



MS PowerPoint: Creating an Audio Clip from an Audio CD Track

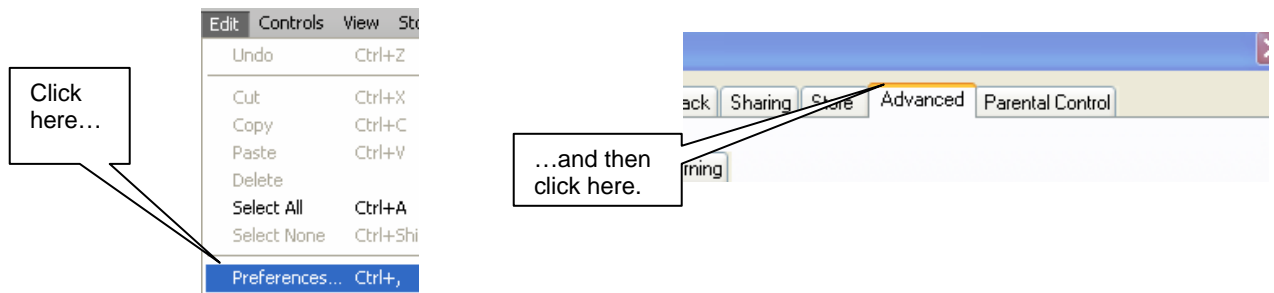
Windows version 2002

You can create an audio clip from part of a CD or iTunes track that will play during your presentation. Note: there are several ways to create audio clips. This method requires access to iTunes and the iTunes preferences. It also requires access to audio editing software, such as Audacity.

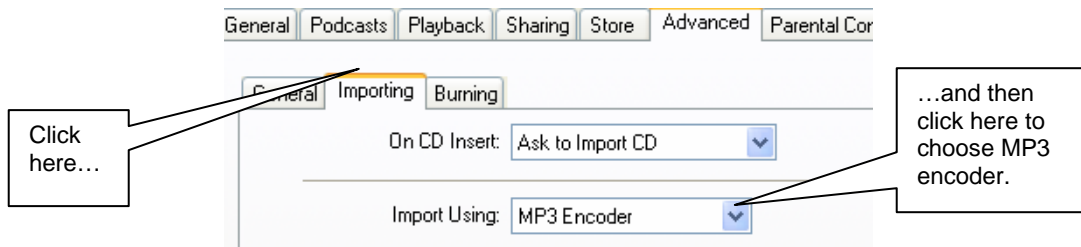
iTunes and Audacity CANNOT be accessed on school computers.

Check iTunes Preferences

Open iTunes and go to Edit>Preferences; click on the Advanced tab.



Click on the Importing tab and choose MP3 encoder (if it's not already checked). Be sure to click OK when you're done.



Import or Download Music

Import or download the song(s) that you want to use in your PowerPoint project.

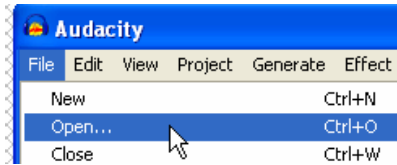
| | Name | Time | Artist |
|-------------------------------------|--------------|------|----------------------|
| <input checked="" type="checkbox"/> | Sunspots | 2:06 | Bob Mould |
| <input checked="" type="checkbox"/> | Young Folks | 0:36 | Peter, Bjorn, & John |
| <input checked="" type="checkbox"/> | Orange Crush | 3:51 | R.E.M. |

Creating an Audio Clip from an Audio CD Track (continued)

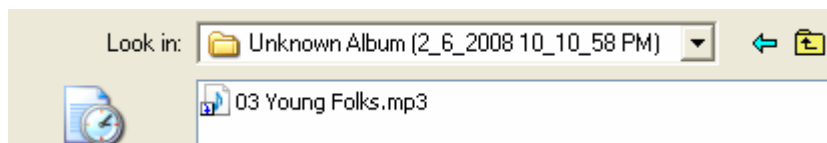
Create Clip Using Audio Editing Software

Open your audio editing software. In this example we are using Audacity, which can be downloaded (for Windows or Mac) from free from <http://audacity.sourceforge.net/>.
Note: this software CANNOT be downloaded on school computers.

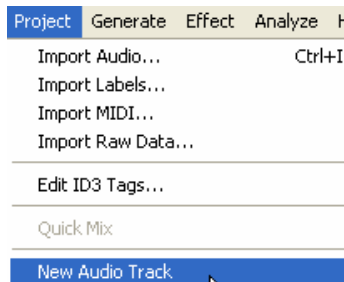
Go to File>Open.



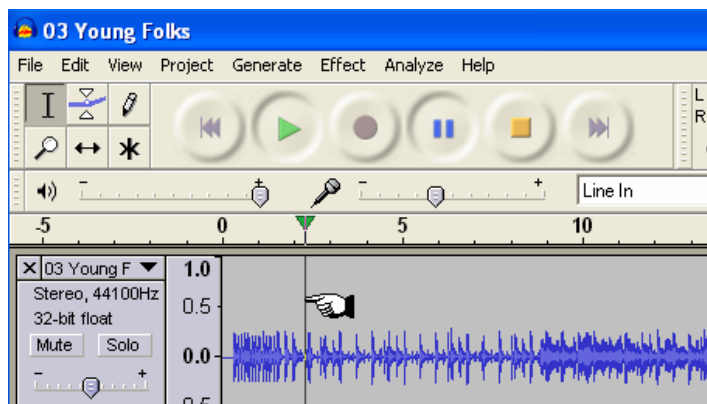
Navigate to your iTunes library; click one of the tracks that you need to edit, and then click Open.



Go to Project and select New Audio Track.

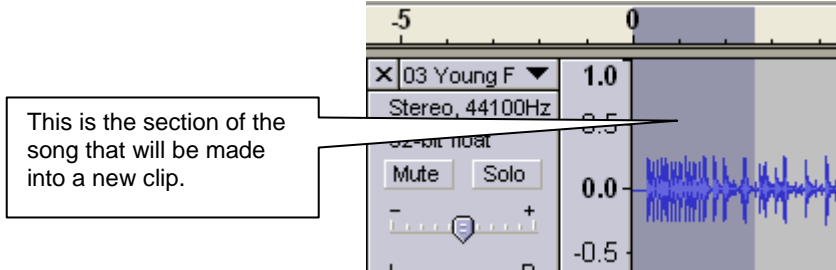


Play the clip; pause it at the desired spot.

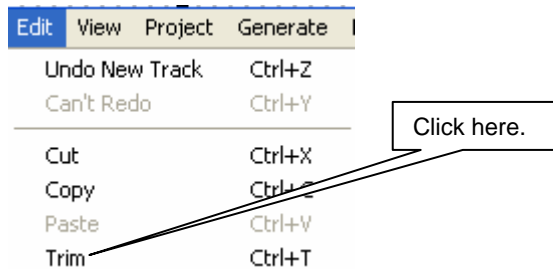


Creating an Audio Clip from an Audio CD Track (continued)

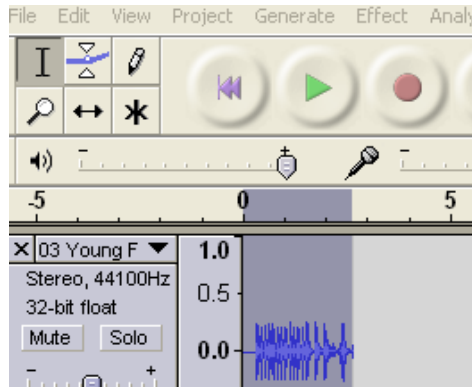
Drag the marker to “shade” the section of the track that you want to keep.



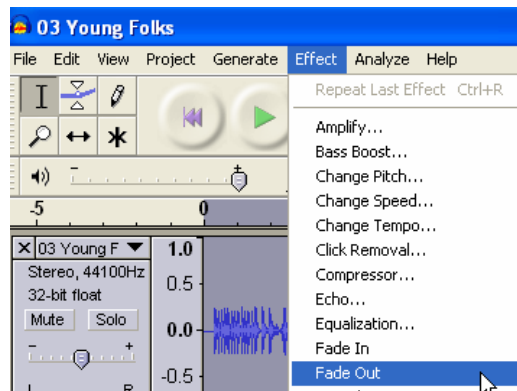
Go to Edit>Trim.



The new clip appears.



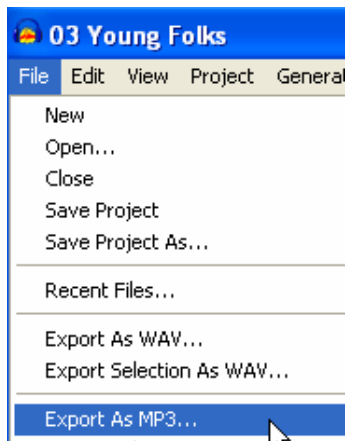
You can add effects to the clip, such as Fade In, Fade Out, etc. Go to Effect, and choose an option from the list, if desired.



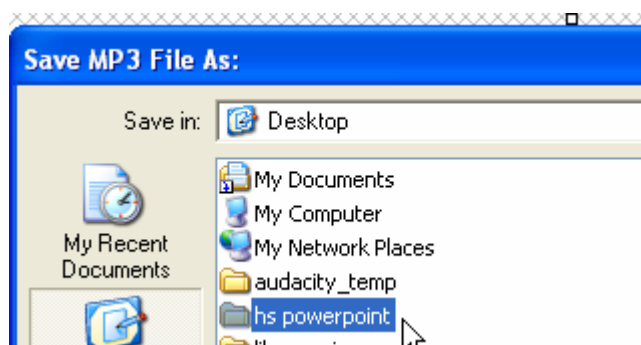
Creating an Audio Clip from an Audio CD Track (continued)

Saving Your New Clip

Go to File and choose Export As MP3...

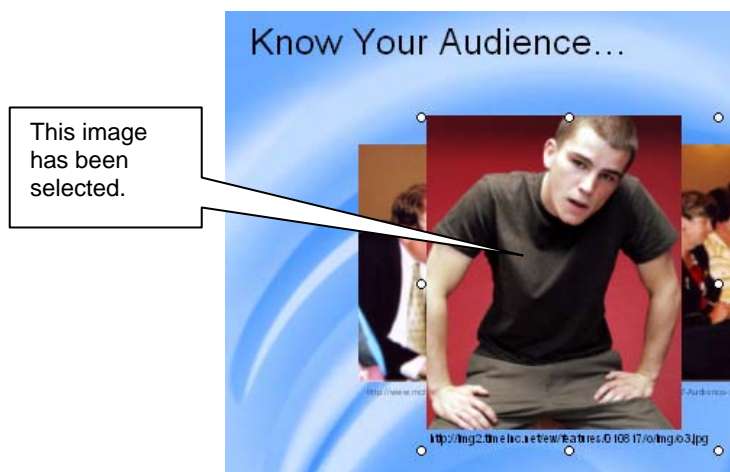


Navigate to your PowerPoint project folder and click OK to save the clip.



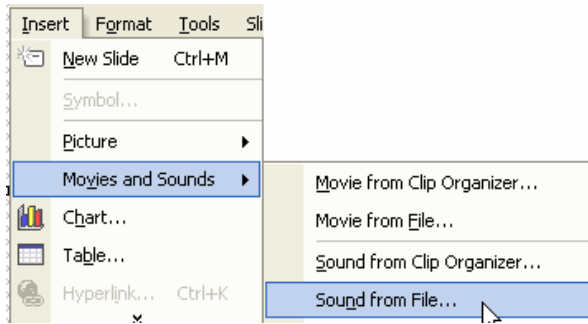
Inserting the Clip

Open your PowerPoint project and click on the image that will be associated with the audio clip.

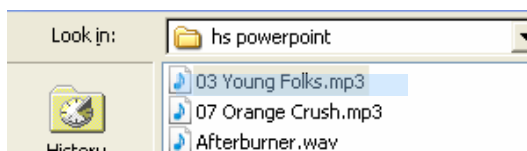


Creating an Audio Clip from an Audio CD Track (continued)

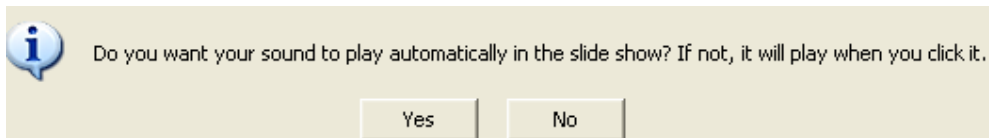
Go to Insert>Movies and Sounds>Sound from File...



Navigate to your PowerPoint folder and choose the sound clip that you created.

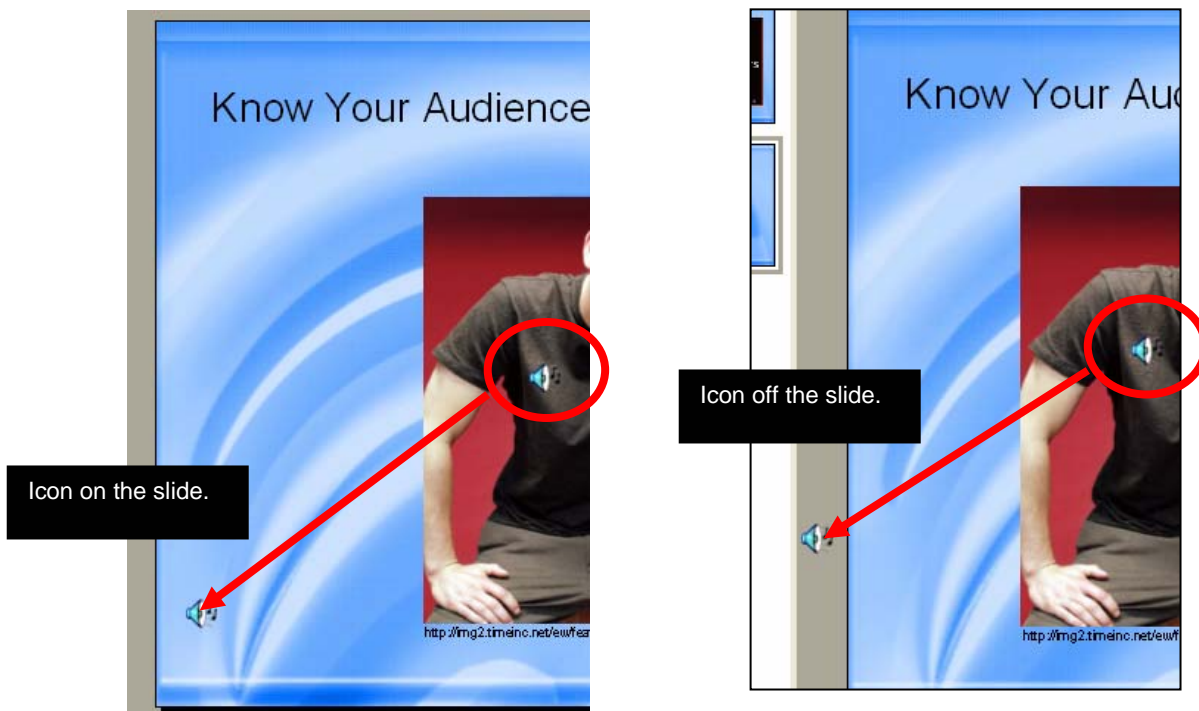


Decide if you want the clip to play automatically, or if it will play when you click the mouse.



Find the sound icon and drag it to the side of the slide.

If your clip is set to play automatically, you can drag the icon off of the slide completely.



Creating an Audio Clip from an Audio CD Track (continued)

Test your clip by clicking on the Slide Show icon in the lower left corner. Your clip should play as soon as the image appears on the slide.

For help with transitions and custom animation effects, see the tip sheet or Help section for Animation.

