Library and Information Services

How to insert sound from a CD Audio track

- Open Microsoft Power point and Insert your CD
- Click on Insert tab > Sound icon > Play CD Audio Track
- Under Clip selection choose which track you want to start and which track you want to end with
- In Play options, tick the box Loop until stopped if you want the song to play continuously
- In Display options tick the box if you want to hide the sound icon during the slide show
- Click on OK

- When you insert a sound, you're prompted to select a way to start it.
- Click Automatically if you want the sound to start by itself.
- Click on When Clicked if you want the sound to start when you click the mouse.

A little sound icon is placed into the middle of your slide.

- To hear the sound, double click on the sound icon from the power point slide

You can play your track by clicking on the Preview button, change the volume, change the track start and stop playing and the amount of time you want the track to play.
Setting a sound to play beyond a mouse click:

- Double click the sound icon from your slide
- Click on the Animations tab and then click on Custom Animation

On the right hand side of the screen under Custom Animation, click the small black arrow on the and select Effect Options

- Click on the Effect tab, you can set the sound to start playing from the beginning, last position or a time in seconds you select
- or
- specify the total number of slides it should play through, e.g. stop playing after four slides, then click on OK

- From the Sound Setting tab you can select which track to play.
- Under Play options you may choose the sound volume.
- Under Display options you may hide the sound icon during the slide show. Click OK.

Note: If the CD is not playing, open Windows Media Player from the desktop.

Students: Please use headphones when listening to sound on the computers

You may borrow headphones from the loans desk.