

## **Add Music or Sound Effects to a Slide**

1. Display the slide to which you want to add music or sound effects.
2. On the **Insert** menu, point to **Movies and Sounds**, and then do one of the following:

### **Insert a sound file**

- Click **Sound from File**, locate the folder that contains the file, and then double-click the file you want.

### **Insert a sound clip from Clip Organizer**

- Click **Sound from Clip Organizer**, scroll to find the clip you want, and click it to add it to the slide.

**Note:** To do a search for clips in Clip Organizer, fill in the **Search for** box and click **Go**. To get more information about finding the clip you want, click **Tips for finding clips** at the bottom of the task pane; it gives details on finding files using wildcards and adding your own clips to the Clip Organizer.

3. When a message is displayed, do one of the following:
  - To play the music or sound automatically when you go to the slide, click **Automatically**.
  - To play the music or sound only when you click the sound icon , click **When Clicked**.
4. To adjust settings for when the sound file stops: click the sound icon , right-click, and on the shortcut menu, click **Custom Animation**.
5. In the **Custom Animation** task pane, click the arrow on the selected item in the **Custom Animation** list, and then click **Effect Options**.
6. On the **Effect** tab, under **Stop playing**, do one of the following:
  - To stop the sound file on mouse-click of the slide, select **On click** (the default).
  - To stop the sound file after this slide, click **After current slide**.
  - To keep the sound file playing for several slides, click **After** and then set the total number of slides the file should play on.