

PowerPoint – How to add audio files

Add and play sounds in a presentation

<https://support.office.com/en-us/article/Add-and-play-sounds-in-a-presentation-2b113791-5534-4a36-87f1-c780de731a10>

<https://support.office.com/en-us/article/Add-and-play-sounds-in-a-presentation-c547669a-8845-45ae-a573-8515017e93d5>

Background information and Troubleshooting

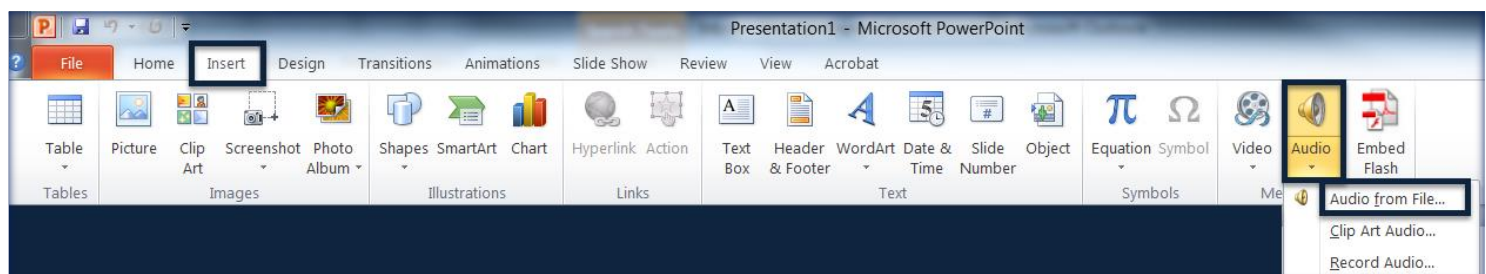
Only .wav (waveform audio data) sound files can be embedded — all other media files types are linked. By default, .wav sound files that are greater than 100 kilobytes (KB) in size are automatically linked to your presentation, rather than embedded in it. You can [increase the size limit](#) for embedded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

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.

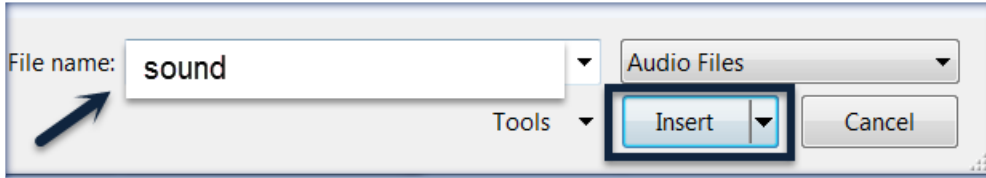
If you want the .wav sound file to be contained inside the presentation, you can [increase the size of the embedded file](#) to a maximum of 50,000 KB (50 megabytes). However, raising this limit also increases the overall size of your presentation and may slow down its performance.

Add an audio clip

1. Click the slide to which you want to add an audio clip.
2. On the **Insert** tab, in the **Media** group, click **Audio**.
3. Do one of the following: Click Audio from File, locate the folder that contains the file, and then double-click the file that you want to add.
4. Once the audio file is selected, click on **Insert**



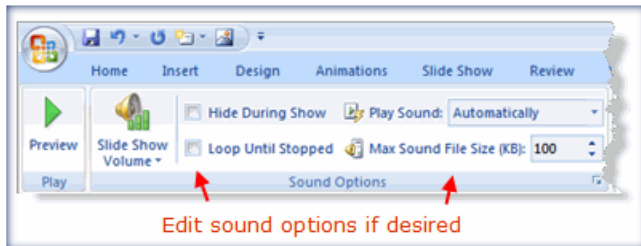
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Power Point Versions may have different features/options

Power Point Version 2007 – To add Music or Sound to PowerPoint 2007 Presentations:

1. Edit Sound Options on the Ribbon.



2. When the sound icon is selected on the slide, the contextual menu changes to reflect options available for sound. Options you may wish to change are:

- volume
- whether to loop (play continuously) the sound until the end of the presentation
- hide the sound icon on the slide
- maximum size of the sound file that can play
- play automatically, across a specific number of slides or on click

**These changes can be made at any time after the sound file has been inserted into the presentation.

General Information

To add a sound clip to your slide show, perform the following steps:

1. Display the slide to which you want to add sound.
2. Use one of the following three methods to insert the sound clip:
 - To browse through the Clip Organizer for a sound clip, on the **Insert** menu, point to **Movies and Sounds**, and then click **Sound from Clip Organizer**.

PowerPoint will display the **Clip Art** task pane and will select **Sounds** in the **Results Should Be** drop-down list. You can use the **Clip Art** task pane to locate a sound clip stored on your computer or on the Office Online Web site.

- To insert a sound clip from an existing sound file on a local disk, a shared network location, or an Internet site (if you haven't imported the file into the Clip Organizer), on the **Insert** menu, point to **Movies and Sounds**, and then click **Sound from File**.

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The **Insert Sound** dialog box will appear. Select the sound file that you want, and then click the **OK** button.

- To record your own sound clip (you must have a microphone attached to your computer) and add it to the slide, on the **Insert** menu, point to **Movies and Sound**, and then click **Record Sound**.


PowerPoint will display the **Record Sound** dialog box. Use the controls in this dialog box to record your sound and then click the **OK** button.

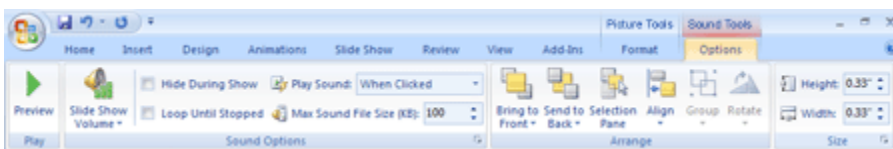
Note Some of the layouts you can apply to a slide (using the **Slide Layout** task pane) add a group of buttons to the slide for inserting various types of objects. These are known as **Content Layouts** or **Text and Content Layouts**. If you've applied such a layout to your slide, you can insert a sound clip from the Clip Organizer by clicking the **Insert Media Clip** button and selecting a sound clip in the **Media Clip** dialog box (which displays both movie and sound clips). However, the **Clip Art** task pane (or the freestanding Clip Organizer program) provides more features for locating and inserting a sound clip and usually makes the task easier.

If you recorded the sound clip, the sound will play during a slide show only when you click the sound icon. (You can modify this behavior using the **Custom Animation** task pane.) If, however, you inserted a sound clip from the Clip Organizer or from a sound file, PowerPoint will display a message box letting you choose when the sound clip will play.

- To have the clip play automatically when the slide is displayed in a slide show, click the **Automatically** button.
- To have the clip play only after you click the sound icon, click the **When Clicked** button.

How to increase or decrease the size of the embedded sound (Please note: the directions below may vary depending on your version of PowerPoint):

1. Click the embedded sound icon .
2. Under **Sound Tools**, on the **Options** tab, in the **Sound Options** group, increase the maximum sound file size by entering a number in the **Max Sound File Size (KB)** box. You can increase it to as much as 50 MB or decrease it to as little as 1 KB.



Note Changes made to this setting are not retroactive. Any sound files that were linked before you increased the maximum sound file size must be deleted and then reinserted into your presentation if you want them to be embedded. Correspondingly, any sound files that were embedded before you reduced the maximum sound file size must be deleted and then reinserted into your presentation if you want them to be linked.

Quick Fixes for PowerPoint Sound and Photo Problems

Sound Won't Play on a Different Computer

http://presentationsoft.about.com/od/powerpointtipsandfaqs/ss/92fixpowerpoint_2.htm

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How to Play a Sound across Multiple Slides in PowerPoint 2013

<http://www.dvd-ppt-slideshow.com/how-to/play-sound-across-slides-in-powerpoint-2013.html>

FYI: There may be an instance in which you may need to select **OPEN WITH** and select PowerPoint as your system might be set to open with Windows Media Player or QuickTime Player as an example.



****Possible Scenario you may encounter: You are able to hear audio, but the professor is not.** The reason it plays for you is that the audio files are on your computer and when you uploaded the file, the audio files did not get attached. Therefore, the professor is not able to access the audio files. To correct this issue, please remove all audio files and follow the above directions for attaching audio files and adjusting audio file size.

If this document does not resolve your issue, please create an eticket in TLC Portal and IT support will assist you!

