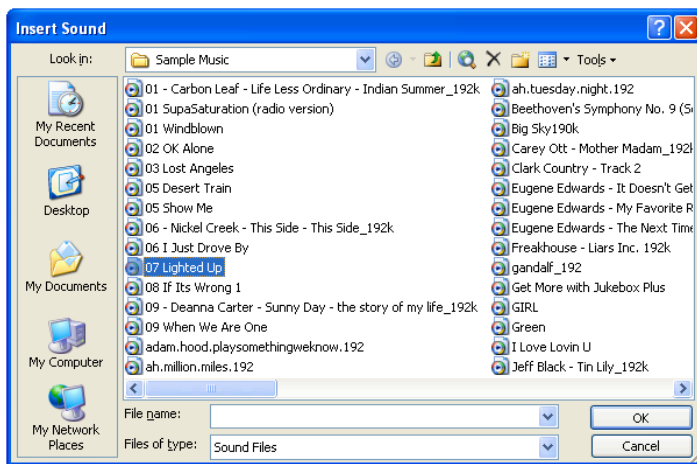
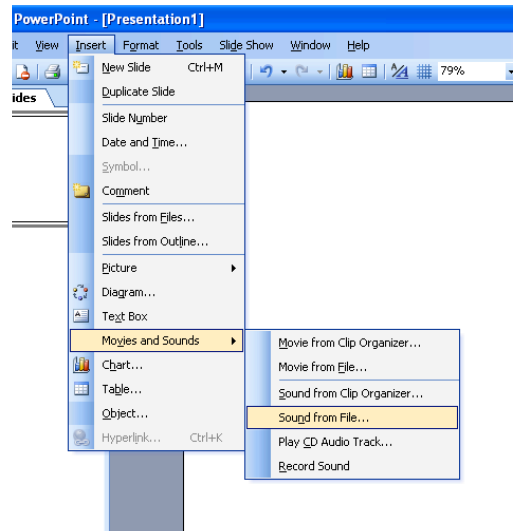


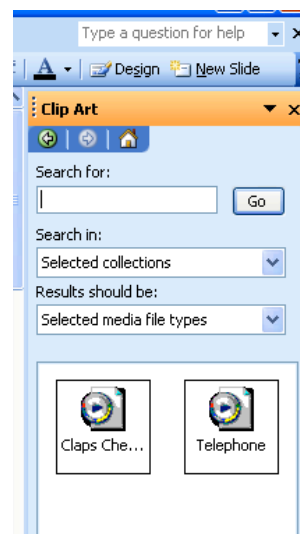
PowerPoint: How to Insert Sound Files into a PowerPoint Presentation

1. Click on Insert
 - a. Scroll Down to Movies and Sounds
 - b. Scroll over to Sound from File or Sound From Clip Organizer depending on where your sound is located

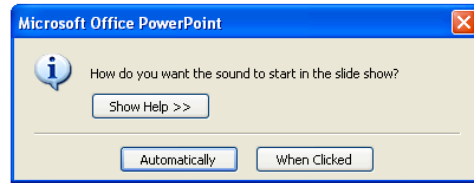



2. If the Sound File is in your Files:
 - a. Browse for it
 - b. Click on it then click OK

3. If the Sound File is in the Clip Organizer:
 - a. Browse for it
 - b. Click on it then click ok



4. A window will appear asking you when you want the music to start:
Automatically or When Clicked



5. This symbol  will then appear in your PowerPoint
 - a. Move it to where you want the sound file to begin