



Adding music to DLPs

All DLPs must be in Powerpoint format (16:9) and have a black slide as the first and last slides.

Music must be included in your PowerPoint presentation, not as a separate file.

Adding music to PowerPoint 2010

1. On the **Insert** tab, select **Audio**, and then **Audio from File**.
2. In file explorer, locate the music file you want to use and then select **Insert**.
3. Select the audio icon and on the **Playback** tab, click the list named **Start** and select **Play across slides** (this makes the audio file start automatically on the slide that you add the audio to and play throughout the presentation).

Adding music to newer versions of PowerPoint

1. On the **Insert** tab, select **Audio**, and then **Audio on My PC**.
2. In file explorer, locate the music file you want to use and then select **Insert**.
3. Select the audio icon and on the **Playback** tab, select **Play in Background** (this makes the audio file start automatically on the slide that you add the audio to and play throughout the presentation. The audio icon will not show up when you play the presentation).

Adding music to PowerPoint on Mac

1. Select **Insert > Audio > Audio from File**.
2. Locate the music file you want to use and then select **Insert**.
3. Select the audio icon and on the **Format Audio** tab, click the list named **Start** and select **Play Across Slides** (this makes the audio file start automatically on the slide that you add the audio to and play throughout the presentation).
4. Click the list named **Playback Options** and select **Hide Icon During Show**.