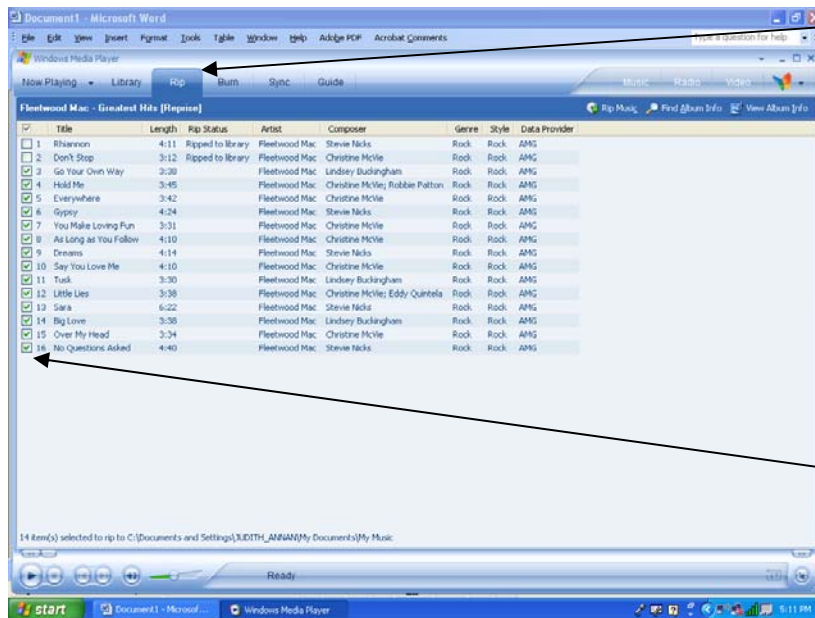


Changing a Music Track from a CD to a Wav. File (Use in PowerPoint or Photo Story)

1. Go to Programs>Media Player. (You will need to download Media Player 10 if you do not have it on your computer. Go to <http://www.microsoft.com/windows/windowsmedia/mp10/default.aspx> for the free download.)
2. Open Media Player 10.
3. Put your CD in the CD player.

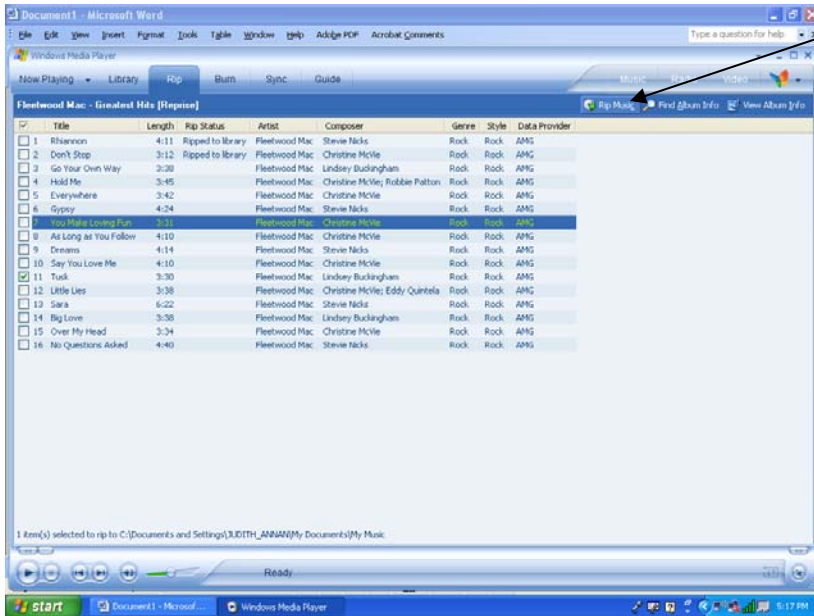


4. Click on the Rip tab in the menu bar at the top of the screen.

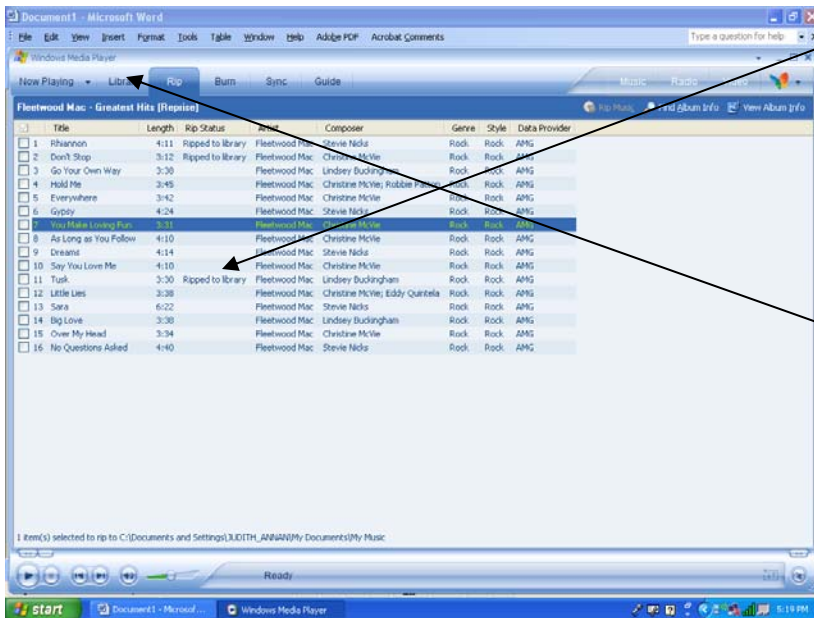
5. You will see all the tracks on the CD.

6. Put a check only by the track you want to convert to a wav. file.

7. Please note that all tracks are checked, and **you do not want to Rip the entire CD** at one time unless you plan to use all the music on the CD. (This takes a longer time, so you want to Rip one track at a time.)

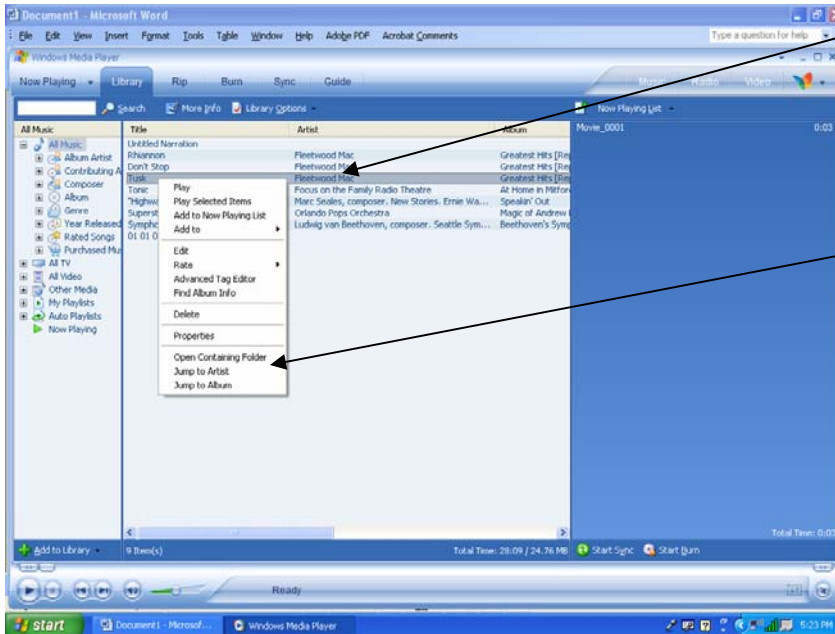


8. When you have selected the one track, click on the Rip Music tab in the menu bar.



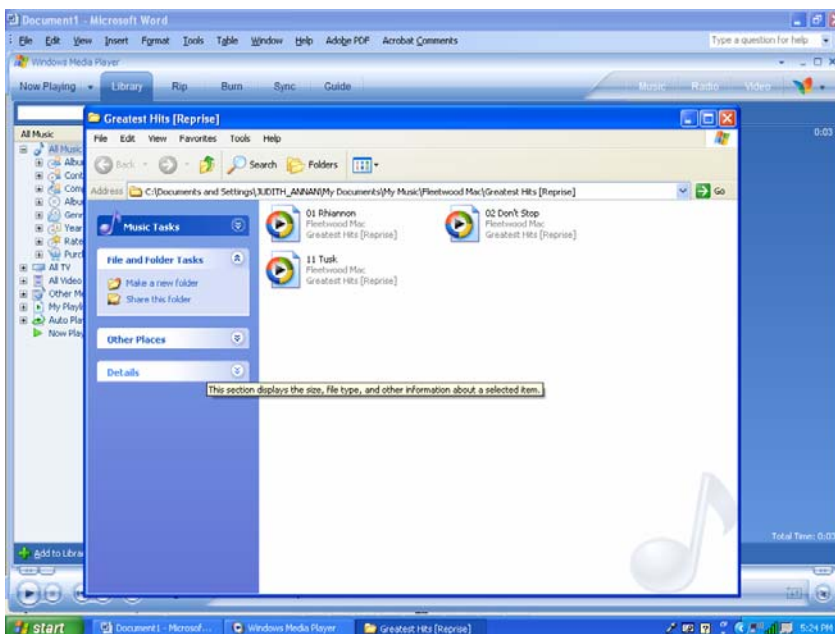
9. You can watch the computer ripping the track. When it is finished, you will get the message, "Ripped to Library" in this column.

10. Click on the Library tab to find the Wav. file.



11. **Right Click** on the name of the song. We now must find the actual file.

12. Go to *Open Containing Folder* and left click.



12. The folder opens, and you can see the actual wav. file.

13. **Right click** on the media file that you want to use.

14. Copy and paste it into your folder with your *PowerPoint* presentation or your *Photo Story* files

Once you have saved the wav. file of your music into your *PowerPoint* or *Photo Story* folder, you can insert it into your presentation. **Remember in *PowerPoint*, the music file must be in the same folder with the *PowerPoint* presentation in order for it to play. If you move the presentation, the wav. file must move with the *PowerPoint* file.**