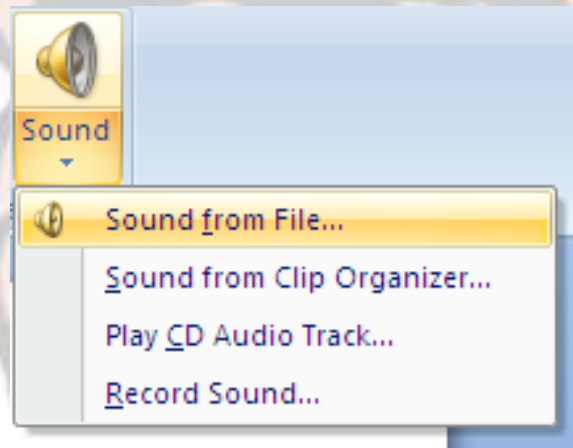


# Add Music to PowerPoint 2007

Click the **Insert** tab on the Office Ribbon and then click on the **Sound** button to the far right.



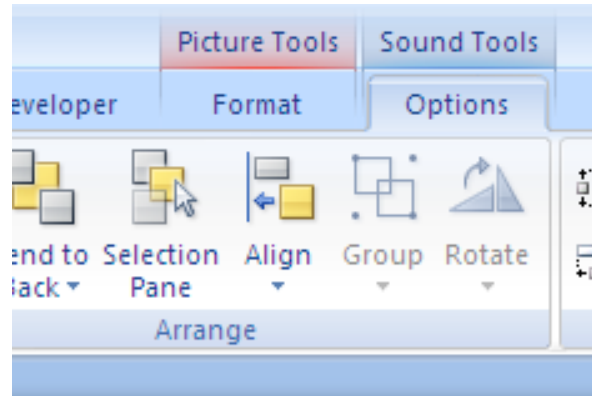
You'll now see a few options from the drop down: **Sound from file**, **Sound from Clip Organizer**, **Play CD Audio track**, and **Record Sound**.



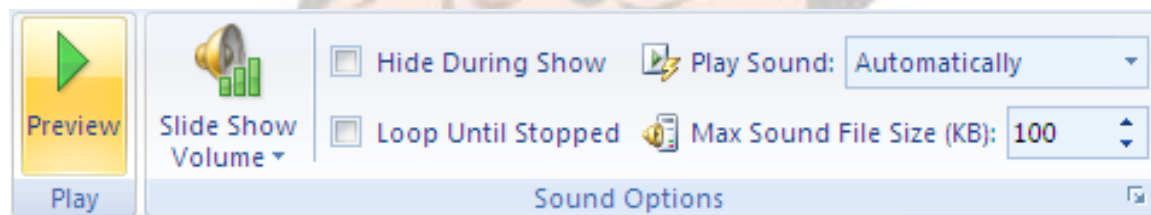
If you already have an audio file that you want to insert into your presentation, then choose **Sound from File**. PowerPoint 2007 supports number audio file formats including AIF, AU, MID, RMI, MP3, WAV, and WMA.

Choose **Sound from Clip Organizer** if you want to search Microsoft Online collections for free sounds. I also wrote a post earlier on **how to find free sounds** on the Internet. Just type in a search term and you'll get a list of sounds that you can insert into each slide.

Once you have inserted audio into the presentation using any of these methods, you'll see a small little audio icon in the slide. Click on that and you be able to see a Sound Tools tab at the very top.



The **Sound Tools** bar allows you to configure the settings for the sound that you just inserted.



You can preview the sound by clicking on the green button at the far left. You can adjust the volume of the sound to Low, Medium, High, or Mute.

The **Hide During Show** checkbox will hide the audio icon that is currently in the slide. By default, that audio icon will show up, so check this box if you want to hide it.

The **Loop Until Stopped** box will continuously play the audio file you specified until the PowerPoint presentation is over.

Play Sound has several options: **Automatically, When Clicked, and Play Across Slides**. By default, automatically is selected and will play when the slideshow starts and will end once you move to the next slide. When Clicked will only play it once you press the mouse button. Play Across Slides will allow the sound to continue to play to the next slide if it has not finished rather than cutting it off.

That's it! It's pretty simple to add music and sounds to PowerPoint 2007, making your presentations more fun to watch! Enjoy!