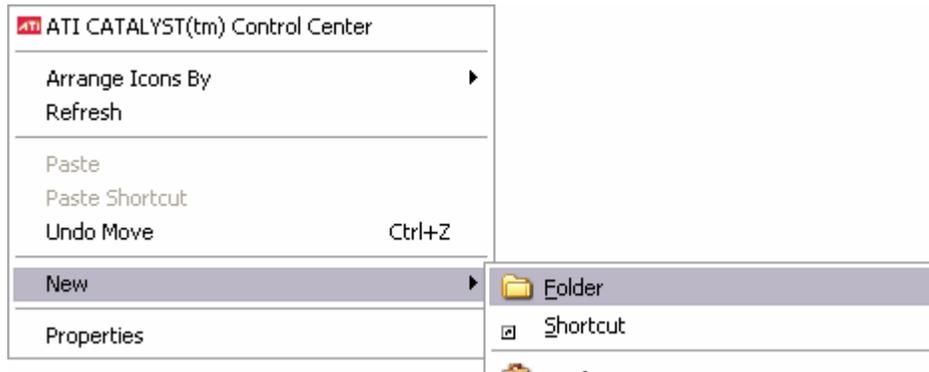


Adding Sound and Video Files to PowerPoint Slides

To ensure that any sound or video files added to a PowerPoint slide remain “intact” when transporting a presentation from one machine to another, please follow these simple steps. This process should work with any file size and format that PowerPoint is capable of interpreting. However, this has not been tested. These steps are an alternative to using PowerPoint’s *Pack and Go* (PPT 2002 and earlier) and *Package for CD* (PPT 2003).

Step 1 – Create New Folder

You can create a new folder on the desktop of your local machine by first right-clicking on the desktop with your mouse. A menu should appear. When the menu does appear, click on or hover over *New*. A second menu should appear (see figure below).



Click on the *Folder* option. The menu will disappear and a Folder icon (image A) will appear on your desktop. The new folder (image A) will be awaiting a new name. Name the folder by typing your chosen name and hit *Enter*. The folder will refresh with its new name (image B).



Step 2 – Gather Sound and/or Video Files

You will next want to gather up any sound and/or video files that you wish to include in your slide show(s). As you gather these files, either move or copy them to your newly created folder.

A flexible method for moving or copying a file is to select the desired file with the right mouse button, instead of the left, and drag it to your desired location. After you release the right mouse button a menu will appear (see figure below). This menu provides you with the option to either copy, move, or create a shortcut. For this situation, you want to either copy or move. Do not create a shortcut.



You can also move/copy multiple files with this technique, assuming they are all in the same folder. If you wish to select all of the files in a particular folder, press and hold the Control (*Ctrl*) key while you press the *A* key. To select multiple files that are grouped together in a folder, left-click and drag across all of the desired files. If you are selecting multiple files in a folder but they are not neatly grouped, you can press and hold the Control (*Ctrl*) key while you individually select each file with a single left-click. Finish with the right-click and drag method to reveal the option menu discussed earlier.

Step 3 – Create PowerPoint Presentation

Open PowerPoint. Immediately save the new presentation to the folder you created earlier. It should still be on the desktop of your local machine.

Begin creating your slides as desired. When you are ready to insert a sound or video file, from the Menu Bar, click *Insert*. Hover over or click *Movies and Sounds*. To insert a sound file, click *Sound from File* or to insert a video file, click *Movie from File*. A window should open. You will probably need to browse to the desktop and find the folder you created earlier. Open the folder and select the file you wish to insert. Click *OK*.

The following will appear...



Click on your decision. The window will disappear and a new icon, if sound, or video window, if video, will appear on the active slide.

Step 4 – Transport

After you have completed the creation of your presentation and saved it to your newly created folder, you're ready for transport. To accomplish this, all you need to do is decide how you want to transport your presentation. You can use the network (i.e. network drive, e-mail), however, we recommend the use of physical, external storage devices (i.e. CD, Zip, Floppy, Jump/Flash).

We highly recommend the use of a Jump/Flash drive. They are more robust than any other type of portable data storage device. They offer greater storage capacity than CD, Zip, and Floppy discs. Some have a capacity of 4 Gigabytes (billion bytes) compared to a CD's capacity of 650 Megabytes (million bytes). You can transfer files to and from a Jump/Flash drive just like transferring files from one folder to another. The best part is that most are small enough to put on your key ring.

Regardless of your decision, the important thing is to ensure that you copy/move your newly created presentation folder. **Do not copy/move individual files contained within the presentation folder.** By moving the entire presentation folder we are minimizing the likelihood of the presentation losing its link, or connection, to the media file(s).

Example:

After following the steps previously outlined, I have a folder on my desktop titled *My Presentations*. In it are three files. Two sound files, *SongA.mp3* and *SongB.wav*, and one PowerPoint file, *MyPowerPoint.ppt*. The sound files have been linked to the PowerPoint file by the methods in step three.

I prepare to transfer my presentation to my Jump drive by first ensuring that *MyPowerPoint.ppt* and the folder *My Presentations* are closed. I minimize all windows so that I can see the folder *My Presentations* on the desktop of my local machine. I next open my Jump drive from *My Computer*. Using the right-click and drag method discussed earlier, I move, not copy, the folder *My Presentations* to my Jump drive (I will explain later why I didn't copy the file). Transfer complete.

Step 5 - Verify

We next need to verify that the presentation and its associated media links are still intact. Ideally we would take our portable storage device to another machine and test. Unfortunately, in most cases, this is not an easy option.

Instead, we just remove the portable storage device from our current machine, count to ten, and then reinsert the storage device. If your portable storage device is a CD or a

Jump/Flash drive, the drive will probably open automatically. However, if it's not or if it doesn't, open *My Computer*, locate your device, and then double-click on it to open.

Locate your presentation folder, open it and then open your PowerPoint file. Do not run the slideshow. To simplify testing, follow these steps to verify each of your media objects.

- 1 – Locate media object (your sound or video clip)
- 2 – Right-click on media object
- 3 – Select ***Play Sound*** or ***Play Movie***
- 4 – Did it work?

If after hitting ***Play*** you did not receive a popup similar to this one...



...then your links are intact and you should be able to see and/or hear your media file.

If you can't hear the media file, check audio settings.

I moved the presentation folder to the portable storage device so that as I completed the verification process, I could be certain that PowerPoint was using the media files on the portable storage device and not the local machine.

Now that you have verified that everything works, we recommend you copy your presentation folder back to your local machine. This will be your working folder for all future presentations.

If you are fortunate enough to test your presentations on another machine, you are welcome to copy your presentation folder from the beginning. In either case, make sure the presentation folder on your local machine is always up-to-date.

Folder Structure

The folder structure utilized in the preceding steps is of the simplest form. We have a folder, *My Presentations*, which contains only three files, *SongA.mp3*, *SongB.wav*, and *MyPowerPoint.ppt*. This structure is the simplest form because all of the files are on the same level. An example of this structure is illustrated in the figure, *Structure1*, below.

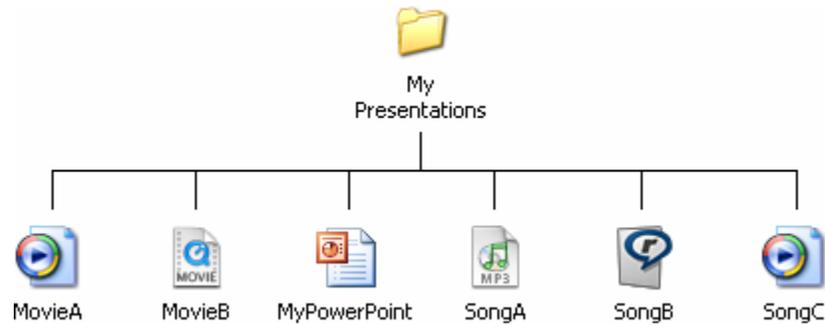


Figure: Structure1

Structure1 works well for simple applications with minimal files. However, if these procedures are to be repeated again and again, the folder *My Presentations* will become an unorganized mess. One thing we can do is organize our songs and movies into their own sub-folders. See *Structure2* for an illustration.

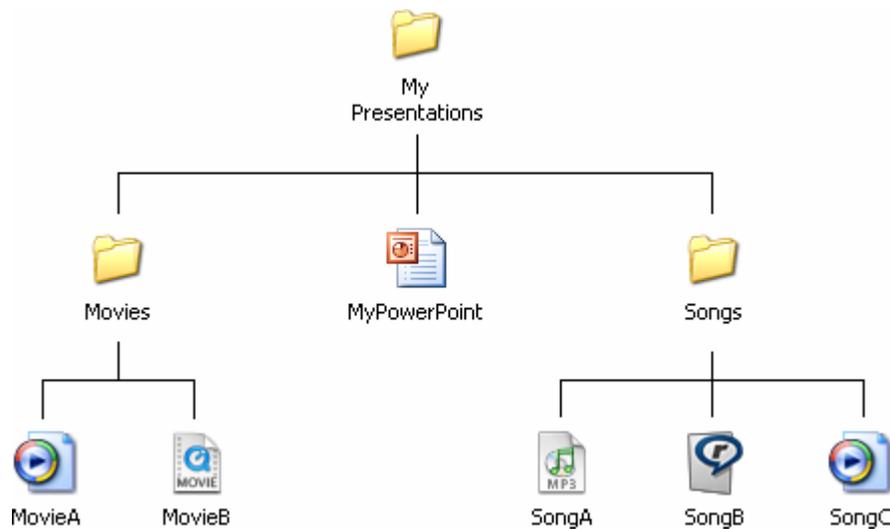


Figure: Structure2

Other sub-folders can also be added. For example, you could add a sub-folder for images. You can also go deeper with your sub-folders. In the sub-folder *Songs*, for example, you could add additional sub-folders to categorize your songs by artist, year, genre, etc.

In order for your presentations to maintain their transportability, there is one very major rule to consider when organizing your *My Presentations* folder. It is:

Objects linked to a PowerPoint file cannot require PowerPoint to navigate to a higher level in folder structure.

Illustrated below are two examples of possible scenarios which violate the rule. Remember, these are examples of what not to do.

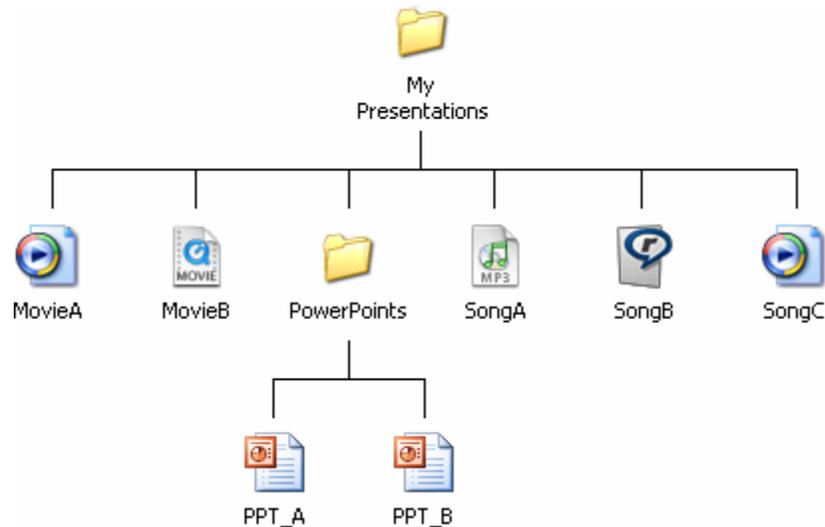


Figure: Example 1

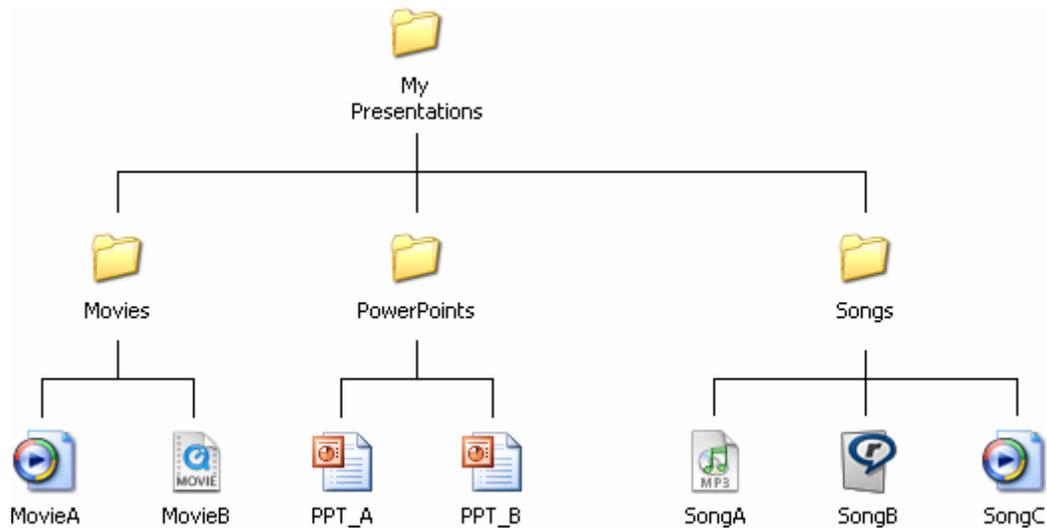
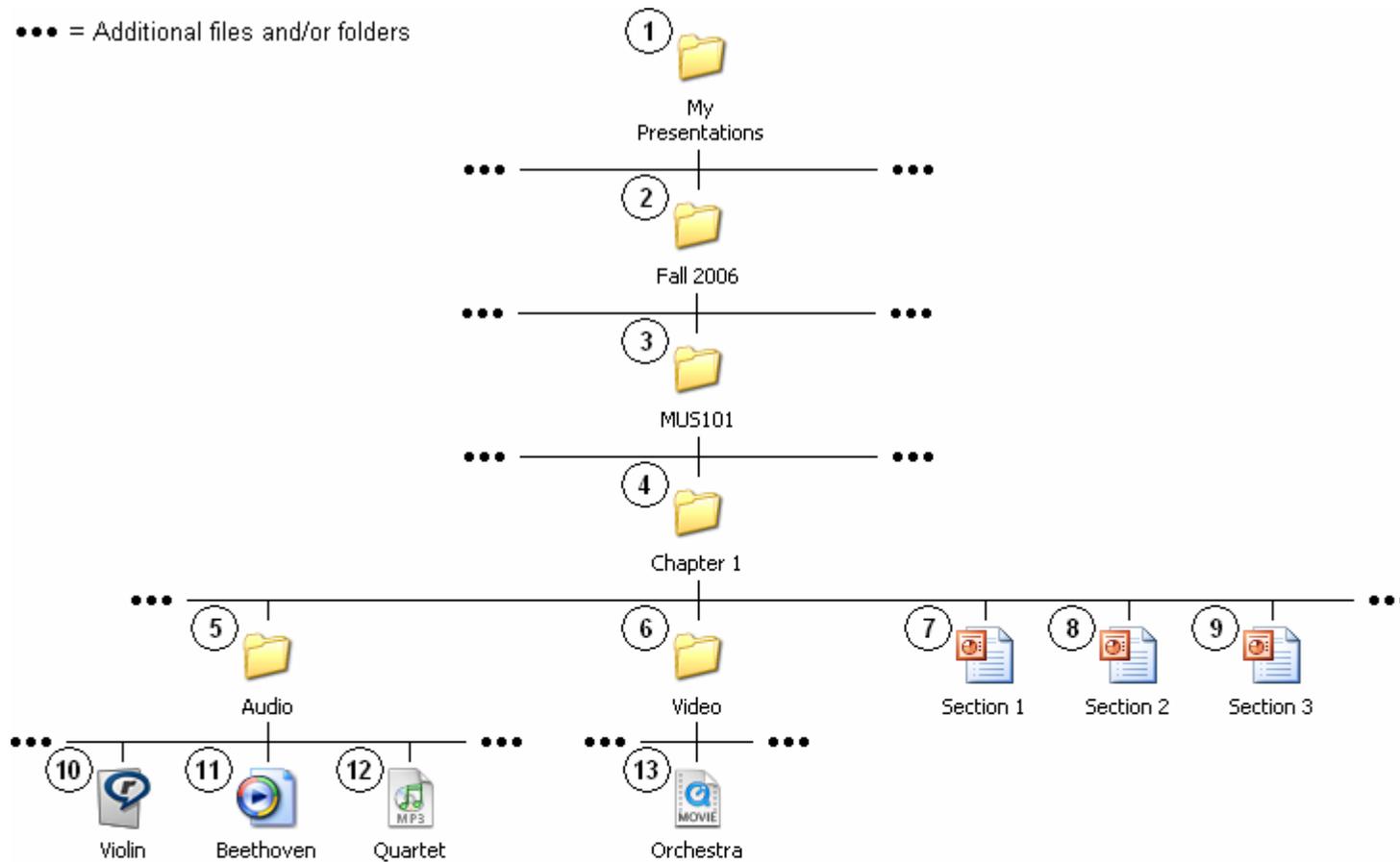


Figure: Example 2

There are many possibilities in how you can organize your folders. The important thing is to always obey the above rule. On the next page you will find a more concise example of how one might organize their presentations folder for classroom instruction.

... = Additional files and/or folders



- 1 - C:\Documents and Settings\user\Desktop\My Presentations
- 2 - C:\Documents and Settings\user\Desktop\My Presentations\Fall 2006
- 3 - C:\Documents and Settings\user\Desktop\My Presentations\Fall 2006\MUS101
- 4 - C:\Documents and Settings\user\Desktop\My Presentations\Fall 2006\MUS101\Chapter 1
- 5 - C:\Documents and Settings\user\Desktop\My Presentations\Fall 2006\MUS101\Chapter 1\Audio
- 6 - C:\Documents and Settings\user\Desktop\My Presentations\Fall 2006\MUS101\Chapter 1\Video
- 7 - C:\Documents and Settings\user\Desktop\My Presentations\Fall 2006\MUS101\Chapter 1\Section 1.ppt
- 8 - C:\Documents and Settings\user\Desktop\My Presentations\Fall 2006\MUS101\Chapter 1\Section 2.ppt
- 9 - C:\Documents and Settings\user\Desktop\My Presentations\Fall 2006\MUS101\Chapter 1\Section 3.ppt
- 10 - C:\Documents and Settings\user\Desktop\My Presentations\Fall 2006\MUS101\Chapter 1\Audio\Violin.wav
- 11 - C:\Documents and Settings\user\Desktop\My Presentations\Fall 2006\MUS101\Chapter 1\Audio\Beethoven.wma
- 12 - C:\Documents and Settings\user\Desktop\My Presentations\Fall 2006\MUS101\Chapter 1\Audio\Quartet.mp3
- 13 - C:\Documents and Settings\user\Desktop\My Presentations\Fall 2006\MUS101\Chapter 1\Video\Orchestra.mov

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