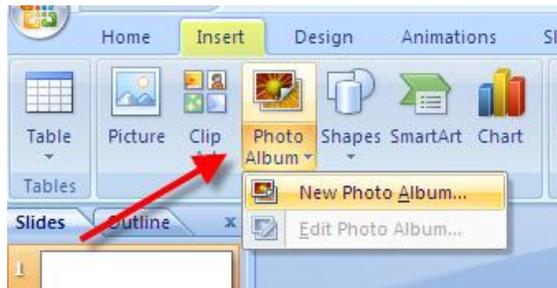# PowerPoint Photo Album

☀ Click on the "Insert" Tab > "Photo Album".

1. Click "New Photo Album".
2. In the Photo Album dialog box, you can choose to add pictures from your hard drive, CD, scanner or digital camera.
3. To add a picture from a file or a disk ...
   - Under "Insert picture from, click "File/Disk"
   - Locate the folder or disk that has your pictures that you want to add to your photo album and click the picture file and then click "Insert".

4. Repeat Step 3 for as many pictures as you want to add to your photo album. -- OR-- To choose all the pictures at one time, CTRL+A will choose all them. --OR-- To choose pictures at random , hold down the CTRL key and click on the pictures that you want.
5. Click "Insert"
6. Now you can choose the way you want the album to look by clicking "Picture Layout"... you can put one picture, two pictures, etc. on one slide.
7. Now click "Create"
8. To make your PowerPoint "look good", you can format the background of the PowerPoint slide or apply a Design Template.
9. If you want to change or update your photo album after you have created it, just click "Insert" on the tool bar and then "Photo Album" and select "Edit Photo Album."

Add music and other sounds to your presentation

You can play music (or other sound bites) during your presentation to make it more inspiring.

Note To record and hear any sounds, your computer must be equipped with a sound card, microphone, and speakers.

1. In **Normal** view, click the slide that you want to add a sound to.
2. On the **Insert** tab, in the **Media** group, click the arrow under **Audio**.
3. Do one of the following:

- To add a sound from your local drive or a network share, click **Audio on my PC**, locate the audio clip that you want, click the arrow beside the audio file, and then click **Insert**.

  Note To add music from third-party, audio-based web sites, download the audio clip to your local drive, and then insert it from there.

- To add a royalty-free sound clip from Microsoft Office Clip Art, click **Online Audio**. In the **Insert Audio** dialog box, in the **Office.com Clip Art** search box, type a description of the audio clip that you are looking for, click the audio clip that you want to add, and then click **Insert**.

Above: When you add music or other sounds to a slide, the media controls appear on the slide.
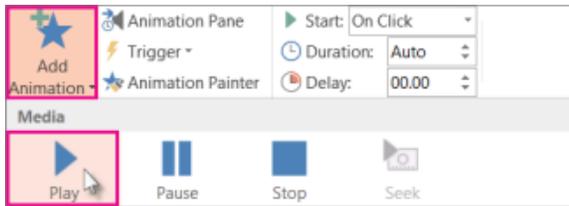
4. In **Normal** view or **Slide Show** view, in the media controls, just click **Play** to play the music or other sound.

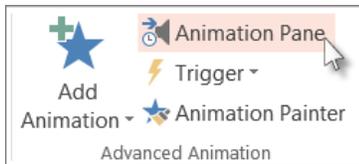## Play music and other sounds automatically when a slide appears

When presenting, you can set it so that the audio plays automatically upon clicking the slide.

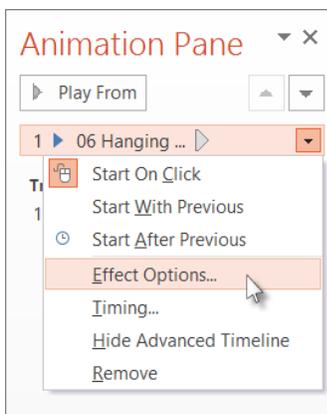1. In **Normal** view, click the audio icon on the slide.

2. On the **Animations** tab, click **Add Animation**.
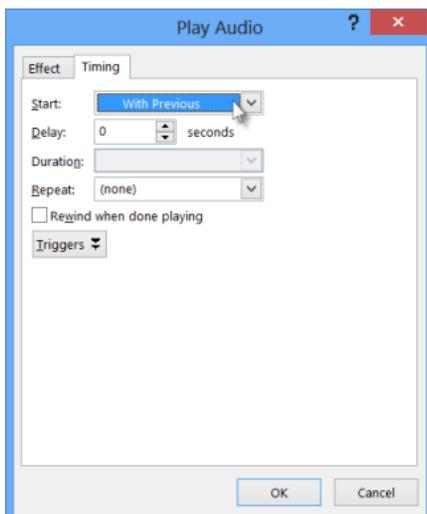3. Under **Media**, select **Play**.

4. To display the **Animation** pane, click **Animation Pane**.

5. In the **Animation Pane**, click the arrow to the right of the animation, and then click **Effect Options**.

6. On the **Effect** tab under **Start Playing**, select **From beginning**.
7. Under **Stop Playing**, select **After current slide**.
8. On the **Timing** tab, in the **Start** list, select **With Previous**.

9. If you want the sound to begin playing after a brief delay, in the **Delay** box, press the up arrow to increase the delay in seconds.
10. Click **Okay**.
11. To preview and test, on the **Slide Show** tab, click **From Beginning**.

Play Across Slides" is under "Audio Tools/Audio Options"

1. Click an audio clip in a slide.
2. Under **Audio Tools** > Click **Playback** > in the **Audio Options** group > click **Play Across Slides**.

"Hide During Show" is under "Audio Tools/Audio Options"

It's also called "Hide While Not Playing".

Here's how to find it:

1. Click an audio clip in a slide.
2. Under **Audio Tools** > Click **Playback** > in the **Audio Options** group > click **Hide During Show**

Play music in the background of your slide show

To play a song for the duration of your slide show, do the following:

Tip: If you use music from an online web site, download it to your computer's hard drive first, and then insert it to PowerPoint from there.

1. On the **Insert** tab, click **Audio**, and then click **Audio on my PC.**
2. Locate and double-click the music file.
3. On the **Playback** tab, click **Play in Background**.