

Powerpoint 2007 with Multimedia

Contents

Create a Folder to Hold Everything.....	1
Inserting Music.....	1
Insert music (or sound effect) onto one slide	1
Setting Music to play on more than one slide	2
Inserting Video	2
Recording Narration.....	2
To Record or Re-record over a Single Slide (<i>to correct a mistake</i>)	3
Playing your Powerpoint Presentation on other Computers	3
Package for CD Instructions:	3
PPT on the Web	4
PPT and Google Docs/Google Sites.....	4

Create a Folder to Hold Everything

1. Create a folder on your jump drive or on your computer.
2. Place all the audio or video files that you will be using into this folder
3. Open then **IMMEDIATELY SAVE** your Powerpoint presentation into the folder.

You need to do this if so all the "linked" media files will work when moving from one computer to another.

[Back to Table of Contents](#)

Inserting Music

Insert music (or sound effect) onto one slide

1. Choose **Insert > Sound** (*from file*)
Typically, you can insert .mp3 or .wav format audio on a PC.
2. When asked "**How do you want the sound to start in the slide show?**" select **Automatically**
The music will start playing when the slide is viewed and stop playing when click the mouse. You will have to click again to change to the next slide. This can be changed using the Custom Animation options (see below).

Setting Music to play on more than one slide

1. Select the **Animations tab**, then select, **Custom Animation**
2. The **Custom Animation window** will open on the right and you will see the filename of the music file in the “list”.
3. **Right click on the Music’s File Name** and choose **Effect Options...**
4. Under **Stop Playing, Check AFTER:** and enter the **number of slides** you want the music to continue playing over during the slide show, including the current slide.

Note: You can Hide the Sound Icon on the slide by choosing the **Sound Settings tab** and **Check: Hide sound icon during slide show**

[Back to Table of Contents](#)

Inserting Video

1. Choose **Insert > Movie** (from file)
You can only insert Windows Media Video (.WMV) video files and “some” .AVI videos on a PC Powerpoint. You can only insert Quicktime (.MOV) videos on a MAC Powerpoint.
2. When asked "**How do you want the movie to start in the slide show?**" select **Automatically**
The movie will automatically start playing when the slide opens.

[Back to Table of Contents](#)

Recording Narration

Generally you want to do this LAST so you can record slide “timings”! Do not record narration then add music or video afterwards if you want the “narration’s slide timings” to automatically play your slide show.

IMPORTANT....Do not choose Insert > Sound > Record Sound to record “narration”. This doesn’t work for narration.

Tip: If you have music, video with audio or other audio already inserted on your PPT slides, turn off the volume of the speakers so the sound won’t be recorded again through the microphone as it plays back through the speakers. You can also use earphones to mute the speakers but still hear the other audio in the PPT as you record your narration.

1. Choose **Slide Show > Record Narration**
2. Click **OK** to start recording your narration (beginning with the first slide)
3. Click the Mouse or press the Space Bar to advance to the next slide and continue recording narration on that slide.

3 TIPS for Recording Narration:

- a. Allow a second or two after you finish talking on one slide before advancing to the next slide to avoid cutting off your voice on that slide.

- b. If you have video or music on a slide, wait until the video stops playing before advancing to the next slide... this will save the slide timing to allow the video to finish playing when the PPT is played automatically.
 - c. Use headsets to hear the playback so the audio from the music or video doesn't get recorded "again" through your microphone or turn the speakers down a lot!
4. When you've reached the last slide continue clicking until you get a window that asks, **Do you want to save the slide timings?** Choose **SAVE**.

[Back to Table of Contents](#)

To Record or Re-record over a Single Slide *(to correct a mistake)*

1. **Select the slide** that you want to re-record new narration over
2. Choose **Slide Show > Record Narration** then click **OK**
3. Choose **CURRENT SLIDE**
4. Record your voice then **HIT THE ESCAPE KEY** to stop recording on that slide.

Note: If you click the mouse or press the space bar, PPT will advance to the next slide and erase any narration you have on that slide!

5. Choose **SAVE**

[Back to Table of Contents](#)

Playing your Powerpoint Presentation on other Computers

If you saved your PPT and had all the media you used in your presentation in the same folder on your Jump Drive, you can open and play the presentation on any PC that has Powerpoint 2007. It may also play on a MAC but Videos inserted onto a PC Powerpoint will not play on a MAC and Videos inserted onto a MAC Powerpoint will not play on a PC because the WMV and Quicktime formats are not compatible between these computers.

On a PC, the best way to assure that your Powerpoint with Multimedia and all the fonts you chose will play on ANY PC is to use Package for CD.

Package for CD Instructions:

1. Click on the **Office Button** then choose **Publish**
2. Choose **Package for CD**
3. **Select Options**
 - Check all 3 options, including **Embedded True-Type Fonts**
 - Click **OK**
4. Click on **Copy to CD** (make sure you have a CD-R inserted)

[Back to Table of Contents](#)

PPT on the Web

You can upload the entire folder holding your PPT and all the media to the web or save the PPT as a Web Page. After uploading a folder, just publish the URL to your Powerpoint presentation file and everything should work.

But, the best way to put your Powerpoint presentation with narration, music and video on the web is to use the ***free i-Spring Powerpoint plug-in*** to convert your entire PPT presentation, with all the video, narration, music and slide timings into a ***Flash Video Webpage***. See the SMS tutorial:

[Convert PPT presentations with audio and video to a Flash Web Page or Video](#) for more information.

PPT and Google Docs/Google Sites

You cannot upload Powerpoint 2007 documents to Google Docs and convert them into Google Presentations unless you first save it as a Powerpoint 97-2003 compatible presentation before uploading. Also, hyperlinks to local documents will not work after uploading a Powerpoint to Google Docs/Sites. All "linked" documents must also be uploaded to Google Docs and new hyperlinks created to these document's URLs on the Google Servers.

[Back to Table of Contents](#)