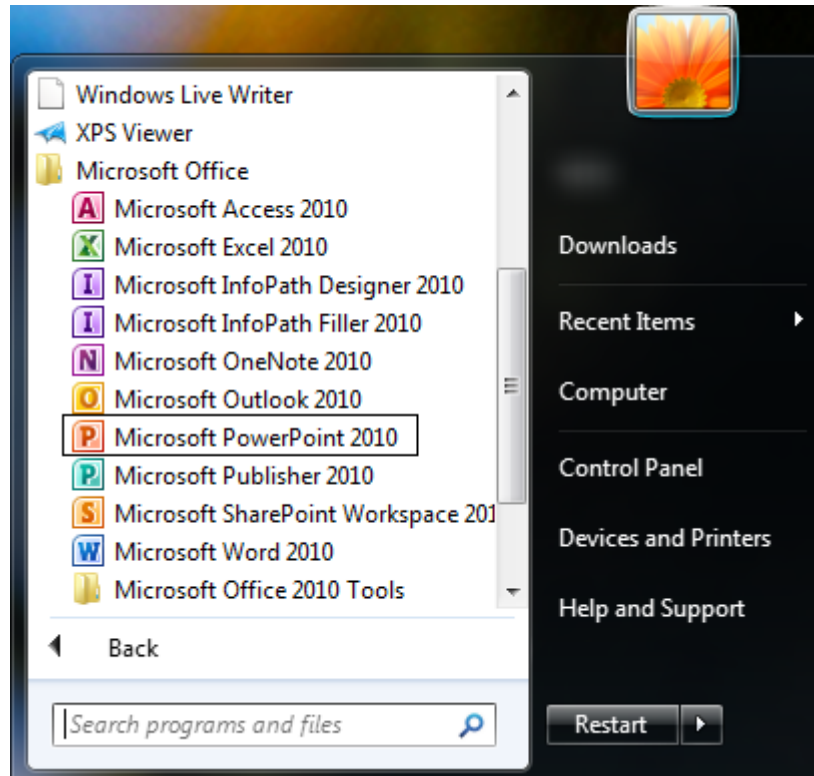


## Adding a Video to a Powerpoint Presentation

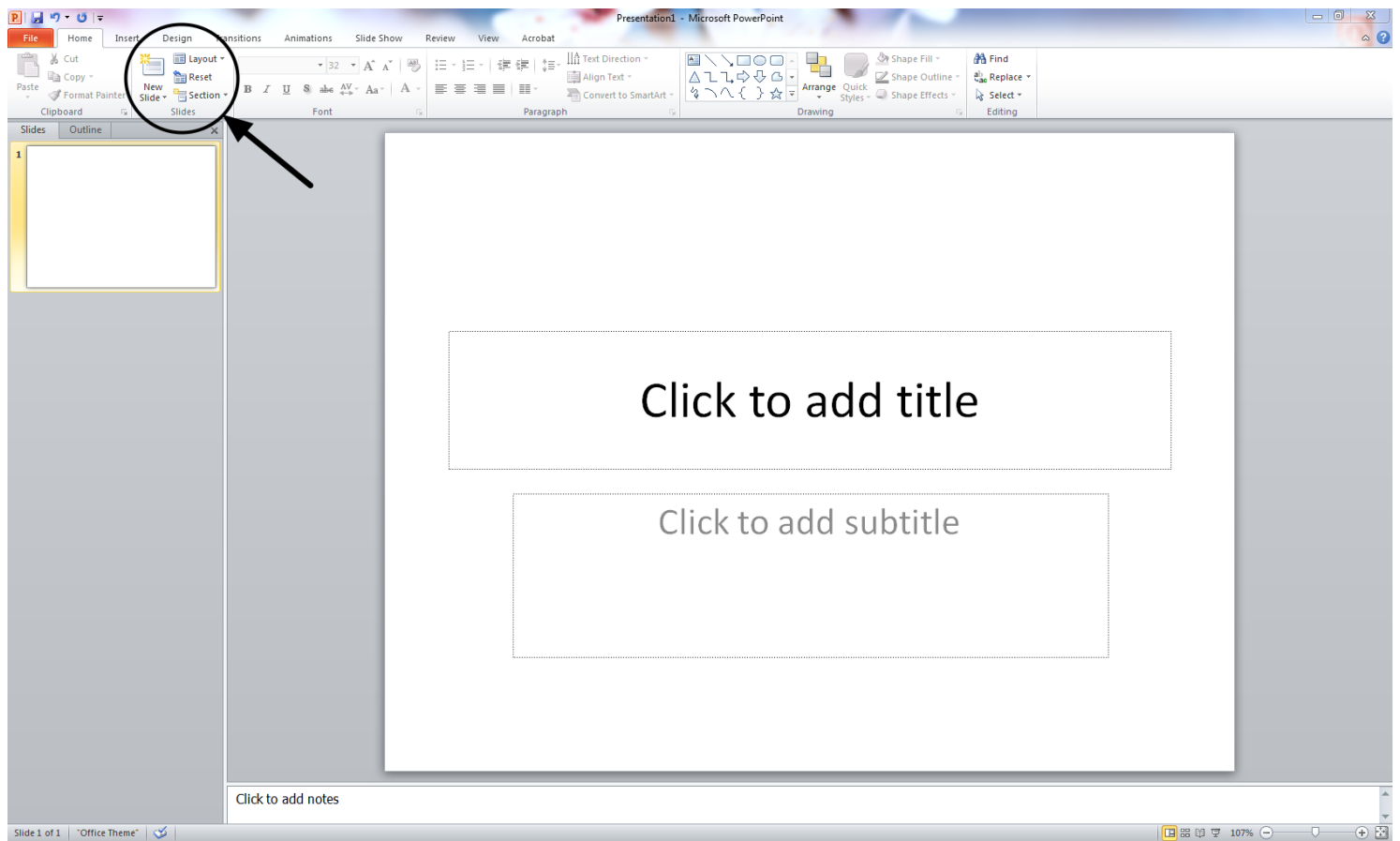
---

Step-by-step instructions on how to insert a video file by either inserting a video file, a video from a website, or from clip art.

### Opening Powerpoint

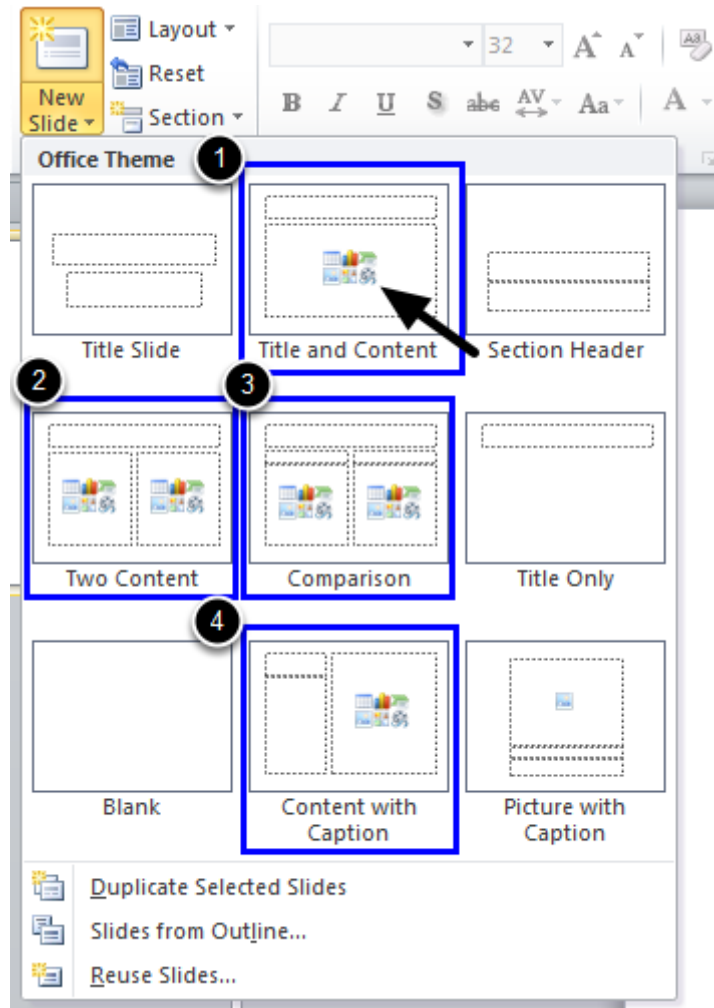


Find the Microsoft PowerPoint 2010 icon either on your desktop or in the start menu. It is most likely under the Microsoft Office Folder.



When PowerPoint opens, it will look like this. Unless you want to add the video to your opening slide, Select the New Slide button.

## Selecting your layout

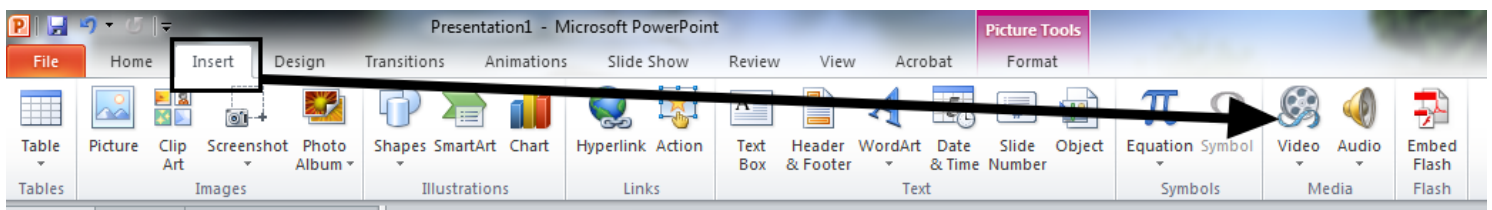


When you select the drop down menu to insert a new slide, it will bring up 9 different selections. The ones highlighted in blue are the ones that allow you to add a video file by selecting the movie reel tab.

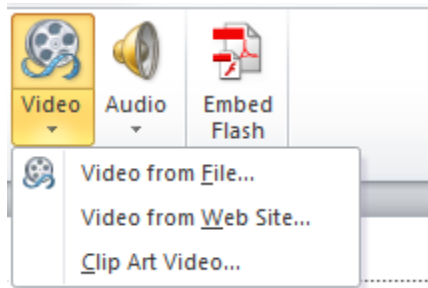
- 1 - Title and Content: This slide allows you to add a title as well as your video
- 2 - Two Content: You are able to add a title and a different content than just your video
- 3 - Comparison: With the comparison slide, you are able to add two different types of content and text above to explain what the content is.
- 4 - Content with Caption: This slide has a place for a small title, a caption, and your content.

Click to add title

- Click to add text

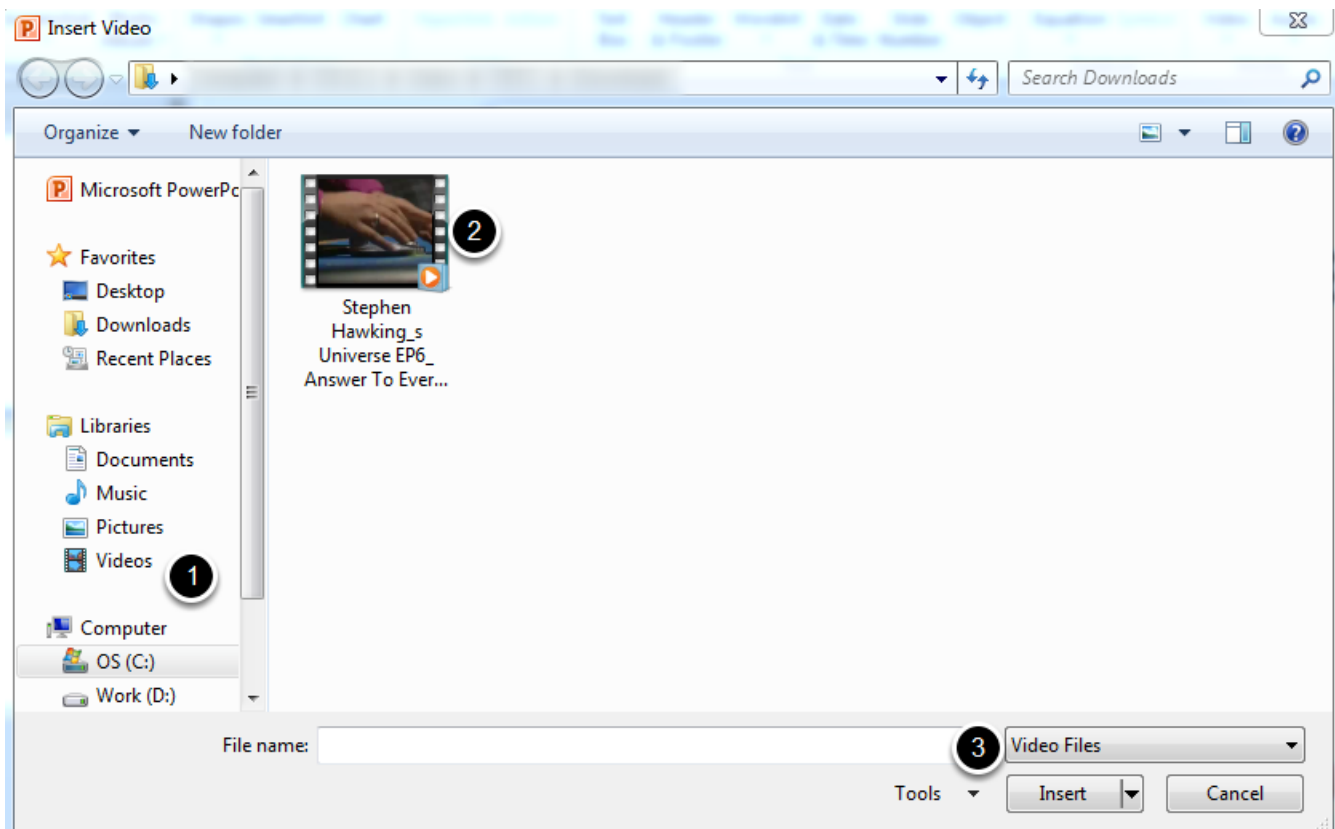


There are two different ways to add a video file. You can select the movie reel icon from the middle of the slide or select the insert tab and select the video drop down menu.



There are three different ways to insert a video onto your presentation:  
From a file, From a Web Site, or from a clip art file

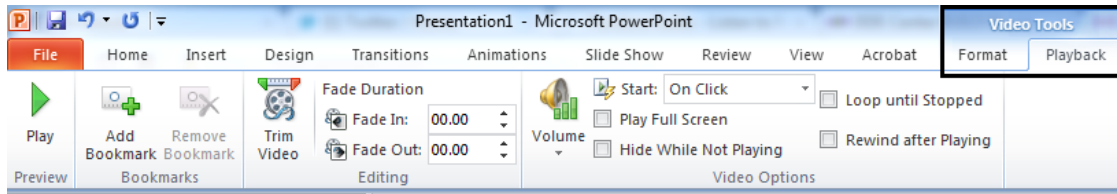
### Inserting a video from a file



To insert a video file:

- 1 - Choose the location where your file is located
- 2 - Select the file
- 3- Press the Insert button

## Editing your video



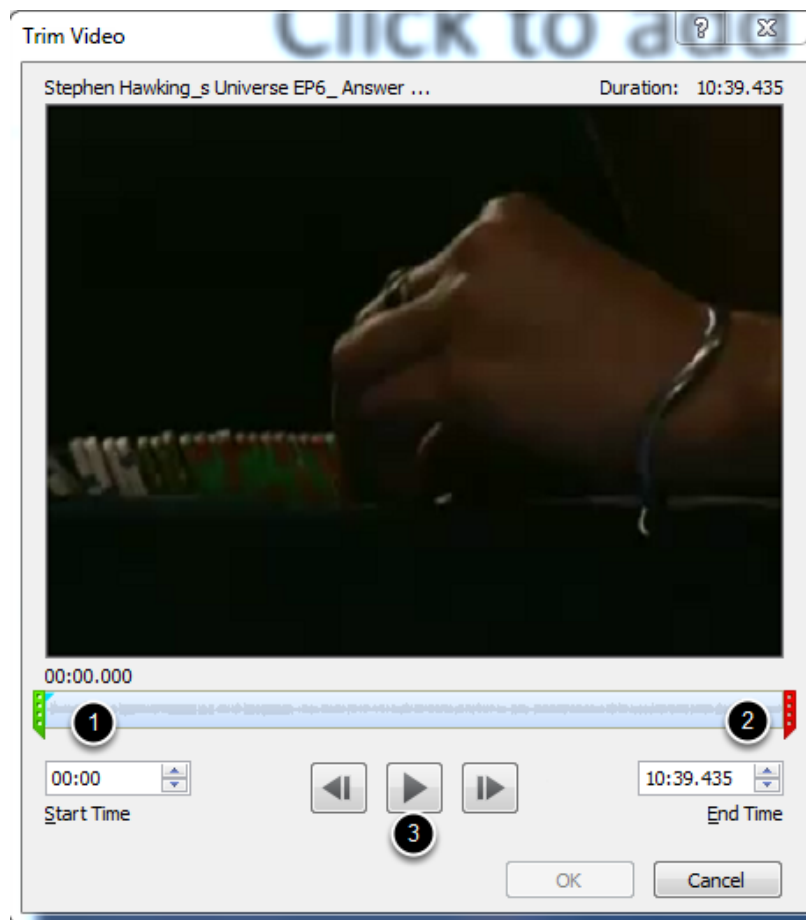
To edit your video, you must select playback on the Video Tools Tab.

Play your clip by selecting the "Play" button in the "Preview" section.

Add a bookmark to a certain point in the file that is important. You can also remove this bookmark by selecting "Remove Bookmark"

Fade Duration: If you would like your video to fade in or out, you can change the amount of time by using the arrows of the "Fade In" and "Fade Out" tabs in the Editing section.

## Trimming the video file



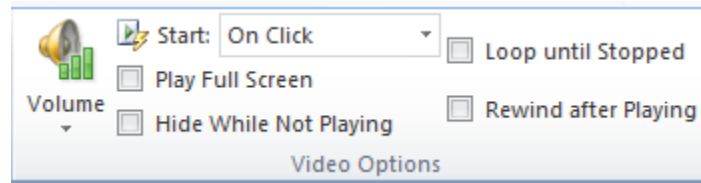
If the video is too long for the presentation, you are able to trim parts of it away.

1 - The green line allows you to cut out a certain part of the song at the beginning. If you know the exact time you would like your video to begin, you can type that time into the "Start Time"

2 - The red line allows you to cut time from the end of your clip. If you know the exact time you would like your video to end, you can type that into the "End Time"

3 - The play button allows you to play your clip so you are able to get the clip at the right length

## Audio Options



You can adjust how your video plays throughout your slide show and when it plays.

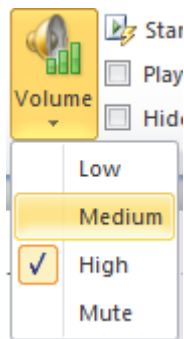
If you would like your video to automatically play full screen, check the "Play Full Screen" box

If you would like to hide your video when it is not playing, check the "Hide While NOT Playing" box

If you select the "Loop until Stopped" box, the clip will continue to play until you stop it

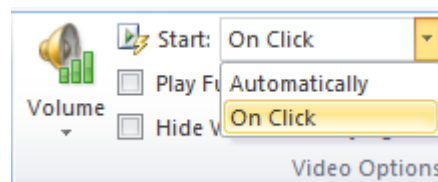
In order to have the video rewind to the beginning, check the "Rewind after Playing" box

## Volume



You can adjust how loud your video clip will play during your slide show. You will also be able to still adjust the sound using your computer sound system.

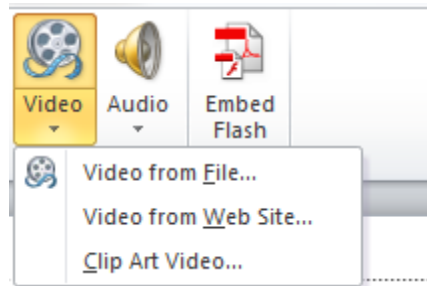
## Starting



There are two options for when your video will begin playing:

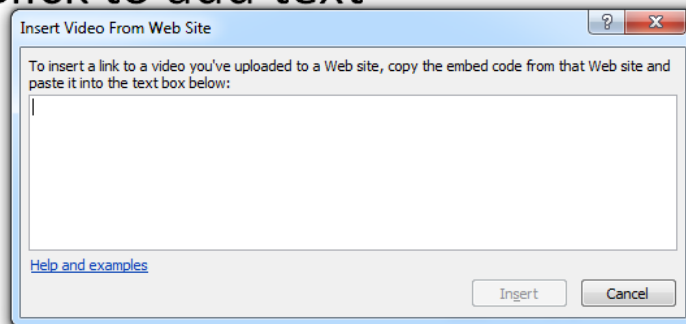
Automatically - your video will begin as soon as you get to the slide the video is on.

On Click - Your video will begin when you click the mouse to begin the video



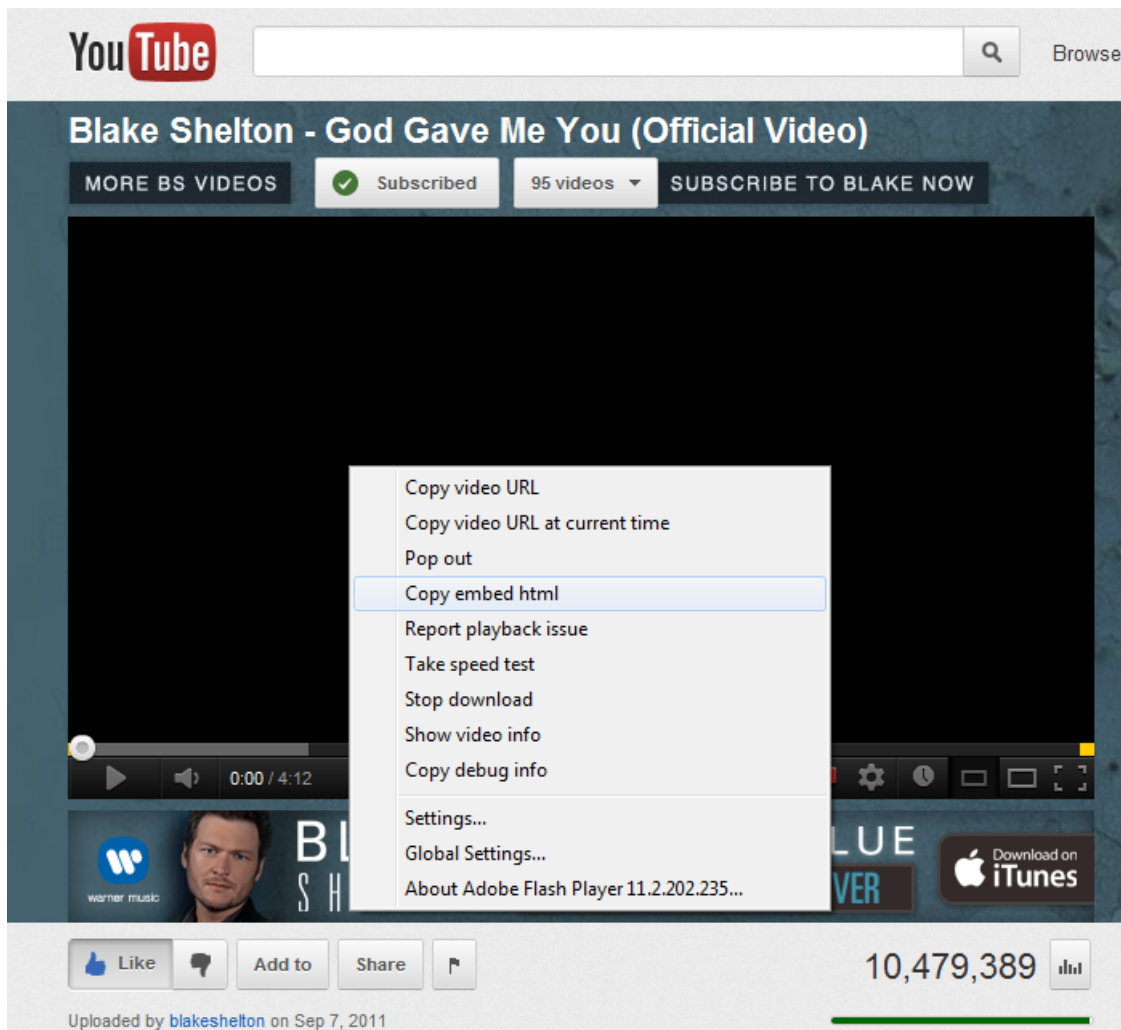
Click to add title

- Click to add text

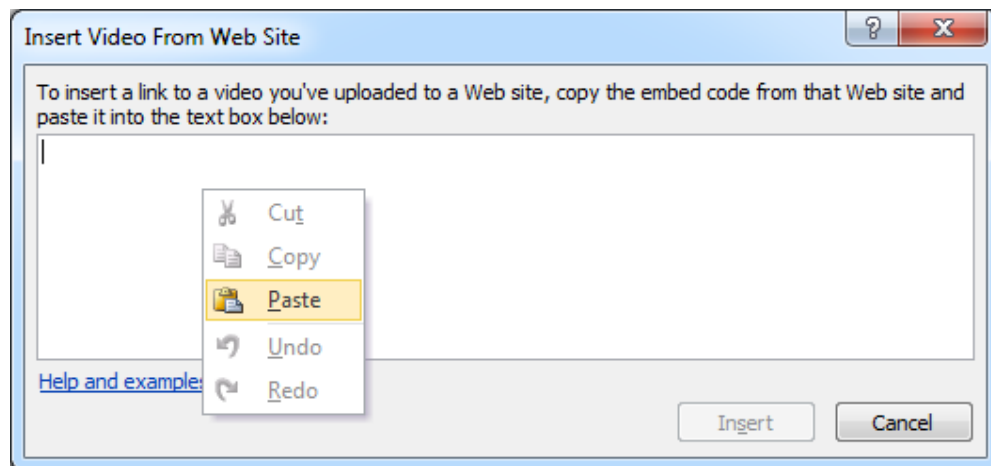


When you select the option from the drop down menu of the inserting a video, this box should come up

## Copying the embed html link



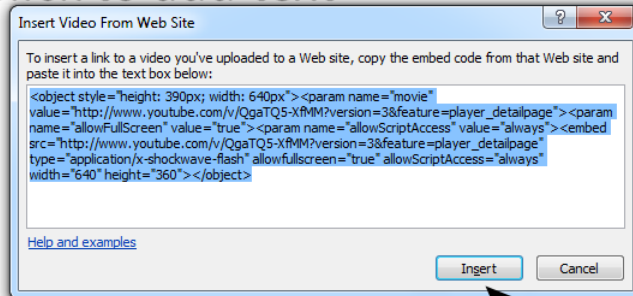
If you are inserting a video from Youtube.com, you must right click on the video and select the "Copy embed html"



Go back to your PowerPoint presentation and right click on the box. Go down to the "Paste" option

# Click to add title

- Click to add text



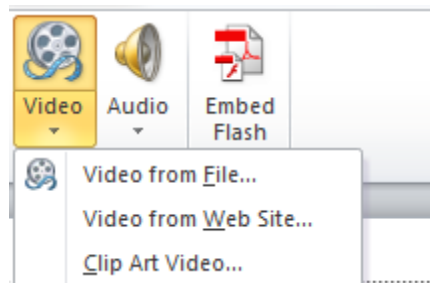
Once you have that address put into the box, select insert.

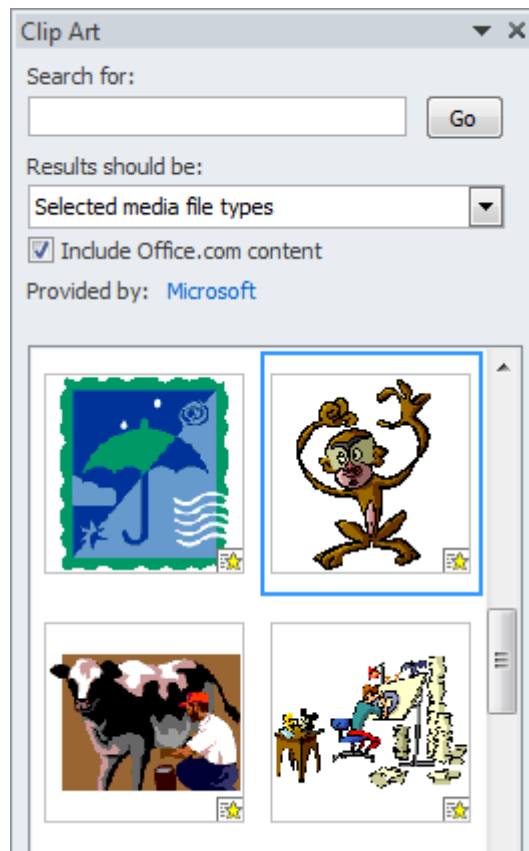
Click to add title



Your video should appear like a youtube video inserted on your slide.

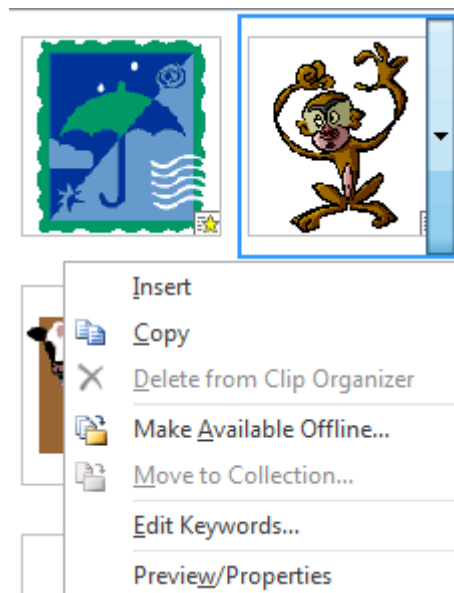
### Adding a Video using Clip Art





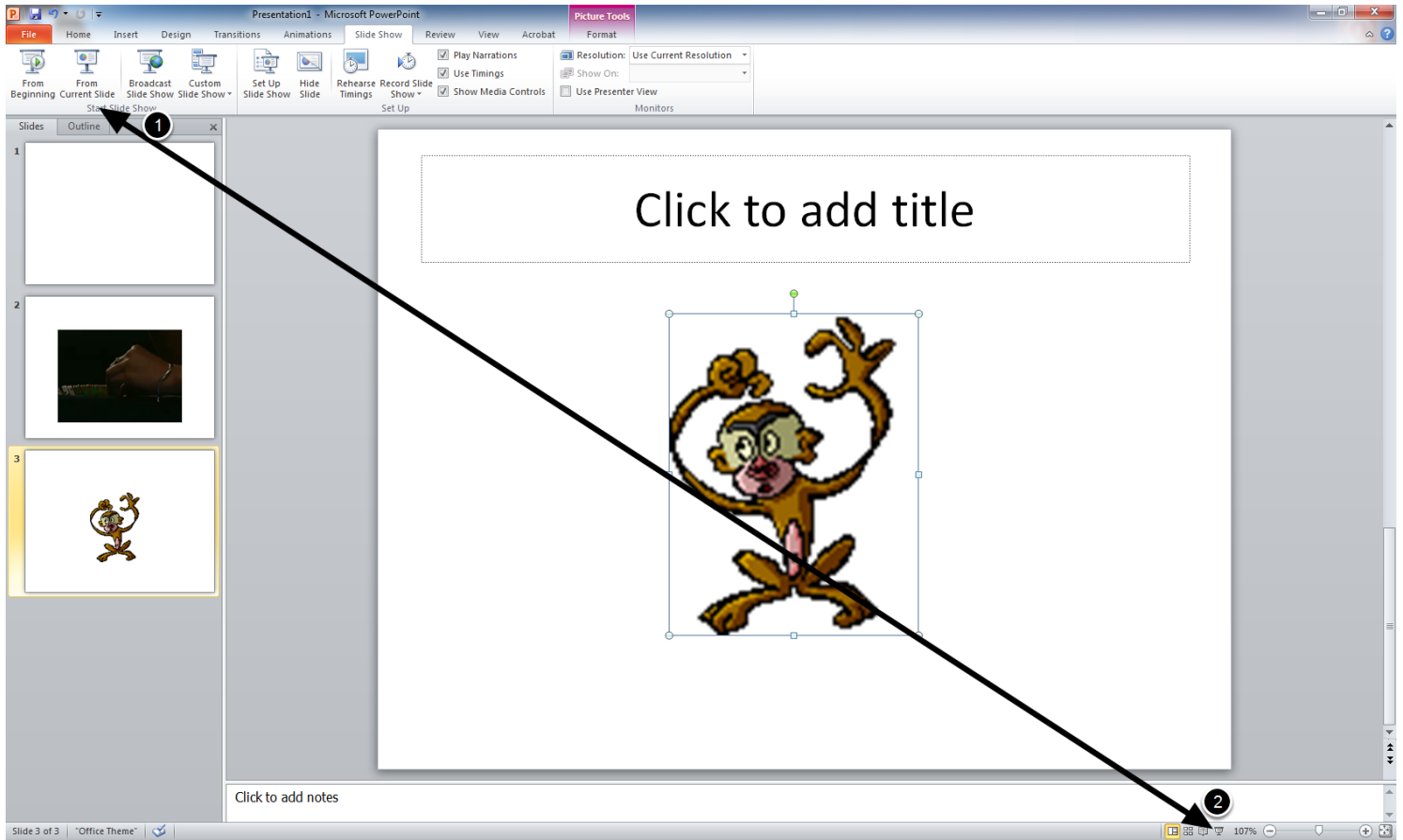
If you insert a file from clip art, this box will appear on the right side of your presentation. Use the "Search for:" box to find the kind of video you want.

### Inserting the file onto the slide



The file can be inserted by either double clicking on it or selecting the drop down menu and selecting insert.

## Starting your presentation



There are two different places where you can begin your slide show:

1. By selecting the Slide Show tab on the Ribbon and either select the "From Beginning" or "From Current Slide" button.
2. In the bottom right corner select the Presentation button next to the slide views.