

YalMusT Instructional Guides

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Instructions for Ripping CD tracks and inserting in PowerPoint (Mac)

iTunes Instructions

1. insert CD and open iTunes
2. in iTunes open Preferences -> General -> import settings (bottom right).
3. Make sure the top tab "import using:" is set to AAC Encoder. Close the preferences window.
4. In the iTunes main window, click on the CD icon on the left and select those tracks you wish to import/insert in your powerpoint presentation using the checkboxes next to the tracks.
5. Click the import button.
6. Once the files have been imported, right-click or control+click one of the tracks you wish to insert into your presentation and select "Show in Finder." This will open a Finder window showing the track(s).

PowerPoint Presentation Instructions

1. Open your presentation and navigate to: Insert -> Sound and Music -> From file... Or simply drag and drop your sound file into the powerpoint project where you want it to appear.
2. PPT will ask you when you wan the file to start, "Automatically" (when the slide is advanced to) or "When clicked."
3. To adjust placement within the presentation, simply click and drag the file in edit mode. To edit the settings for the file, click it once to select it. This will open the "Sound" panel in the "Formatting Palette" where you can set further options (see below.)

