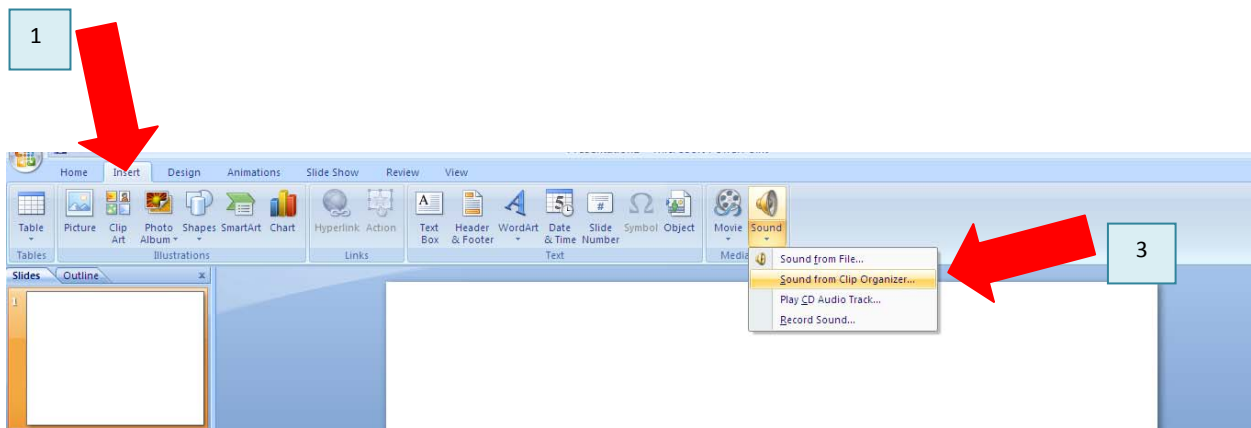
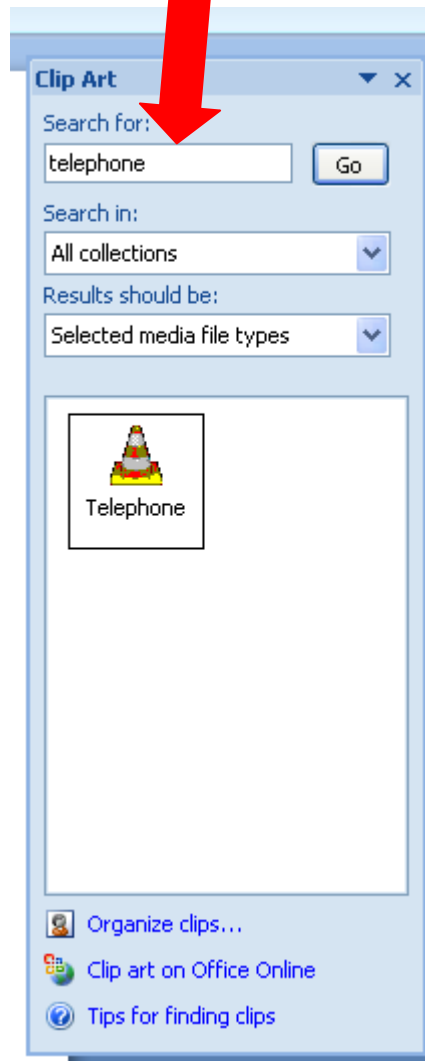


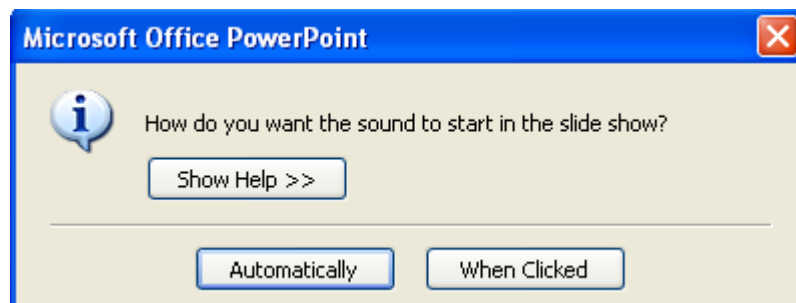
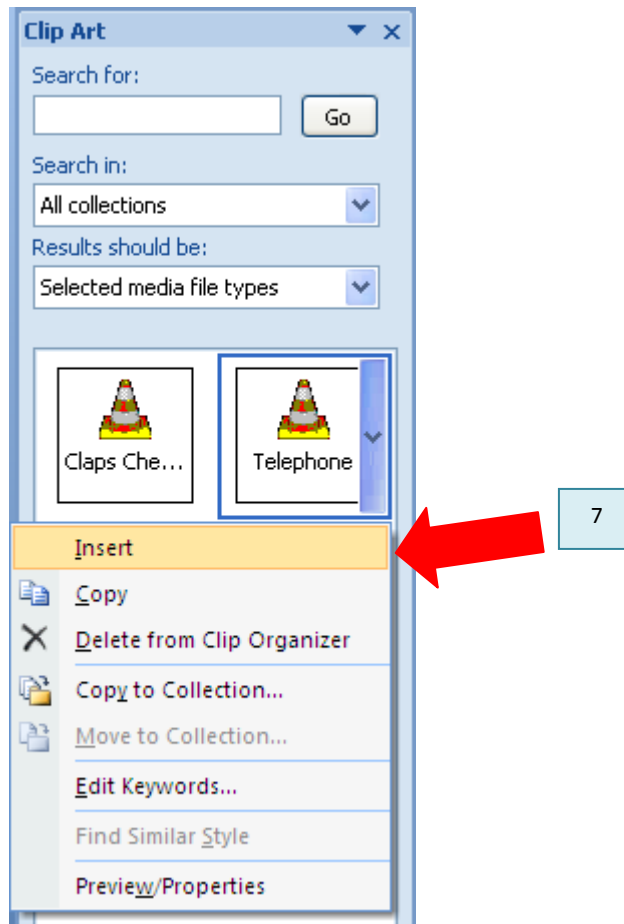
STEPS OVERVIEW:

1. Click on the Insert tab of the ribbon.
2. Click the drop down arrow under the **Sound** icon on the right side of the ribbon.
3. Select Sound from **Clip Organizer**.
4. Keywords are search terms you would use to narrow the search for a specific sound clip.
5. In the task pane on the right side of the PowerPoint 2007 screen, enter one or more keywords to search for sound clips.
6. For example; if you are searching for Telephone sound clips, enter the word "Telephone" in the Search for: text box. There is no need to capitalize the search word(s).
7. To insert sound clip, click on the drop down arrow and click insert. Once you have chosen the sound clip to play in your PowerPoint 2007 presentation, you will be prompted for whether to play this sound clip automatically when the slide is presented, or to play the sound on the click of the mouse.
8. Click on the sound file icon on the slide.
9. The ribbon should change to the contextual menu for sound.



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