

### **Attaching Files to Powerpoint (Microsoft 07)**

1. Open the files from the email and save them somewhere you can retrieve them from (desktop, jump drive, etc.)
2. Open the ECALC powerpoint and save this somewhere as well.
3. Re-open the powerpoint from the saved location
4. In powerpoint go to slide 7
  - a. The go to the "Insert" tab and click "Sound" where it says media clips on the far right.
  - b. Select "Sound from file" and then find the Tequila Ad audio clip
  - c. It will show up as a little speaker icon on the slide and then it will ask you "How do you want the sound to start in the slide show?" Select when clicked.
    - i. When giving the presentation you then need to clip on the little speaker icon to play the clip.
5. For the Marlatt clip, go to slide 15
  - a. Repeat the steps for the audio clip, but instead select "Movie" and "Movie from file."
  - b. The video clips how up as black boxes. Expand these to take up the whole slide
6. Repeat again for slide 21 with the Ad 5 clip and for slide 22 with Ad 6 clip.
7. If you want to transport the presentation to another computer and keep the clips embedded, you have to copy the presentation along with all the clips onto a jump drive or burn it to a disk.

\*\*\*If you are using Microsoft 2010 the options are Audio and Video instead of Sound and Movie but the process is the same\*\*\*