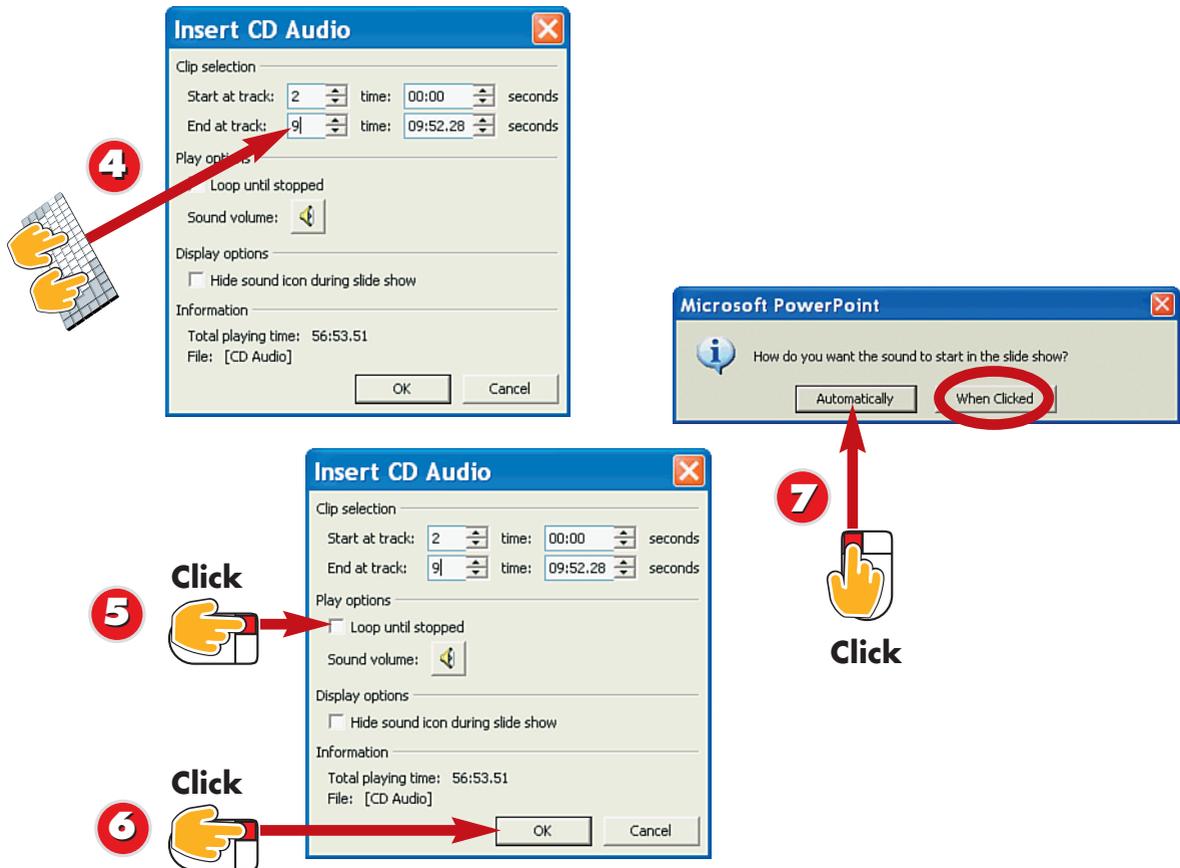
Another way to add sound to your presentation is to play a music CD along with the show. Music CDs provide great background music, and you can set the music up to play along with as many slides as you need.

## CAUTION

### Using Another Computer

If you plan to show your presentation on another computer, be sure that computer has a CD-ROM drive to accommodate your slide-show music.

## Playing a Music CD with a Presentation (Continued)

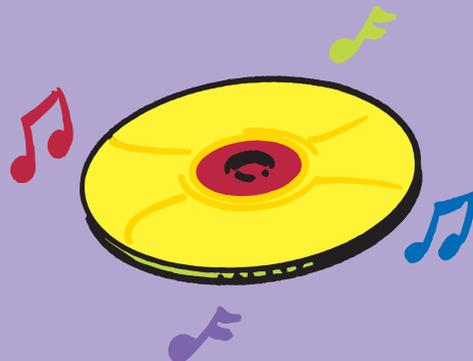


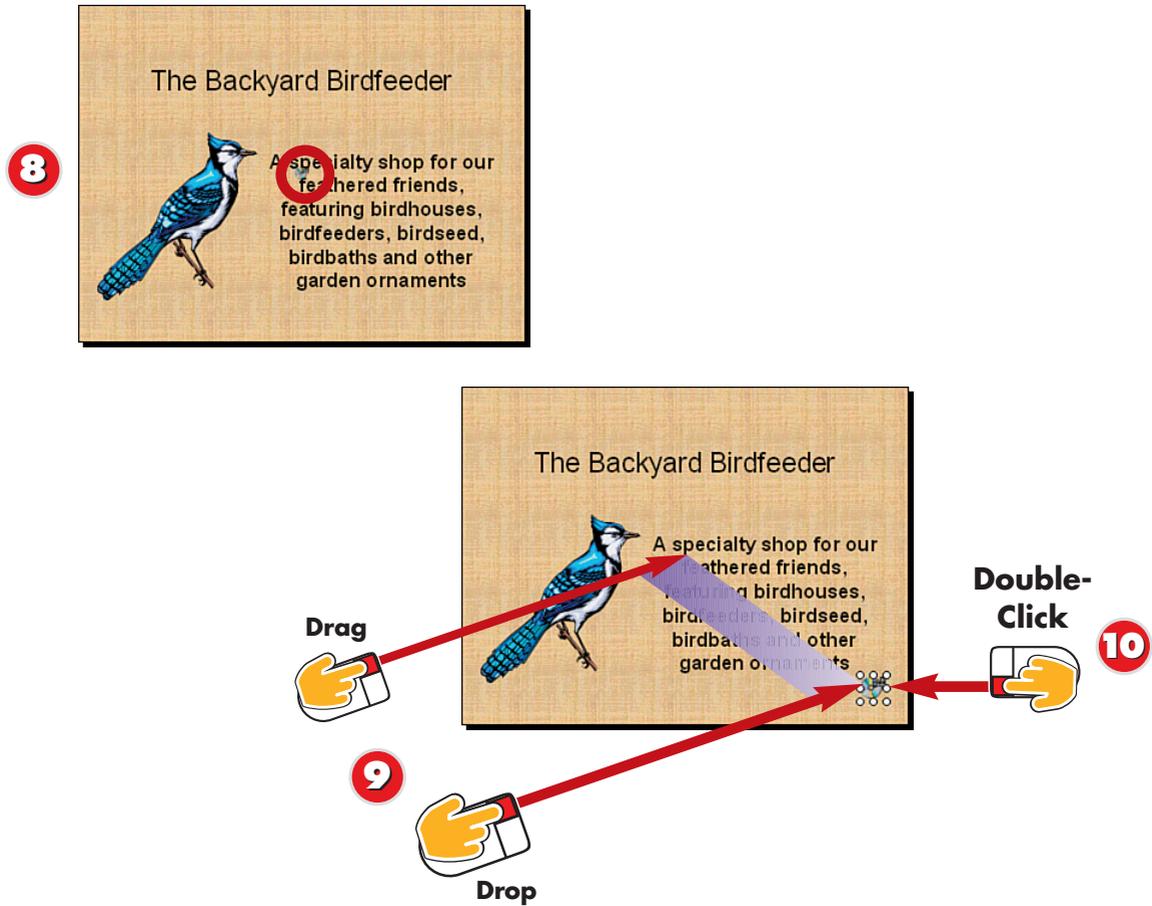
- 4** Click the **End at Track** field and type the track number of the last track you want to play.
- 5** Click the **Loop Until Stopped** check box to make the music play continually.
- 6** Click **OK**.
- 7** Click **Automatically** to have the CD play as soon as the slide is displayed in your presentation, or **When Clicked** if you want to activate the CD manually.

### TIP

#### Playing a Track for a Single Slide

If you leave the **Loop Until Stopped** check box deselected in the Movie and Sound Options dialog box, PowerPoint will play the track only for that particular slide.





- 8** PowerPoint adds a CD icon to the current slide.
- 9** Click and drag the CD icon to the corner of your slide.
- 10** Double-click the CD icon to play the CD.

**CAUTION**

#### A Reminder

Don't forget to put your music CD in before you start your slide show during an actual presentation.

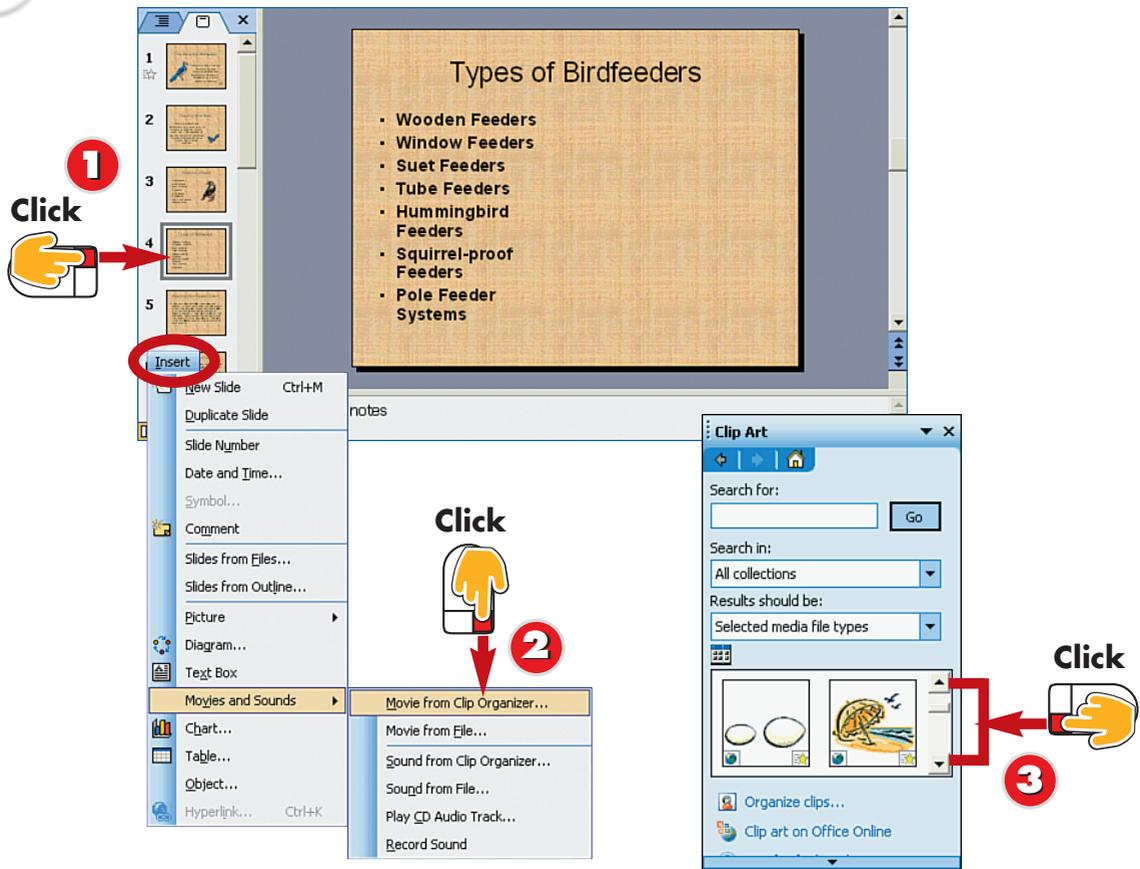
**TIP**

#### Changing the Object Order

If your slide includes sound and movie clips as well as instructions for playing a CD, you may need to arrange the order in which each object is played. To do so, open the **Slide Show** menu and choose **Custom Animation** to open the Custom Animation pane. Click the object you want to change in the list order and click a reorder button to move the item up or down in the list.

## Start

## Adding a Movie Clip with the Clip Organizer



- 1** Click the slide to which you want to add a movie clip.
- 2** Open the **Insert** menu, choose **Movies and Sounds**, and select **Movie from Clip Organizer**.
- 3** The Clip Art Task pane opens, listing the available movie clips. Click the scroll arrows to search through the list.

### INTRODUCTION

Another way you can enhance your presentation's message is through the use of movie or video clips. The Clip Art gallery includes a variety of short animated art clips in addition to regular clip art. You can preview any movie clip before applying it to your slide.

### TIP

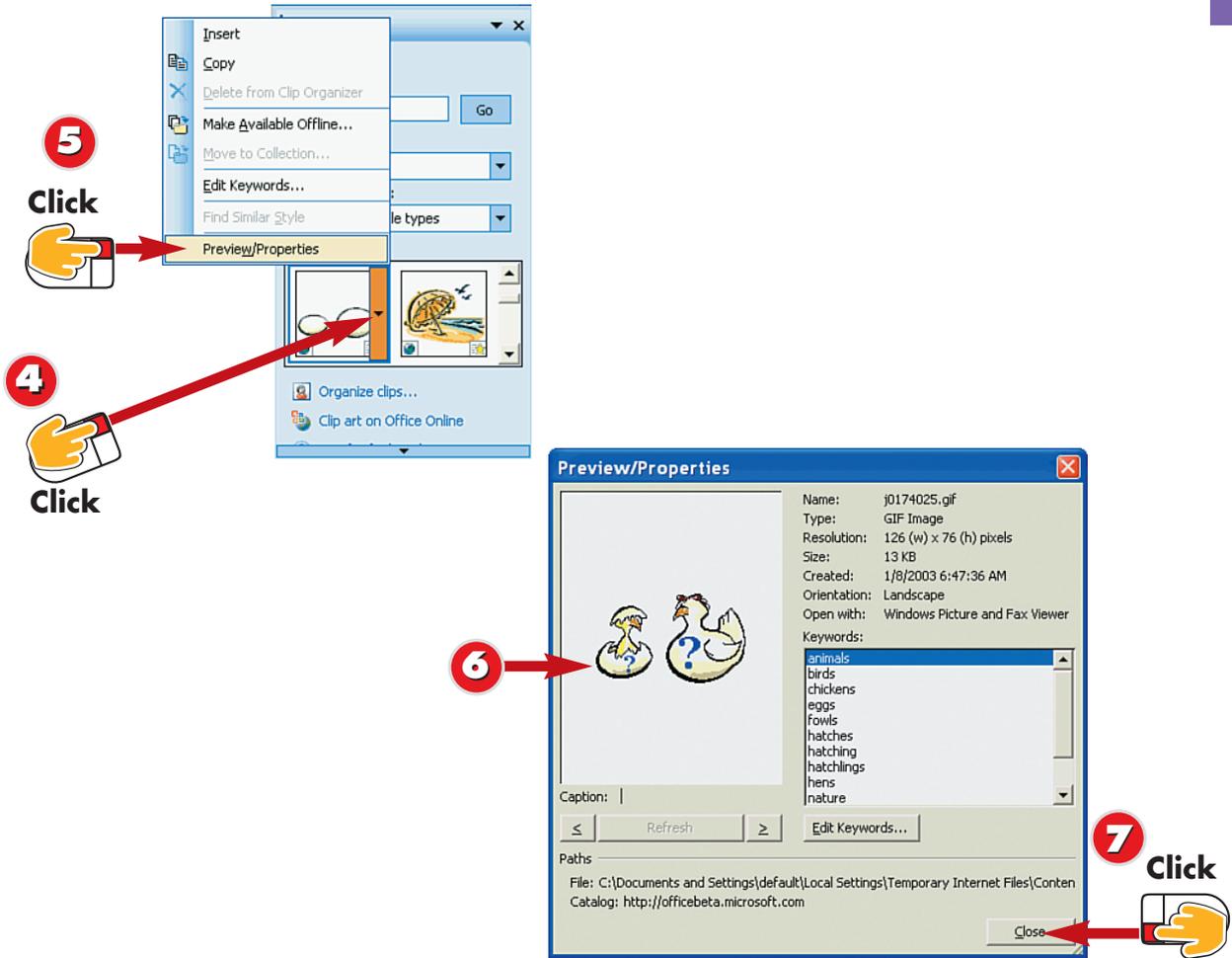
#### Using a Multimedia Placeholder

If your slide layout contains a Media Clip icon, you can click it to open the Media Clip dialog box and sift through the various sound and movie clips. Click the one you want, and click **OK** to add it to your slide.

### TIP

#### Finding More Movies

To locate more movie clips, click the **Clip Art on Microsoft.com** link at the bottom of the Clip Art Task pane and log on to the Microsoft Web site to browse for more clips.



- 4** To preview a movie clip, move the mouse pointer over the movie clip icon and click the drop-down arrow.
- 5** Click **Preview/Properties** in the menu that appears.
- 6** The Preview/Properties dialog box opens and plays the movie clip.
- 7** Click **Close**.

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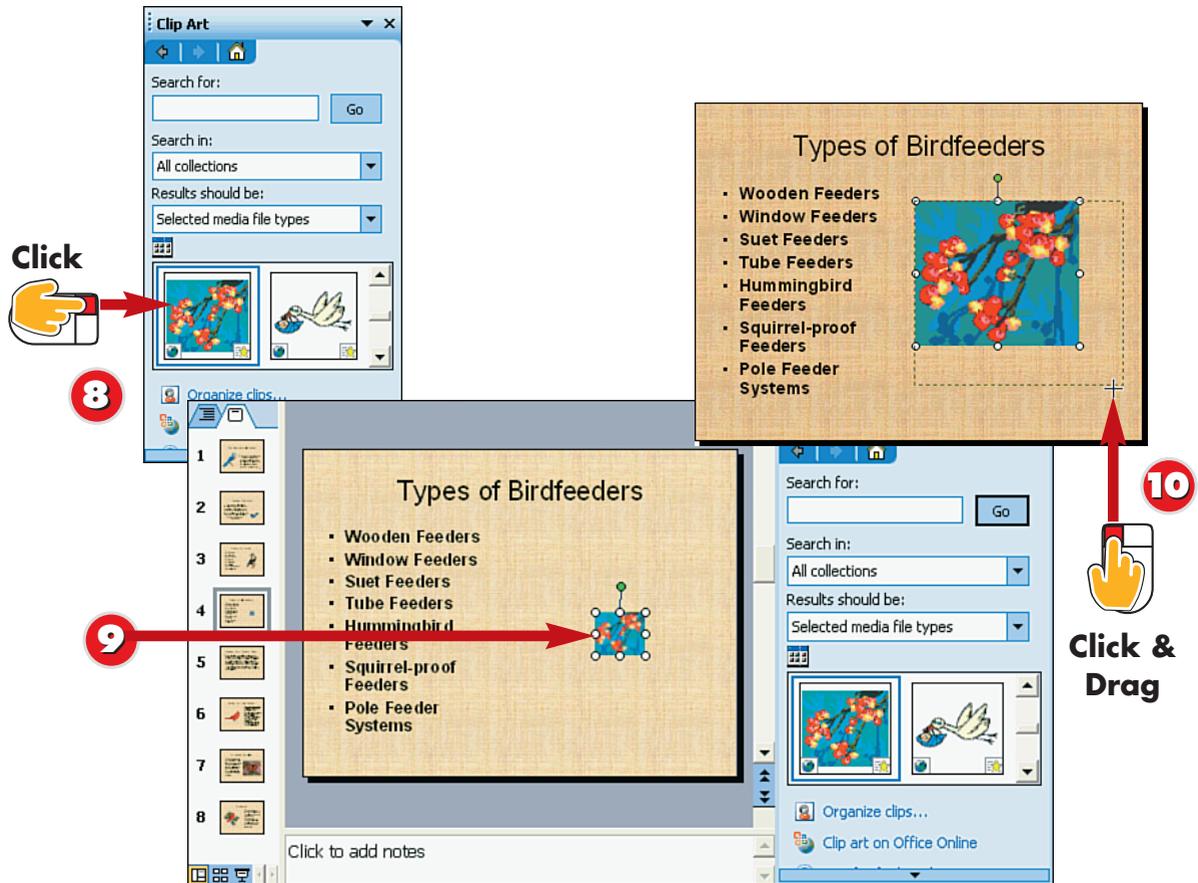
TIP

#### Movie Clip File Format

The movie clips available in the Clip Art Task pane are animated GIF files, a popular movie file format on the Web.



## Adding a Movie Clip with the Clip Organizer (Continued)



- 8** When you locate a movie clip you want to use, click the clip to add it to your slide.
- 9** PowerPoint adds the clip to the slide and leaves the Clip Art Task pane open.
- 10** You can click and drag the clip to change its position on the slide, and you can drag a handle surrounding the clip to resize the clip.

### TIP

#### Movie Clips as Slide Objects

Movie clips appear as slide objects when you add them to a slide, which means you can move and resize the objects.

### TIP

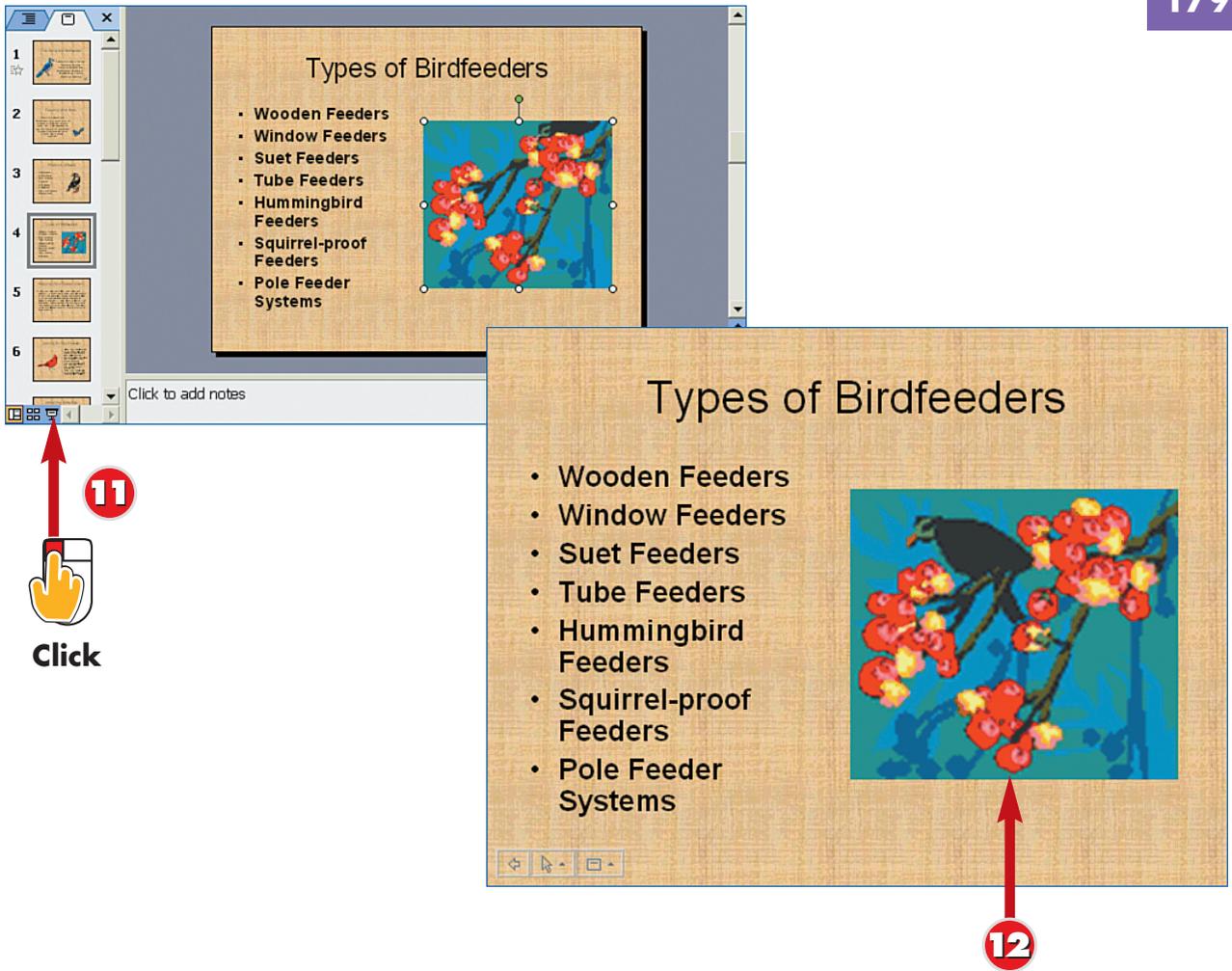
#### Finding a Clip

You can use PowerPoint's Search feature to look for a particular kind of movie clip. In the Clip Art Task pane, click inside the **Search For** box and type a keyword describing the type of clip you want, and then click **Go**.

### TIP

#### Closing the Task Pane

To close the Clip Art Task pane to free up workspace, click the pane's **Close** button.



**11** To play the clip, first click the **Slide Show View** button.

**12** PowerPoint displays the slide in full-screen mode, and the movie clip plays automatically. Press the **Esc** key to exit the slide show and return to Normal view.

**End**

**TIP**

#### Adding Non-GIF Clips

If you add a movie that is not an animated GIF clip, an additional prompt box appears asking you how you want to play the clip. You can choose to play it automatically or when clicked.

**TIP**

#### Removing a Clip

To remove a clip from your slide, click the clip and press the **Delete** key on your keyboard.

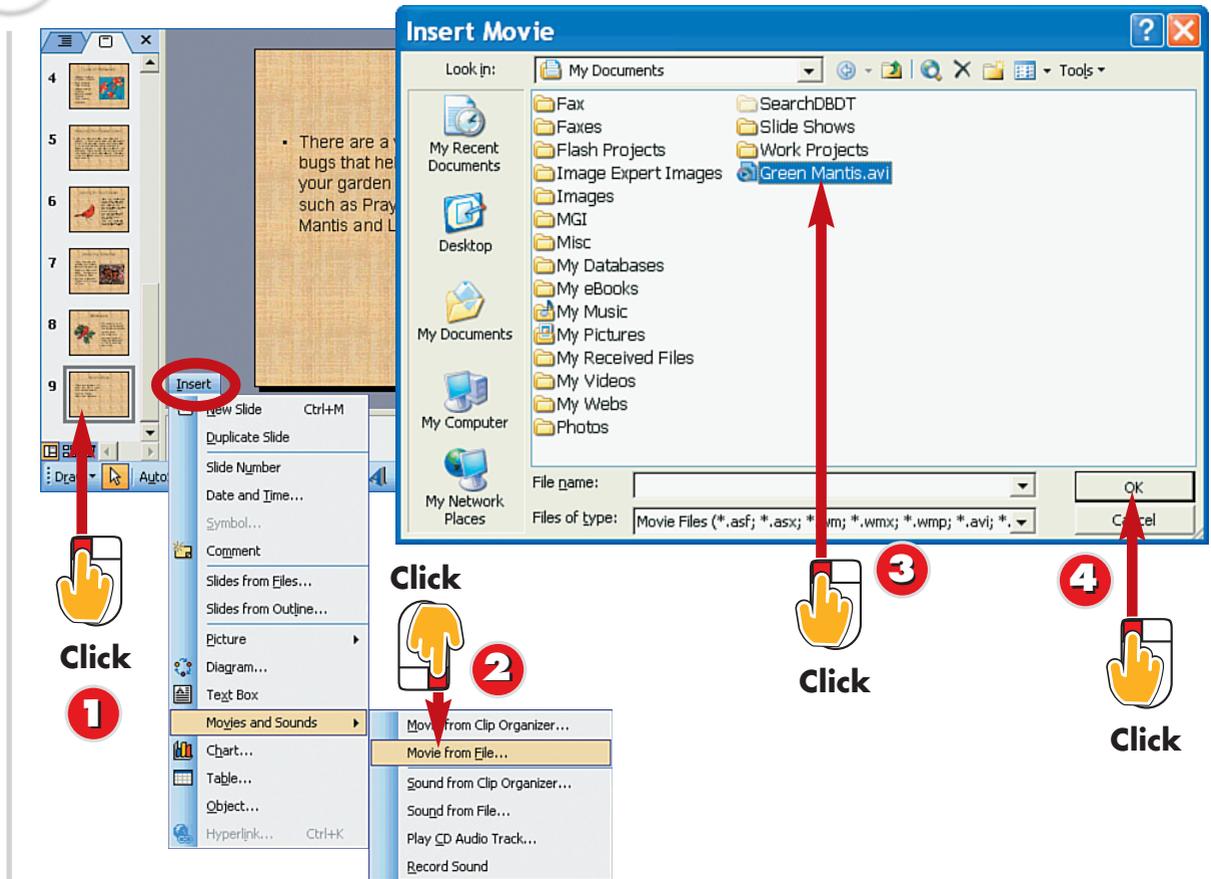
**TIP**

#### Viewing the Show

To learn more about viewing your presentation as a slide show, see Parts 10 and 12.

## Adding a Movie File

**Start**



- 1** Click the slide to which you want to add a movie clip.
- 2** Open the **Insert** menu, choose **Movies and Sounds**, and select **Movie from File**.
- 3** The Insert Movie dialog box opens. Locate and select the movie file you want to use.
- 4** Click **OK**.

### INTRODUCTION

You can add other types of movie files to your slides besides animated clip-art GIFs. For example, you can add video files stored on your computer, such as digital camcorder footage. Once you add a movie clip to your slide, you can move and resize the clip object just as you do other slide objects.

### TIP

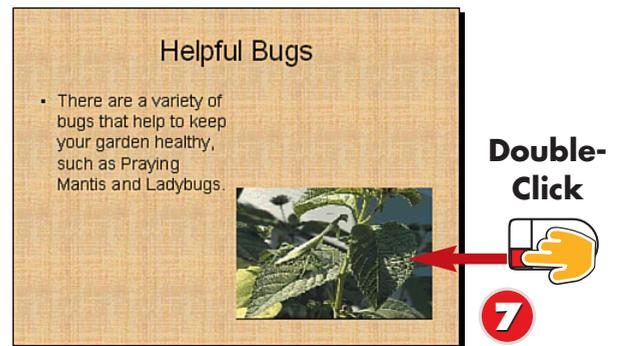
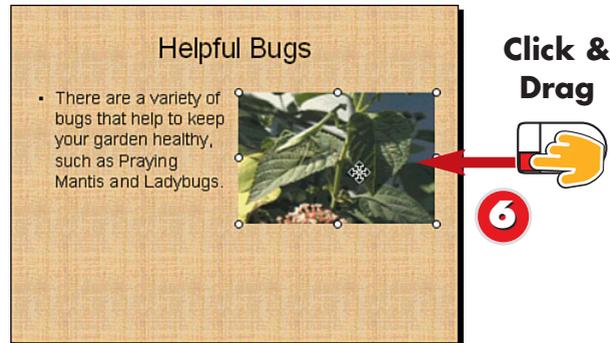
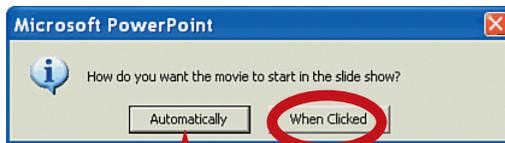
#### Supported Movie Files

PowerPoint supports popular video file formats, such as AVI and MPEG.

### TIP

#### Moving Clips

You can reposition your clip by dragging it to a new location. See Part 5 to learn more about working with slide objects on the slide.



- 5** Click **Automatically** to have the clip play automatically when the slide is displayed in your presentation, or **When Clicked** if you want to activate the clip manually.
- 6** Click and drag the clip to reposition it on the slide, or click and drag a handle to resize the clip.
- 7** Double-click the clip to play the movie.

**End**

**TIP**

#### My Clip Won't Play!

If you insert an animated GIF clip, it does not play when double-clicked. Use Slide Show view to view the clip.

**TIP**

#### Removing a Clip

To remove a clip from your slide, click the clip and press the **Delete** key on your keyboard.

**CAUTION**

#### Resizing Movie Clips

Use caution when resizing movie clips. Most video files play best at their original size. Enlarging the slide object can make the clip appear grainy during playback.