

# **Step 6 - Part A – Add Music**

- If you don't have Music on your computer, you can download for free. Step 6 – Part B shows you how to download free music.**
- You have 3 options to Add Music. The first option is to Insert Music called Sound from your computer on a Slide and it plays the Music just on that Slide. The reason to do that is if you create your own voice. If you want your own voice that you created in Movie Maker, you can add that to Kingsoft Presentation. Step 5 – Part C shows other options to create your own voice.**
- Next is the other options.**

- **The second option is to Insert Music called Background Music from your computer and it starts the music on the slide and continues on each slide.**
- **The third option is insert a Video that has music. As I mentioned in Step 5, if you Insert Background Music, it also plays that music on the Video with the Video music, which is not good.**
- **As I mentioned in Step 5, if you don't want the Background Music on the Video, you have to put the Video first and the Background Music on the next slide after the Video.**
- **Next is more details.**

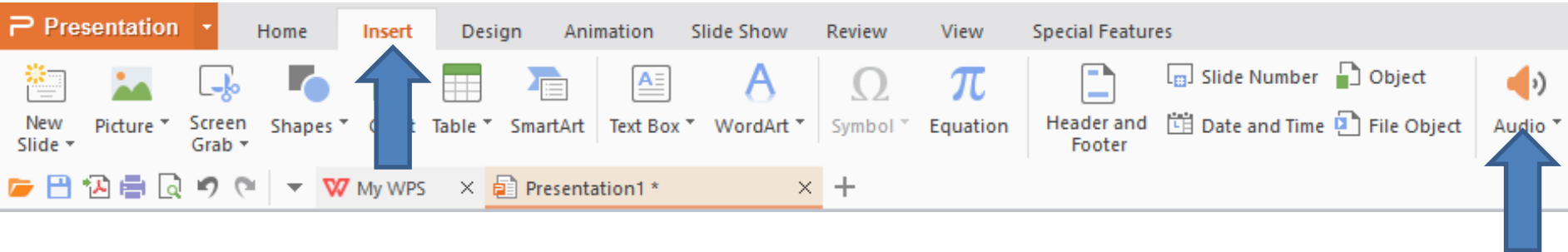
- **If you don't want the music from the Video and just want the Background Music, you put the Video after the slide that has Background Music and Mute the Music from the Video.**
- **You can Mute & Trim Music from the Video Music and it shows you how to do that in Step 8 – Part B.**
- **You can Trim Music from the Music you Insert from your computer. When you Trim Music from a Background Music at the end to make it smaller, it does not stop the Music, it repeats the music after you did Trim.**
- **Next is more about Trim Music from Sound Music.**

- **When you Trim Music from the Sound Music, it stops playing the music at the end of the Trim.**
- **Step 7 shows you how to Change Volume & Trim.**
- **As I mentioned before, if you insert Background Music on a slide before a video, it plays on the video. If you don't want the Background Music on the Video and you want the Video at the End of the slides, it is not easy. You have to insert Sound music on each slide and Trim it on each slide.**
- **That's why to put the Video first as I mentioned before and add the Background Music after the Video.**
- **Next is how to Add Music.**

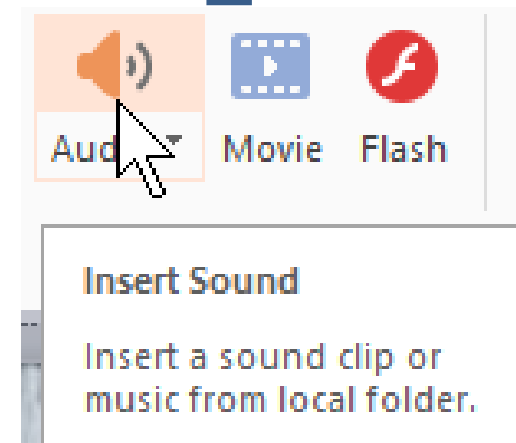
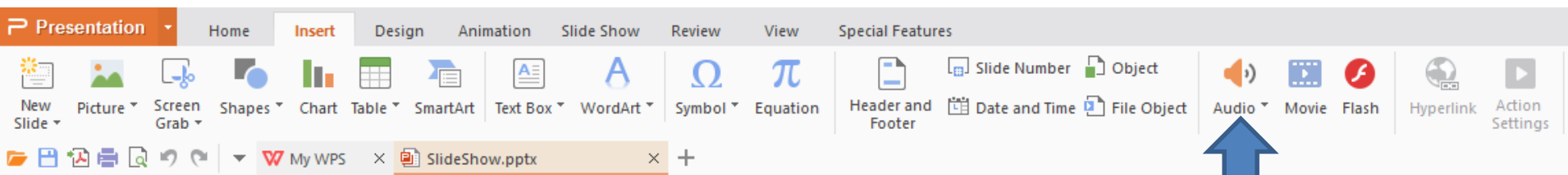
If you have a Video and want the Music/Sound like I added, click on the slide after the Video. If don't have a Video, I recommend you click on the second slide, so you can add your own Voice on the first Slide. Next is Insert.

The image shows the WPS Presentation software interface. The main slide is red with the word "VENICE" in a large, black, stylized font. Below the title is a white box with the text "Click to add subtitle". The software's ribbon is visible at the top, with tabs for Home, Insert, Design, Animation, Slide Show, Review, View, and Special Features. The Home tab is active, showing options like Paste, Copy, Format Painter, From Current Slide, New Slide, Layout, Section, Text Box, Shapes, Arrange, Outline, Find, Replace, Selection Pane, and Settings. The Outline pane on the left shows four slides: Slide 1 (red with "VENICE"), Slide 2 (photo of a restaurant), Slide 3 (photo of a street scene with a blue arrow pointing to it), and Slide 4 (photo of a street scene). The status bar at the bottom says "Click to add notes".

- Once you select the slide you want to add music, you click on the Insert tab that I showed you before and you see Audio. Next is what happens when you click on the drop down explains Audio.

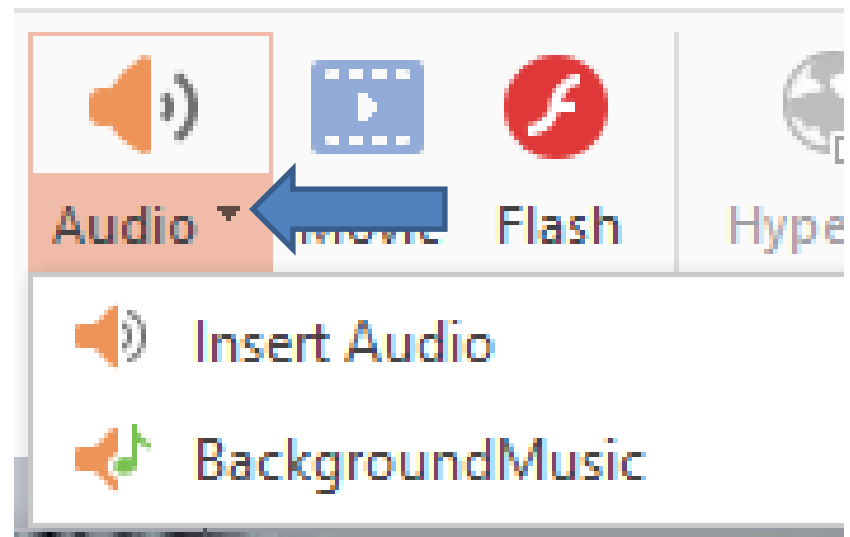


- When you hover over it, it shows Insert Sound, which is like Sound in the one that they used to show. Below it shows it.
- There is a drop down on the right of it and it shows two other options, which is next.



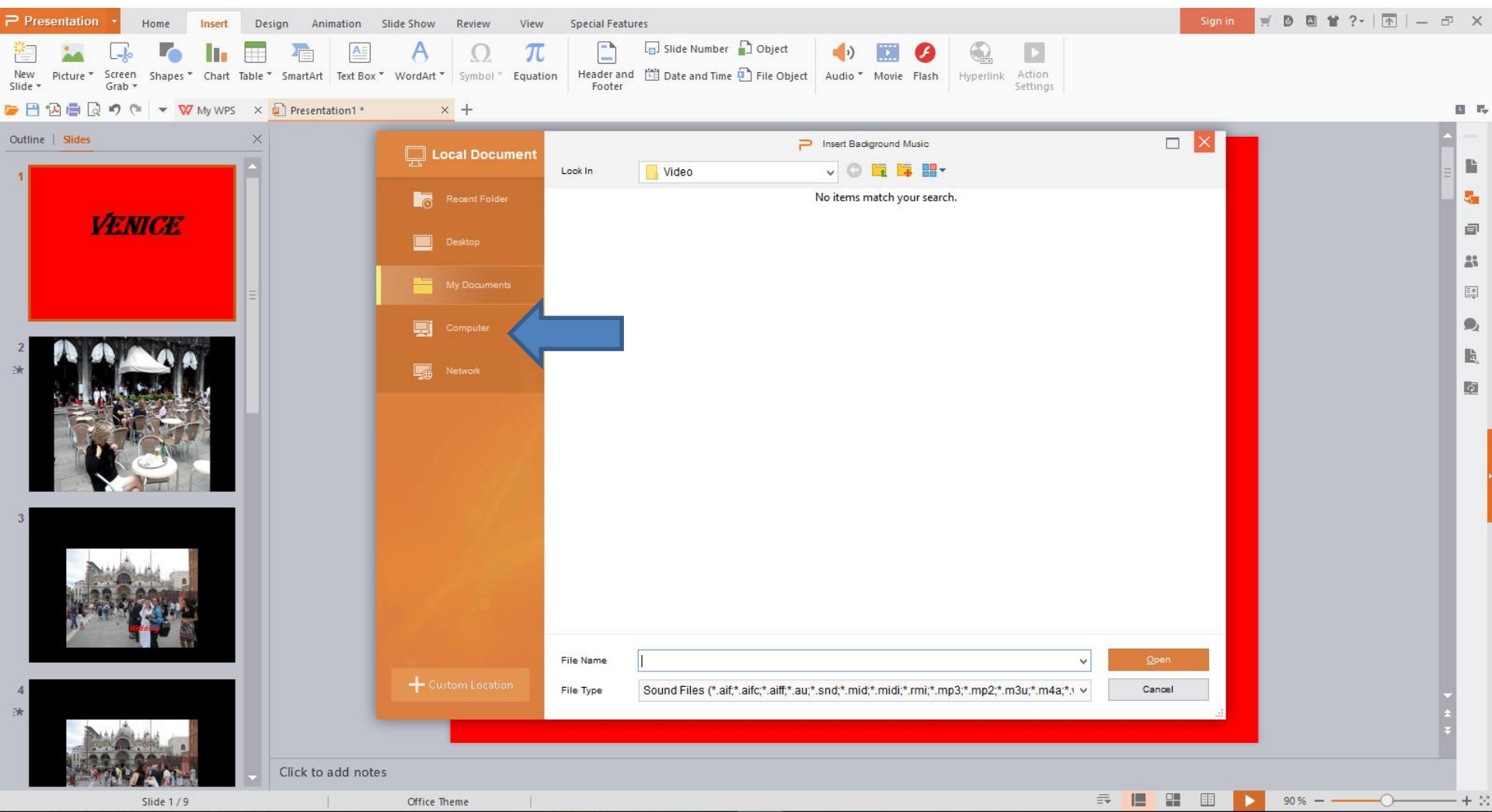
- When you click on the drop down on the right, you see Insert Audio and BackgroundMusic.
- BackgroundMusic is the same as I showed you before.
- Insert Audio is the same as Insert Sound. If you want to Insert Sound, you can just click on Audio or do the drop down and click on Insert Audio. If you want Background Music, do drop down and click on BackgroundMusic.

Next is what happens when you click on either one, but it is BackgroundMusic

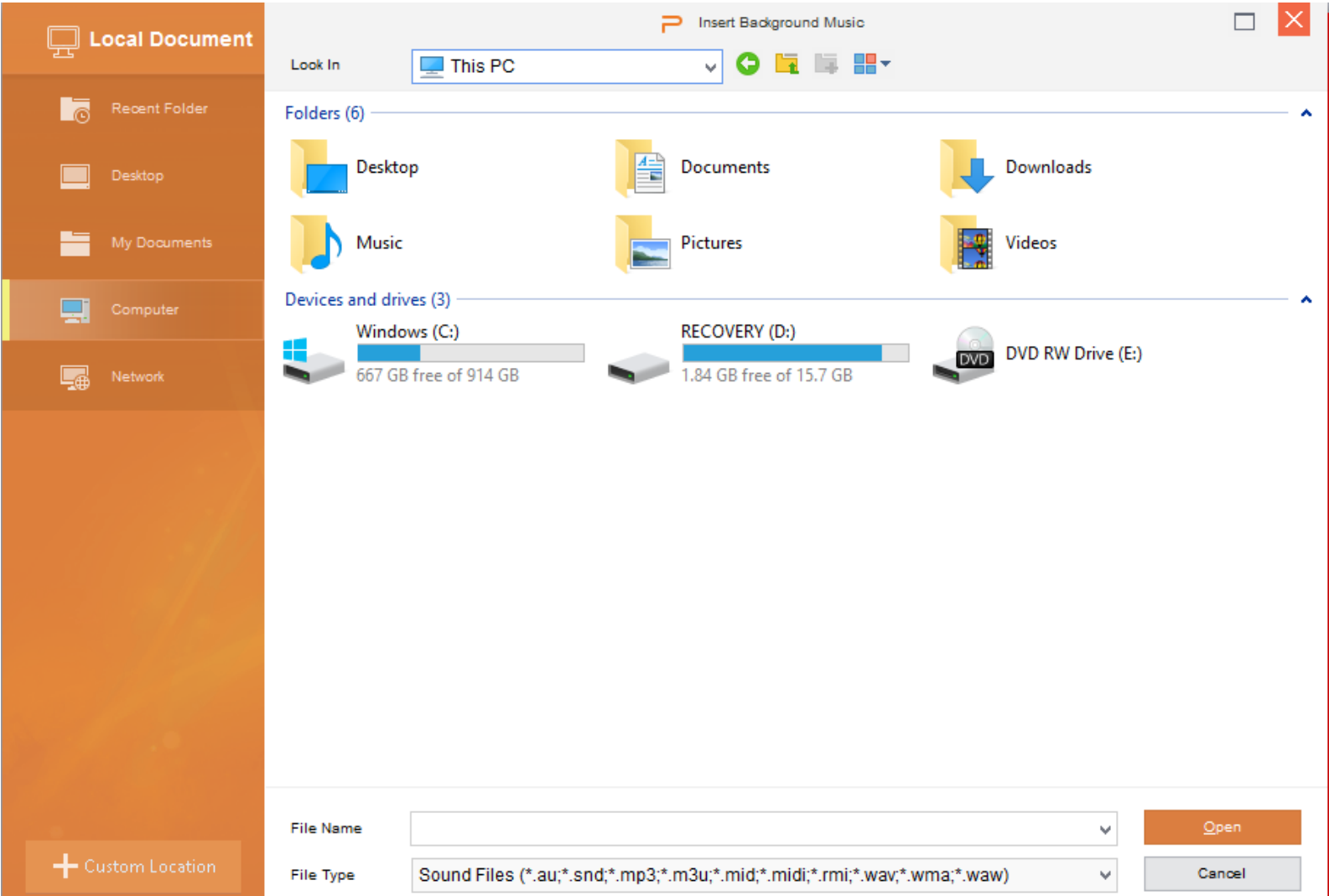




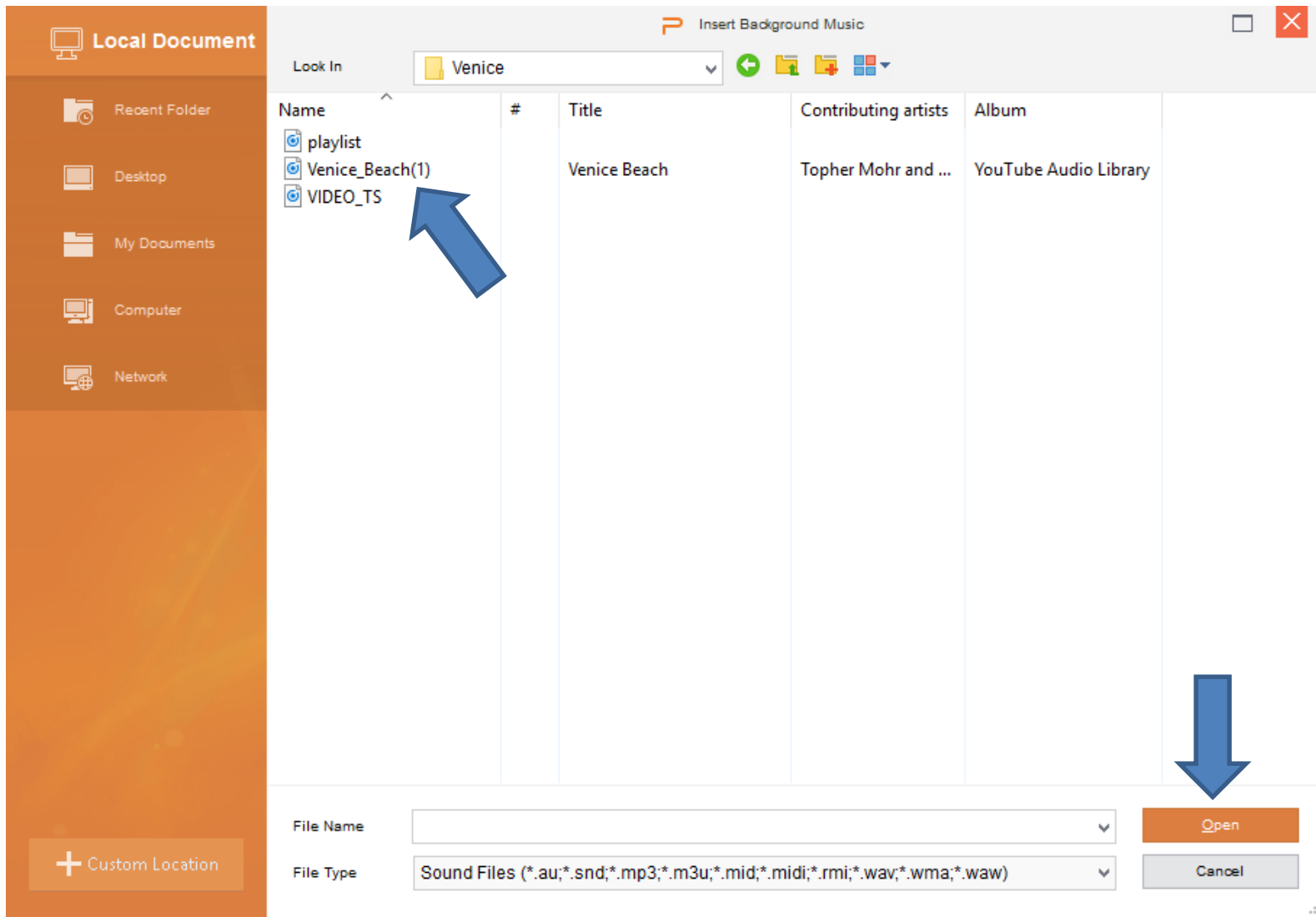
• When you click on BackgroundMusic, a new window opens. I recommend you click on Computer. Next is what happens.



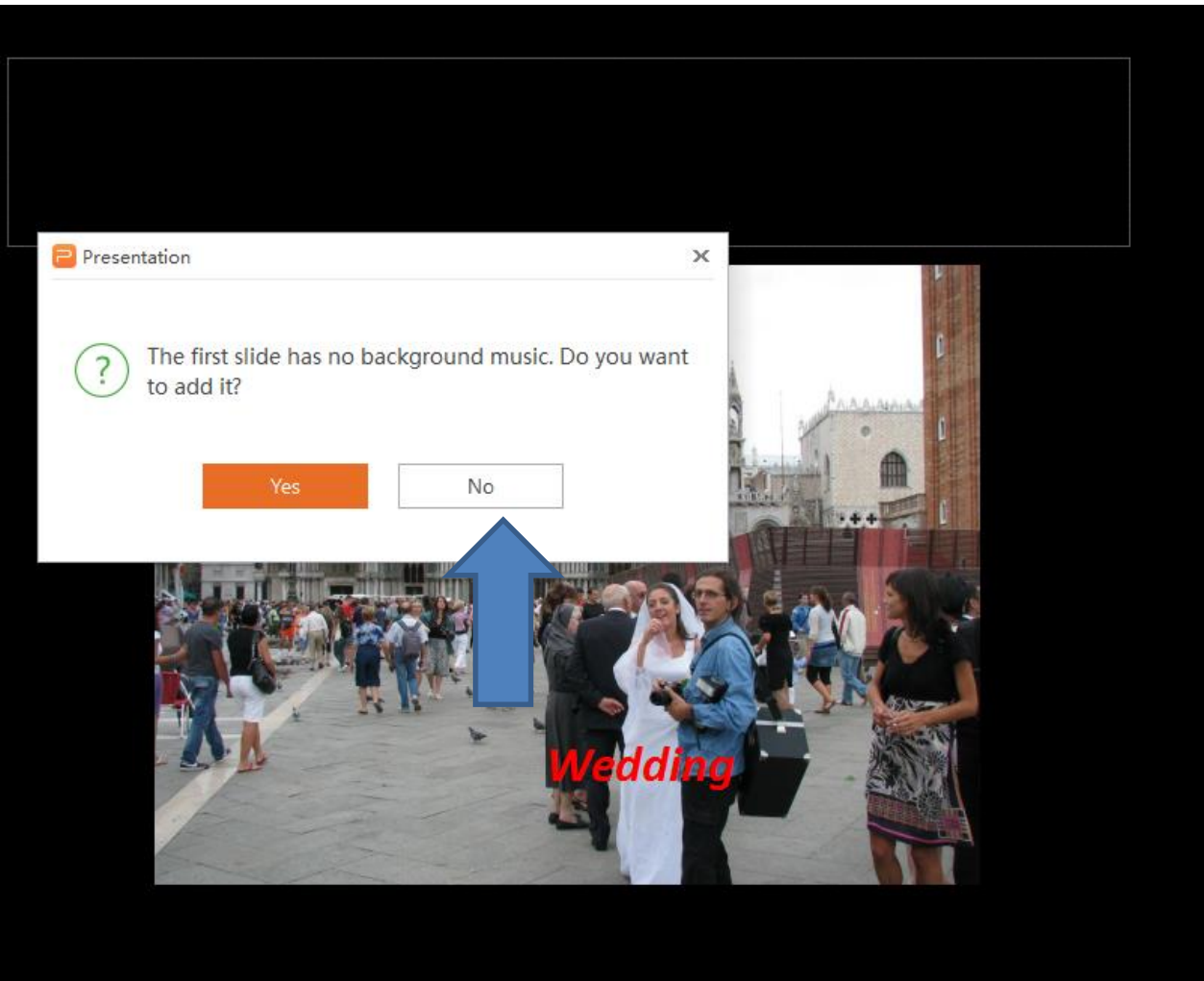
- **Window changes, like File Explorer and you find the Folder with the Music you want to add. Next is a sample.**



Here is a sample. You double click on the music and the window closes or click on it and click on Open and the window closes. Next is what happens.



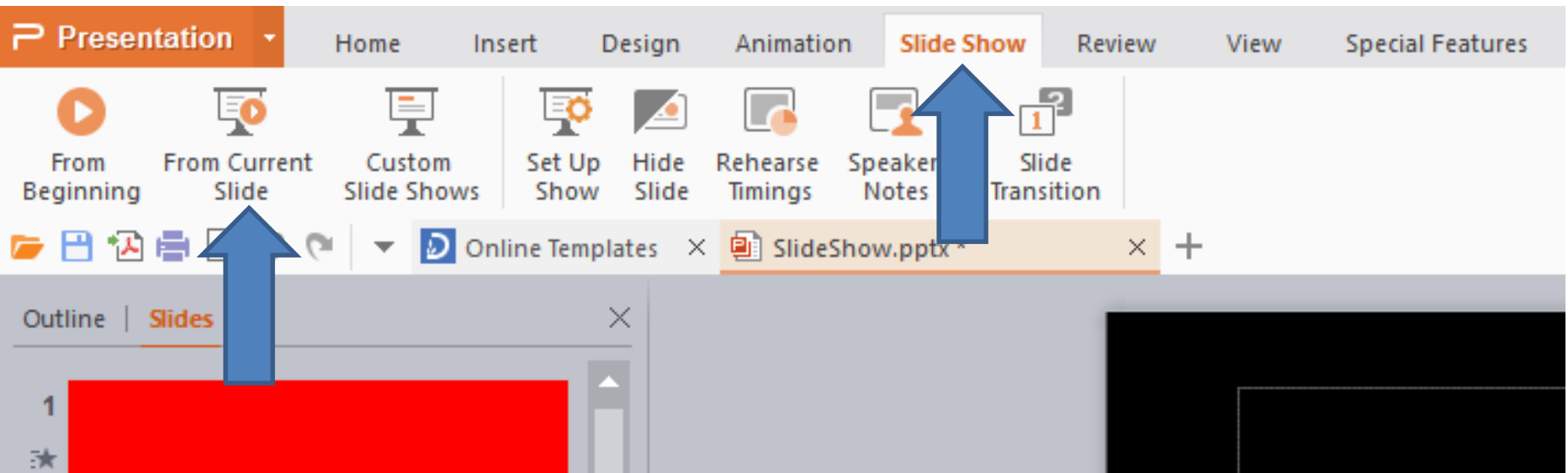
- If you don't have Music on the first slide, a new window opens and asks Do you want to add it on the first slide. You can click on Yes. I recommend you click on No and next is what happens.



- You then see the music icon.
- Next is how to play Slide Show.



- You then click on the Slide Show tab and then click on From Current Slide and it shows in a full screen and the music plays on every slide and the Music Icon does not show. Next is how to add another music with Sound vs. Background Music.



You click on the first slide and then click on Insert again and click on Audio. You follow the same process to find a folder. Next is what happens.

The screenshot shows the Microsoft PowerPoint interface. The 'Insert' tab is active, and the 'Audio' button is highlighted with a blue arrow. A second blue arrow points to the 'Sound' button in the 'Audio' dropdown menu. A third blue arrow points to the 'Music' folder in the 'Local Document' file selection dialog box. A red border highlights the 'Sound' dialog box. The dialog box shows a list of files in the 'Music' folder, including 'KingssoftStep7VideoSli...', 'My\_AudioRecord', 'My\_AudioRecord[1]', and three 'Narration' files. The 'File Name' field is empty, and the 'File Type' is set to 'Sound Files (\*.aif;\*.aifc;\*.aiff;\*.au;\*.snd;\*.mid;\*.midi;\*.rmi;\*.mp3;\*.mp2;\*.m3u;\*.m4a;\*)'. The 'Open' button is visible.

Local Document

Look In: Music

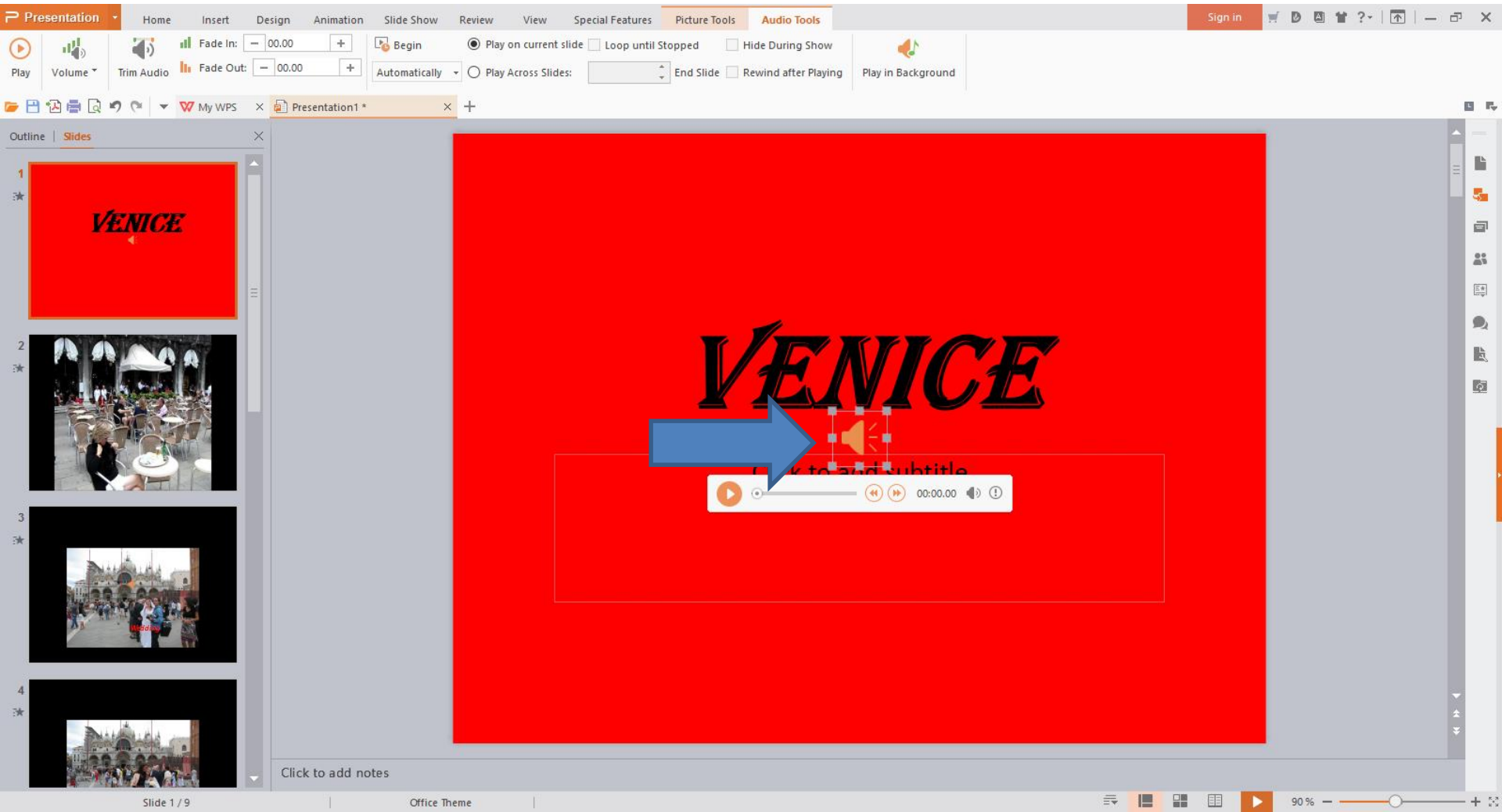
Name	#	Title	Contributing artists	Album
KingssoftStep7VideoSli...				
My_AudioRecord				
My_AudioRecord[1]				
Narration 1 (10-9-2017 ...				
Narration 2 (10-9-2017 ...				
Narration 3 (10-9-2017 ...				

File Name:

File Type: Sound Files (\*.aif;\*.aifc;\*.aiff;\*.au;\*.snd;\*.mid;\*.midi;\*.rmi;\*.mp3;\*.mp2;\*.m3u;\*.m4a;\*)

Open Cancel

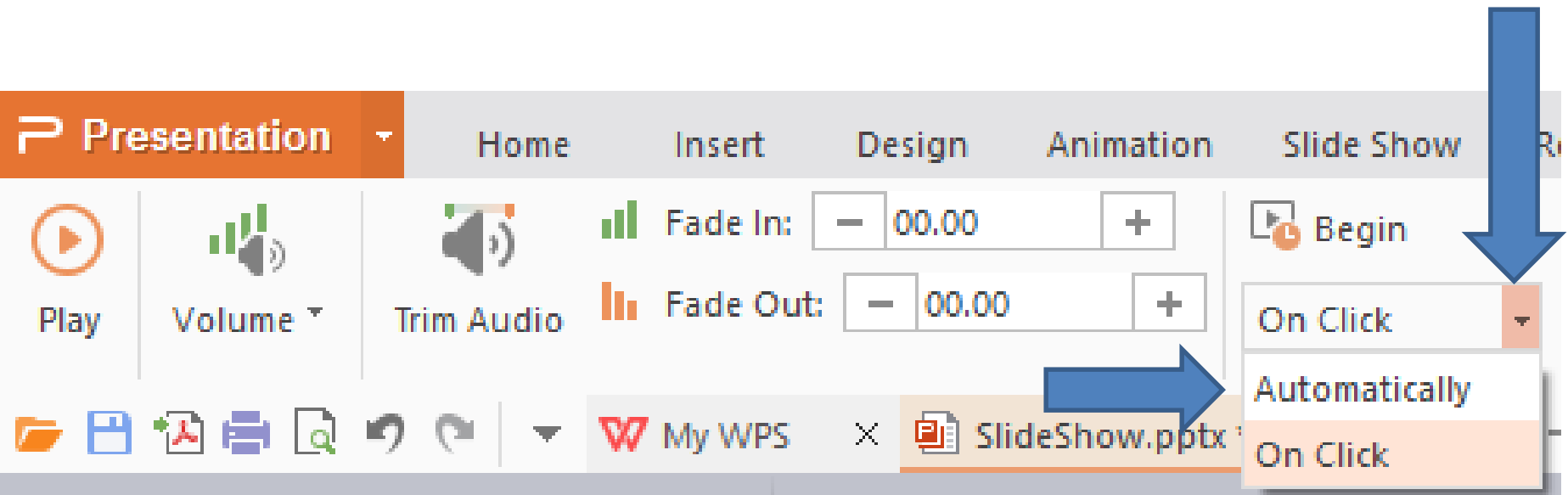
- You see the Music Icon that is the same as Background Music. You see Audio Tools on the Top. If not, click on the Music Icon and you will see Audio Tools. Next is about the Music Icon.



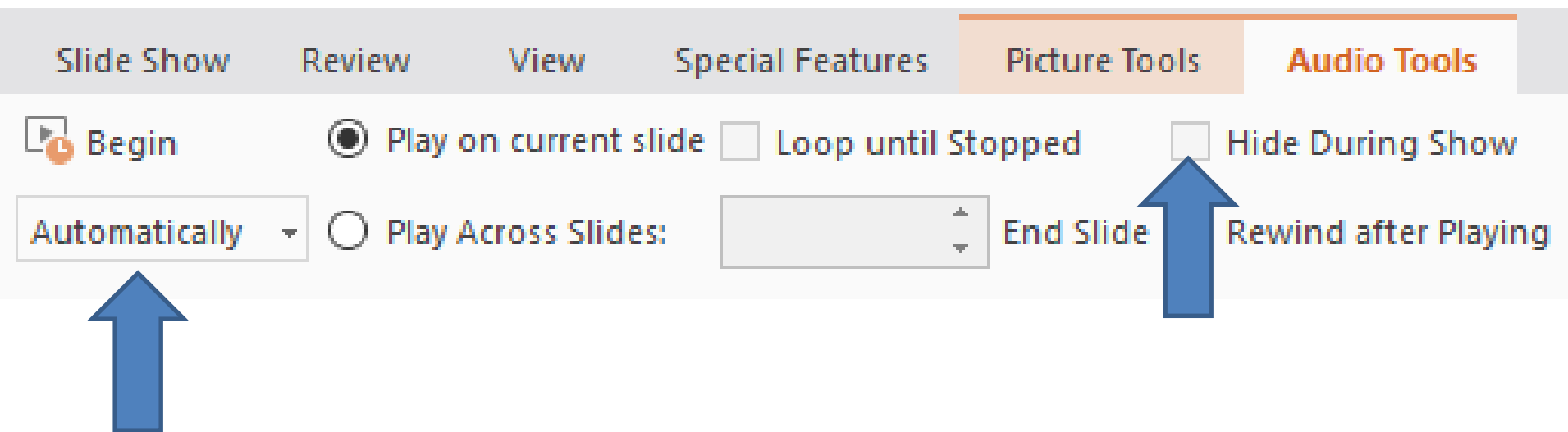


- **When you do a Slide Show on the first slide with the Sound Music vs. Background Music, the Music Icon shows and you have to click on it to play.**
- **You can change it in the Audio Tools to Automatically Play and not show the Music Icon, which I recommend.**
- **Next is how to make the changes in the Audio Tools.**

- In the Audio Tools you see On Click. You click on the drop down on the right of it and you see Automatically. Then click on it.
- Next is what happens and how to Hide the Music Icon when you do a Slide Show.




- You see Automatically. At the right, you see a Box before Hide During Show. You click on that Box to not see the Music Icon when you do a Slide Show.
- Next is what it looks like when you click on the Box.




- You see Box checked.
- Next is play Slide Show again.

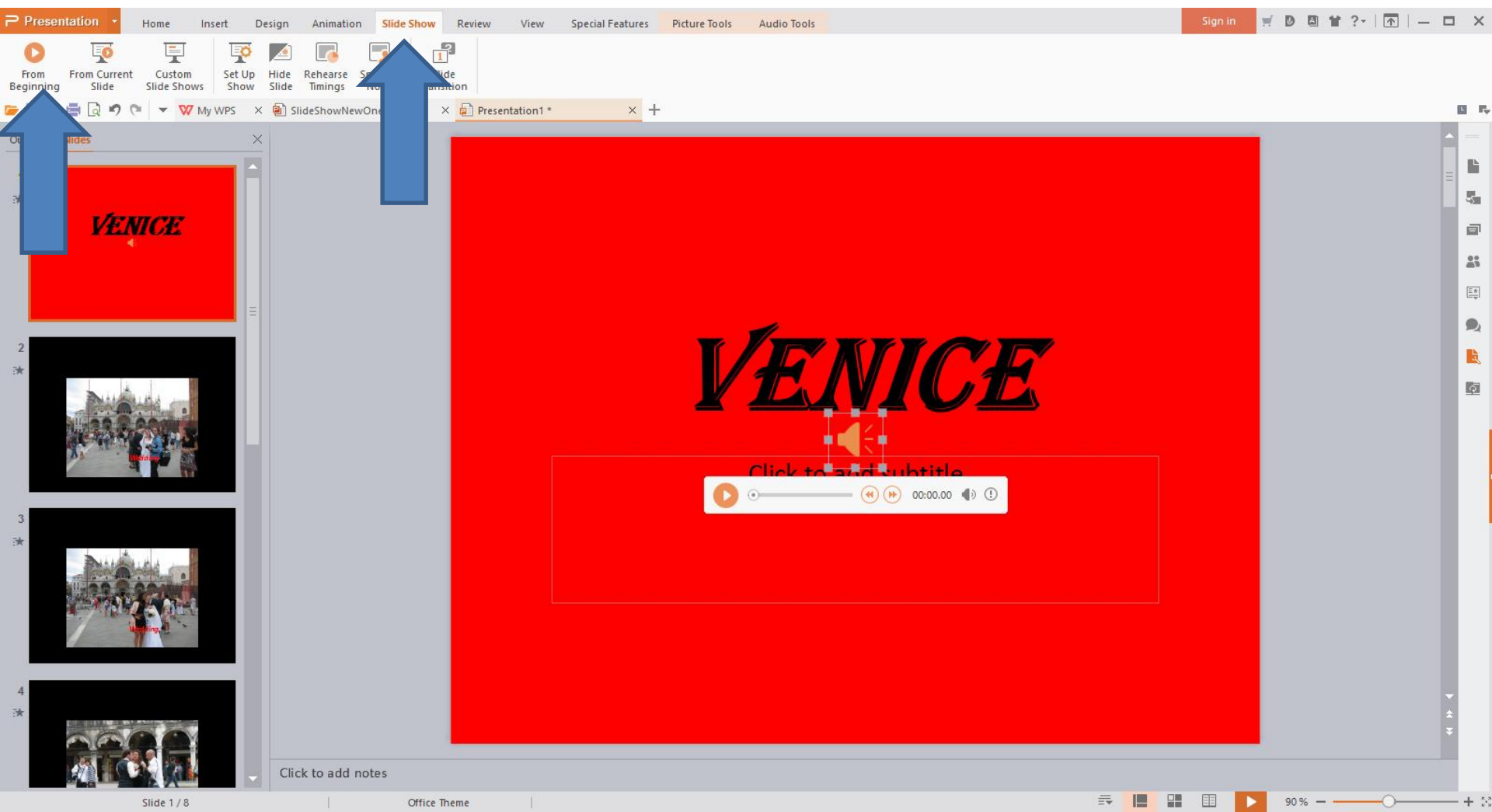
Slide Show   Review   View   Special Features   **Picture Tools**   **Audio Tools**

 Begin    Play on current slide    Loop until Stopped    Hide During Show

Automatically ▾    Play Across Slides:    End Slide    Rewind after Playing



- You click on the Slide Show Tab again and click on From Beginning, it starts to play without the Music Icon, which is next. And it Automatically plays.



- It starts to play in a full screen with the Music, but you don't see the Music Icon. This is the End of Step 6 – Part A.

*VENICE*