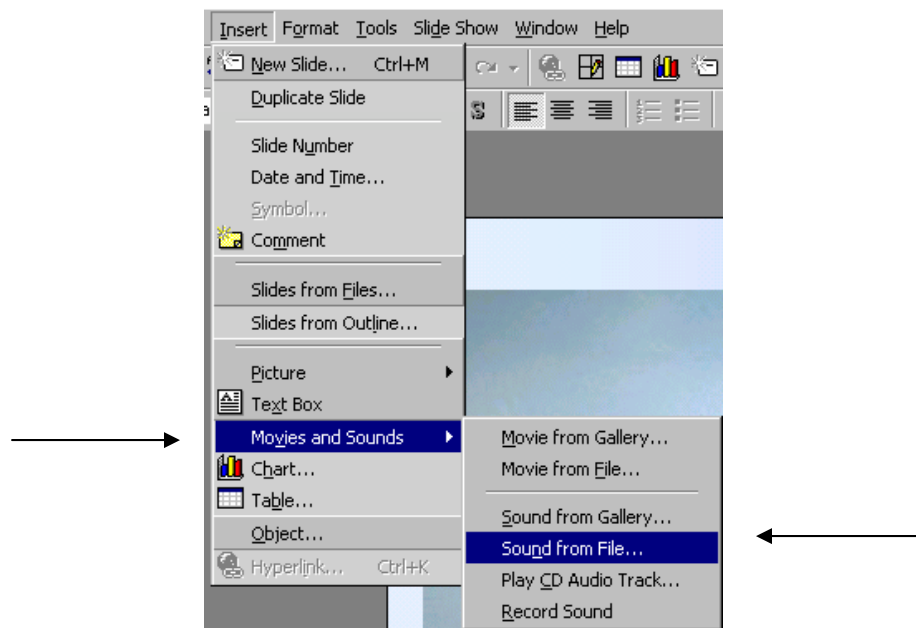


Adding Continuous Sound to a PowerPoint Presentation

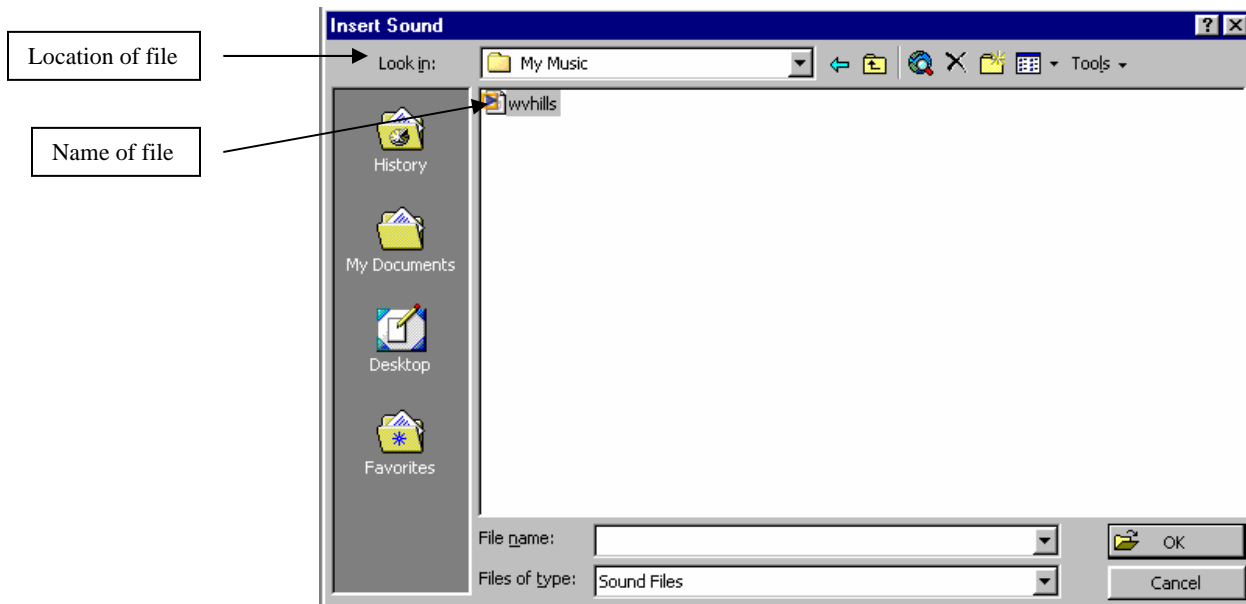
(Add sound **LAST!**)

You can decide to have a sound clip to play automatically when your presentation moves to a specific slide, or you can have the sound clip play only when you manually click on the sound icon you have inserted onto the slide when you play the presentation. You can also add continuous sound to a presentation that consists of a sound file that loops continuously during the presentation.

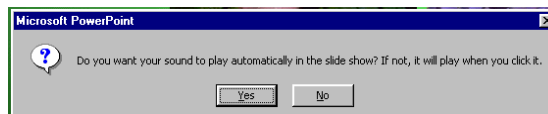
1. Go to the first slide on which you want the sound file to start.
2. On the file menu, click on **Insert** on the drop-down menu.
3. Select **Movies and Sounds**.
4. Select **Sound from File** from the Movies and Sounds menu.



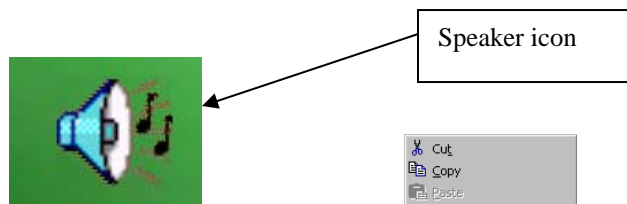
5. Use the **Insert Sound Box** that appears on your screen to select your sound file and then click **OK**.



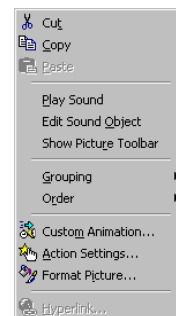
6. Your screen will return to your slide, and the following box will appear on your screen. If you select **No**, a speaker icon will appear on your slide.



7. Drag the speaker icon to one side and reduce its size. (After finishing the rest of the following steps, no one should see the speaker appear on the slide.)

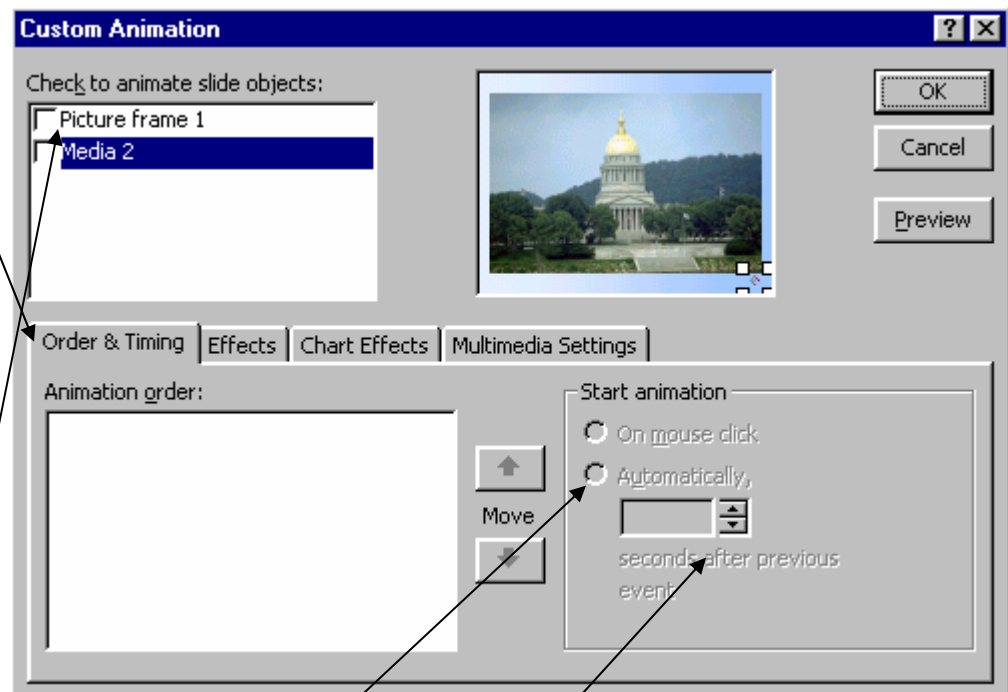


8. Right-click on the speaker icon to get a **Quick Menu**.



9. Select **Custom Animation** from the Quick Menu.

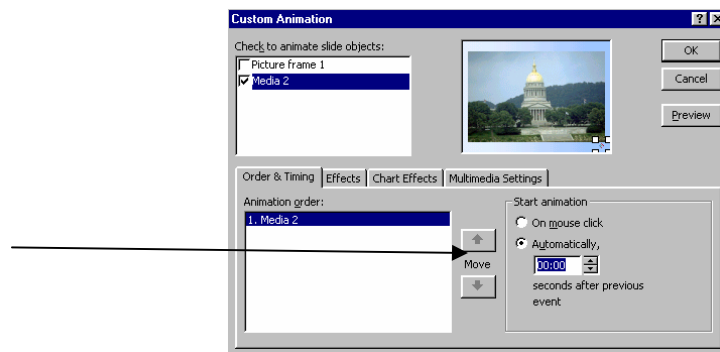
10. On the Custom Animation window that appears, click on the **Order & Timing Tab**.



11. Click to check the box that selects the object to **Animate**.

12. Select **Automatically after 0 seconds**.

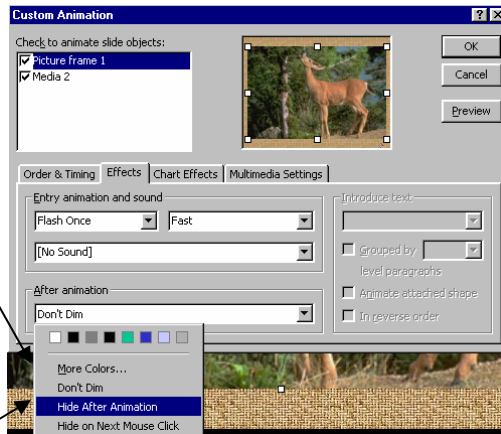
13. Move the Media to the top of the animation list, using the buttons to the right of the Order & Timing section of the Custom Animation box by clicking on the up arrow.



14. Click on the **Effects tab** on the Custom Animation window.

15. Select **Flash Once** and **Fast** in the first options section.

16. Select **NO Sound** in the second options section.

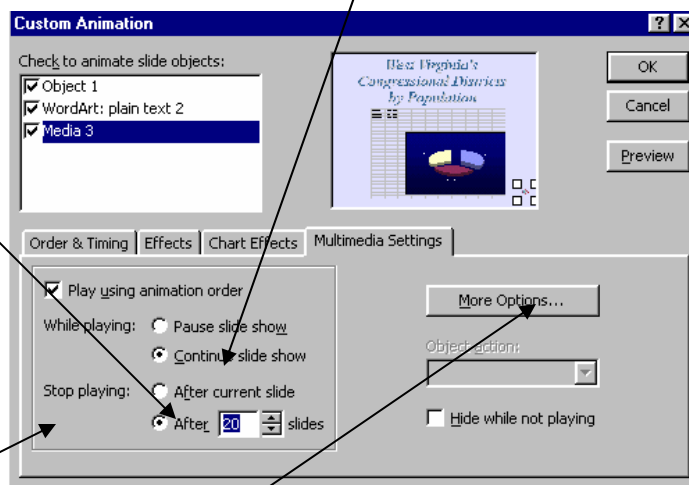


17. Select **Hide After Animation** in the third options section.

18. Select the **Multimedia Settings tab**.

19. Click on the box to check **Play Using Animation Order**.

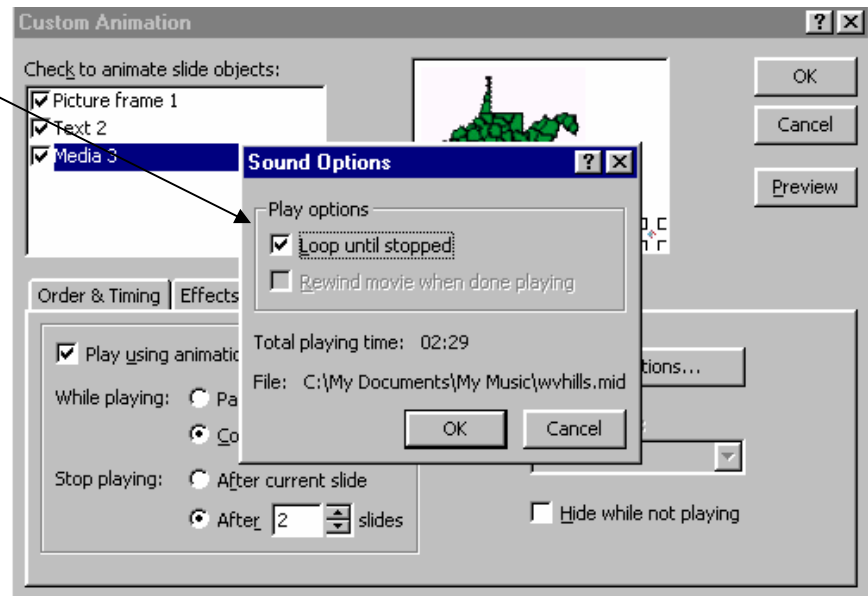
20. Select **Continue Slide Show**.



21. In the **Stop playing** section, enter the number of slides through which you want the music to play, using the arrows.

22. Click on **More Options**.

23. Select **Loop until stopped**.



24. Click **OK** on the Sound Options box.

25. Click **OK** again on the Custom Animation box.

26. Select the **Slide Show Menu** and **View Show**. If you are satisfied, save your presentation. Do NOT use Pack and Go, unless your presentation will not fit on one diskette.