


About sounds in PowerPoint

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When you insert a sound on a slide, an icon  that represents the sound file appears.

To play the sound while you give your presentation, you can:

- set the sound to start automatically when the slide is displayed,
- start on a mouse-click,
- start automatically but with a time delay,
- play as part of an animation sequence,
- play it as a loop - play continuously until end of slideshow

1 Sources of sound

- music from a CD
- narration
- from files on your computer, a network, or Microsoft Clip Organizer
- recording of your own sounds

To use a sound effect for emphasis, you will want to play the sound once, which is the default behaviour for sounds in Microsoft Office PowerPoint. To keep the sound playing until you stop it, or to play it for the duration of the presentation, you need to choose the stop options in the **Custom Animation** task pane or set the sound to play continuously. If you do not choose when you want a sound to stop, it stops the next time that you click the slide.

2 Compatible Sound formats

Audio file formats

File format	Extension	More information
AIFF Audio file	.aiff	Audio Interchange File Format This sound format originally was used on Apple and Silicon Graphics (SGI) computers. Waveform files are stored in an 8-bit monaural (mono or one channel) format, which is not compressed and can result in large files.
AU Audio file	.au	UNIX Audio This file format typically is used to create sound files for UNIX computers or the Web.
MIDI file	.mid or .midi	Musical Instrument Digital Interface This is a standard format for the interchange of musical information between musical instruments, synthesizers, and computers.
MP3 Audio file	.mp3	MPEG Audio Layer 3 This is a sound file that has been compressed by using the MPEG Audio Layer 3 codec , which was developed by the Fraunhofer Institute.
Windows Audio file	.wav	Wave Form This audio file format stores sounds as waveforms. Depending on various factors, one minute of sound can occupy as little as 644 kilobytes or as much as 27 megabytes of storage. Only .wav sound files can be embedded.
Windows Media Audio file	.wma	Windows Media Audio This is a sound file that has been compressed by using the Microsoft Windows Media Audio codec , a digital audio coding scheme developed by Microsoft that is used to distribute recorded music, usually over the Internet.

Note: **codec**: An abbreviation for compressor/decompressor. Software or hardware used to compress and decompress digital media.

2.1 Embedded sound

Only .wav (waveform audio data) sound files can be embedded – all other media files types are linked. By default, .wav sound files that are greater than 100 kilobytes (KB) in size are automatically linked to your presentation, rather than embedded in it. You can increase the size limit for embedded .wav files to be a maximum size of 50,000 KB, but raising this limit also increases the overall size of your presentation.

2.2 Linked sound

When you insert a linked sound file, PowerPoint creates a link to the sound file's current location. If you later move the sound file to a different location, PowerPoint cannot locate it when you want the file to play. It is a good practice to copy the sounds into the same folder as your presentation before you insert the sounds. PowerPoint creates a link to the sound file and can find the sound file as long as you keep it in the presentation folder, even if you move or copy the folder to another computer. Another way to be sure that your linked files are in the same folder as your presentation is to use the Package for CD feature. This feature copies all the files to one location (a CD or folder) with your presentation and automatically updates all the links for the sound files. When your presentation has linked files, you must copy the linked files as well as the presentation if you plan to give the presentation on another computer or send it to someone in e-mail.

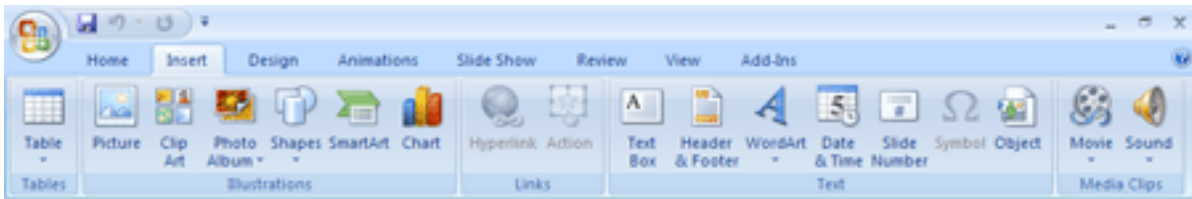
2.3 Linked or embedded sound - which?

You can find information about whether the sound is embedded or linked and the location of the linked sound file in the **Sound Options** dialog box. Click the sound, and then under **Sound Tools**, on the **Options** tab, in the **Sound Options** group, click the **Dialog Box Launcher**. Under **Information**, following **File**, you will see either **Contained in presentation** (meaning that the sound is embedded) or the file path (meaning that the sound is linked).

3 Add a sound

To prevent possible problems with links, it is a good idea to copy the sounds into the same folder as your presentation before you add the sounds to your presentation.


1. In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
2. Click the slide to which you want to add a sound.
3. On the **Insert** tab, in the **Media Clips** group, click the arrow under **Sound**.



4. Do one of the following:
 - Click **Sound from File**, locate the folder that contains the file, and then double-click the file that you want to add.
 - Click **Sound from Clip Organizer**, scroll to find the clip that you want in the **Clip Art** task pane, and then click it to add it to the slide.

Tip You can preview a clip before adding it to your presentation. In the **Clip Art** task pane, in the **Results** box that displays the available clips, move your mouse pointer over the clip's thumbnail. Click the arrow that appears, and then click **Preview/Properties**.

4 Preview a sound

1. On the slide, click the sound icon .
2. Under **Sound Tools**, on the **Options** tab, in the **Play** group, click **Preview**.
You can also double-click the sound icon.