

Incorporating Windows on Maine audio into a Powerpoint slide presentation

1. Select audio file and download it from the Windows on Maine (WOM) web site.
2. Save the file in the same location as your Powerpoint (ppt) file.
3. Make sure the the audio player is already installed and configured to play the audio you wish to use. When the audio file is selected from Powerpoint, it will open in a player, like QuickTime.
4. Insert audio file into Powerpoint presentation. When incorporating audio into Powerpoint, it does not become embedded within the ppt file, but references the audio file you saved.

For example, go to

<http://windowsonmaine.library.umaine.edu/fullrecord.aspx?objectId=7-50>

Click on the **Sound** link



**Fin Whale sound
(audio recording)**

Fin whales live in the Gulf of Maine.

[Find Similar Resources](#)

Sound
289.7K
Bytes

A new window will open. Click on **Download this file**



(audio recording)

[Download this file](#)
289.7K Bytes

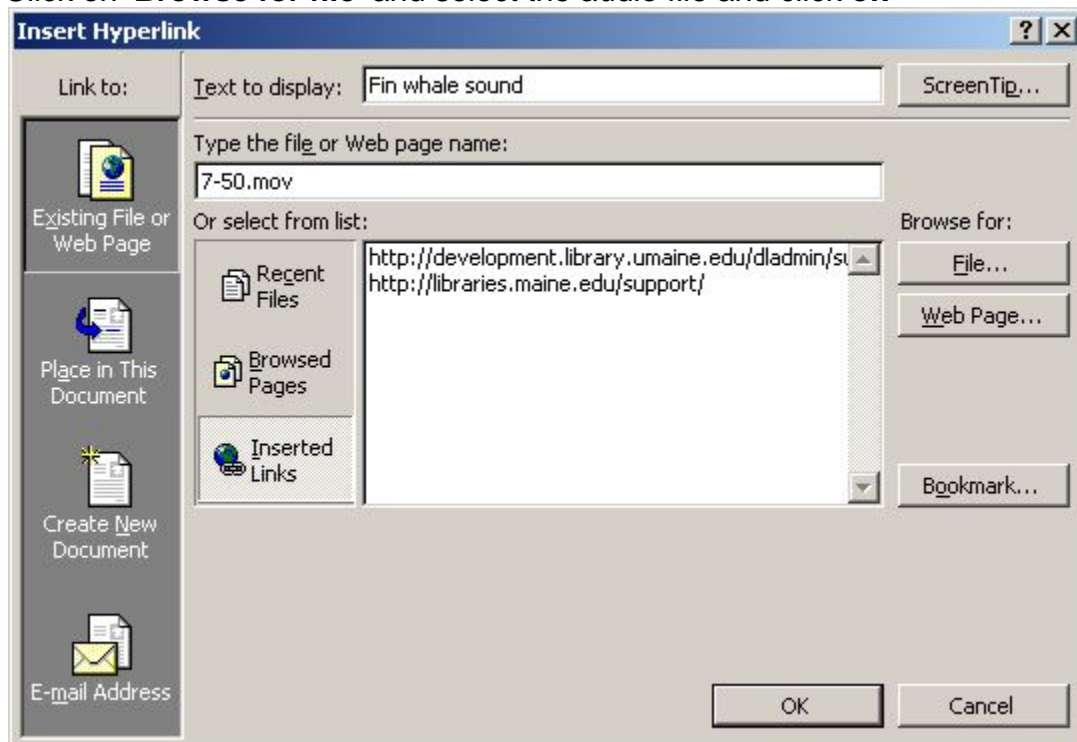
Click on **save, choose location**, and choose **save**. Save audio file in the same location as your powerpoint (ppt) file.

In Powerpoint, you can incorporate the audio file by creating a link using either text or an image.

For example,
type the word **Fin whale sound**.
highlight text (left click mouse and drag)
right click and select **hyperlink**



Click on '**Browse for file**' and select the audio file and click **ok**



Click on **File** -> **Save** from toolbar menu.

Next click on **Slideshow** -> **View show** from toolbar menu or click on F5.
Click on the word "Fin whale sound". Audio file will open in separate window.
When finished close audio player and proceed with presentation.



Fin whale sound

Note: If you move your ppt file to another directory, another computer, or CD ROM, remember to move the audio files also.