

Embedding Sounds in PowerPoint 2000/XP

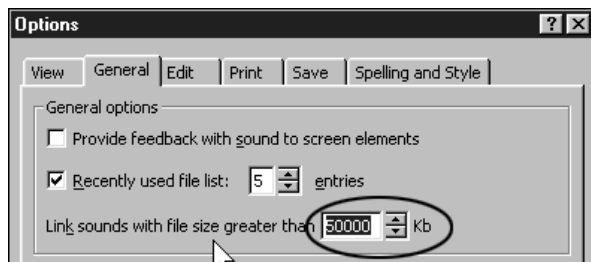
Have you ever used sound in your PowerPoint presentation on one computer and when you tried to run the presentation on another computer no sound was present? This problem is one that describes the fundamental difference between linking objects and embedding objects. Object Linking and Embedding (OLE) refers to the process where files or objects are linked or embedded into documents created in Windows Applications. In our case, PowerPoint is the application that is “causing” the problem relative to your full PowerPoint presentation functionality. Follow one of the two following methods to solve this dilemma in your classroom.

Method 1: Embed Sound Files into the Presentation

One way to resolve this problem is to increase the **LINK SOUNDS WITH SIZE GREATER THAN ___ KB** setting in Microsoft PowerPoint 2000/XP. This strategy allows you to embed the sounds into your presentation and have them play back on a different computer without copying each sound separately.

To do this, follow these steps:

1. Click **TOOLS > OPTIONS** on the standard toolbar in PowerPoint 2000/XP.

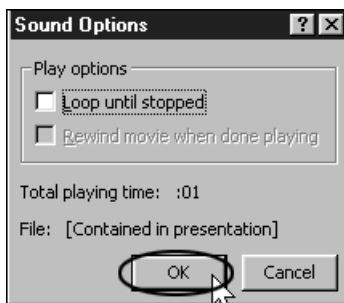
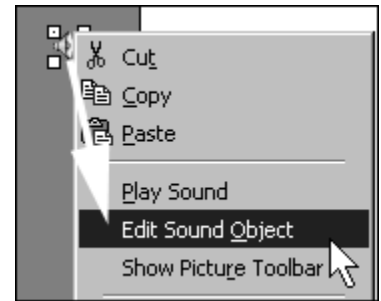
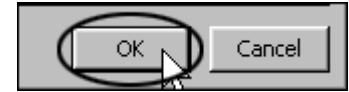


2. Click on the **GENERAL** tab and increase the **LINK SOUNDS WITH SIZE GREATER THAN ___ KB** setting to a size just larger than your largest sound file.
3. The maximum size that you can enter here is 50,000 kilobytes (KB), which equals 50 megabytes (MB) for PowerPoint.

DID YOU KNOW?

A person remembers 10% of what they read, 20% of what they hear, 30% of what they see and 50% of what they see and hear. If used effectively, PowerPoint can be a useful learning tool.

4. Click **OK** to return to the main PowerPoint window.
5. Delete the sound objects that are currently not working, and then reinsert the sounds into the slides.
6. The sounds are now embedded and should play on any computer. To check that the sounds are embedded, go to a slide that has a sound used in that slide. **RIGHT-CLICK** on the **SOUND** icon and click the **EDIT SOUND OBJECT** submenu.



7. If the sound object is embedded, the text printed to the right of the **FILE:** text will be **[CONTAINED IN PRESENTATION]**. Click **OK** to return to the main PowerPoint window.



8. If the sound object is not embedded, the text printed to the right of the **FILE:** text will be **THE PATH TO THE LINKED FILE**. An example of this path is shown in the picture to the left of this text. Click **OK** to return to the main PowerPoint window.

NOTES:

You have to reset the play settings for each sound after you reinsert it into the original presentation.

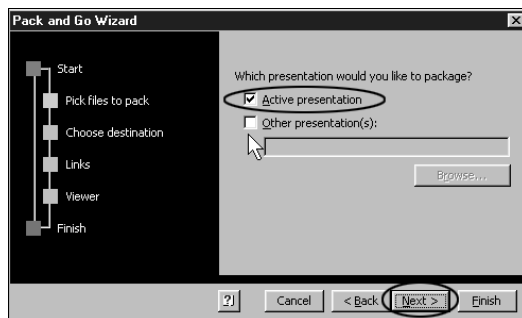
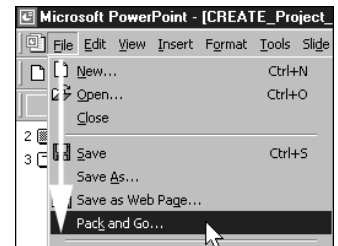
This process increases the file size of the presentation by the size of the sound file being embedded.

These steps apply only to *.wav, *.au, and *.aiff sound files. You cannot **EMBED MP3** sound files into PowerPoint presentations, even though PowerPoint 2000/XP can **PLAY MP3** files.

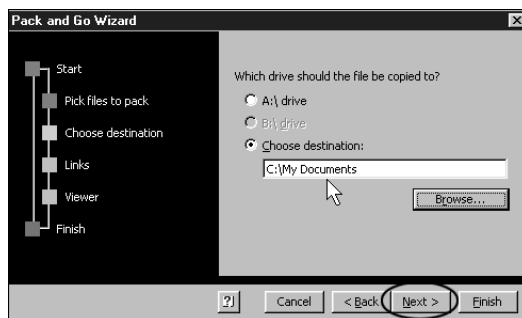
Method 2: Use Pack and Go to Gather Sounds

Use the Pack and Go feature to bundle all the presentation and associated sound files, and then unpack these files into a directory on the new computer before running the presentation. To do so, follow these steps:

1. Click **FILE > PACK AND GO** from the main menu toolbar.
2. Click **NEXT** on the first screen of the **PACK AND GO WIZARD**.



3. Click the **ACTIVE PRESENTATION** check box, and then click **NEXT** to continue to the next screen.



4. Select where you want to create the Pack and Go file: Click **A:\ DRIVE** or **CHOOSE DESTINATION**. If you click **CHOOSE DESTINATION**, you must navigate to the folder on a local hard drive where you want to save the file.



5. Click **NEXT** to continue to the next screen.
6. Click **INCLUDE LINKED FILES**, click **EMBED TRUE TYPE FONTS**, click **NEXT**, and then click **NEXT** again for the next screen of the wizard.
7. On the last screen of the wizard that is not shown in this handout, click **FINISH**. These steps create a Pack and Go file that includes the sound files but not the **POWERPOINT VIEWER**.

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