

# How to Embed Music in a PowerPoint Presentation (with pictures)

Make sounds with your presentation. Get lots of attention.

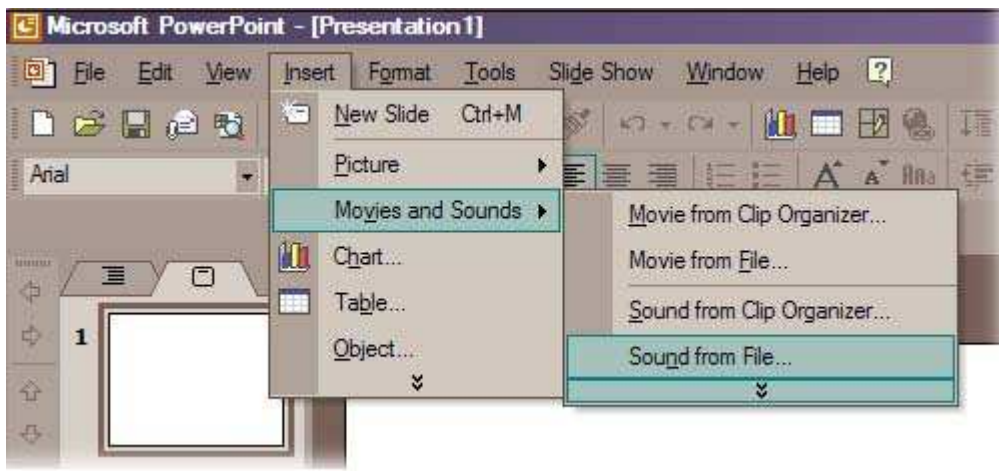
1. 1

**In PowerPoint, highlight the slide where you want the music to start.**

2. 2

**From the menu, choose:**

INSERT > MOVIES AND SOUNDS > SOUND FROM FILE



3. 3

**Browse in dialog box to choose music file.** Answer "Do you want your sound to play automatically in the slide show?"

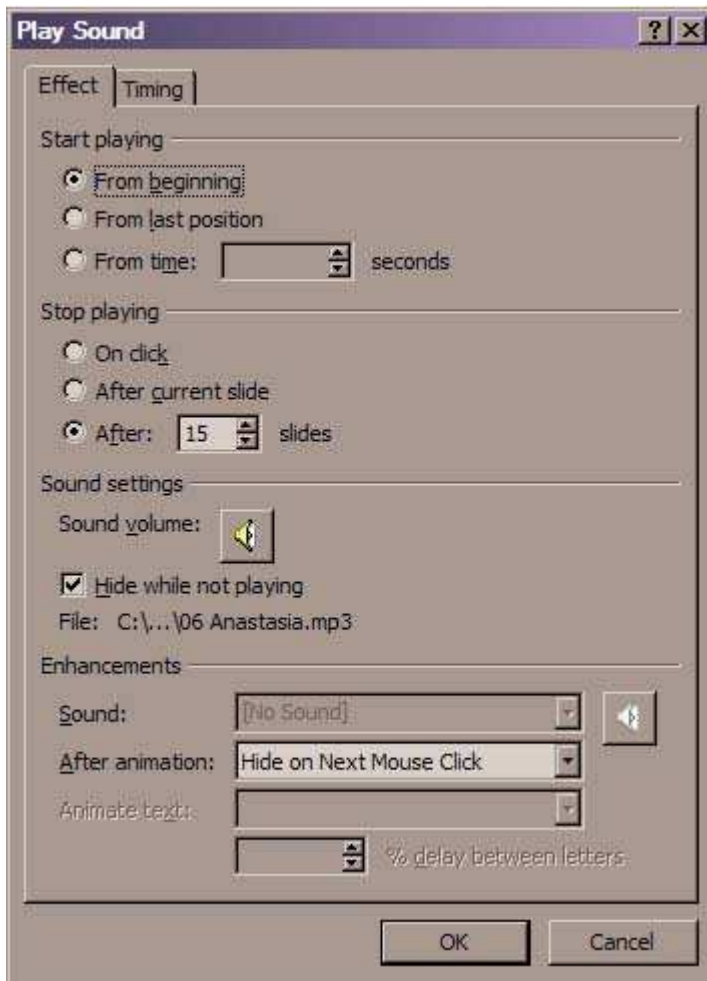
4. 4

**You will see a sound icon on your slide.** Reposition icon.



5. 5

**To adjust playback options, right-click sound icon and choose CUSTOM ANIMATION.** Choose EFFECT OPTION from drop-down list.



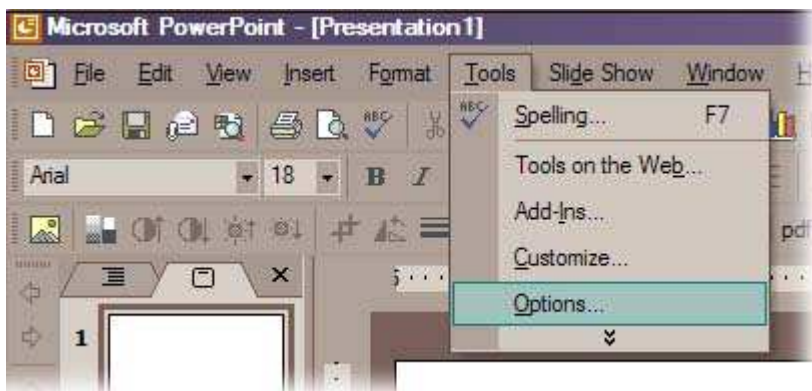
6. 6

**PowerPoint will automatically embed supported sound files up to 100K in size.** Files larger than the default setting will be linked, not embedded.

7. 7

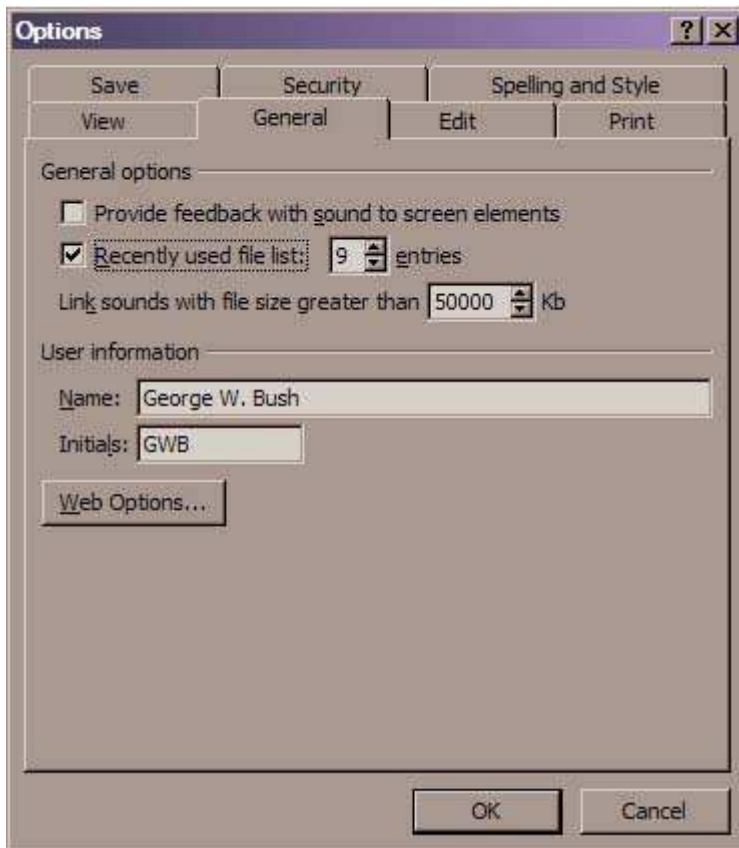
**To increase the default to 50,000K in size, choose:**

TOOLS > OPTIONS



8. 8

**In the OPTIONS dialog box, select the GENERAL tab.** Change 100 Kb to any number up to 50,000 Kb. Click OK.



9. 9

**Files larger than the selected size will be linked, not embedded.** You must copy linked files with your presentation file to transport your presentation. Embedded sound files are part of your presentation file.

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