

(using PowerPoint)



Important Information: When using video clips in PowerPoint, the original video clip file will not be saved as part of the PowerPoint presentation file (.ppt). The video file must be maintained as a separate file (PowerPoint merely links to the file). Therefore, it is wise to make a copy of the video file you plan to use in the same folder where your PowerPoint file is located. Also, be sure you copy the video clip along with your PowerPoint presentation file, and be sure that your presentation works fully thereafter. If not, you should re-link or re-insert the video file prior to your actual presentation.

1. Open PowerPoint (double-click icon on desktop)
2. Select `INSERT >> Movies and Sounds >> Movie from File`
3. Locate your video clip. Click `OK`.
4. When the video is loaded into the presentation slide, you may be asked whether or not you would like the video to run automatically when the slide is loaded (during presentation) or if you will choose actions for the video manually. Make the appropriate choice.
5. Right-hand click on the video and select `Play Movie` to ensure that it works.

Additional Features and Recommendations:

The presentational properties of every video clip inserted can be adjusted by selecting `Custom Animation` from the drop-down menu (selected by right-hand clicking on the video clip). Two important properties you will find useful are 1) *looping* the video and 2) *continuously playing* until the slide has completed. The first allows for the clip to be played over and over while you explain what the video is about. The second allows for additional presentational material to be displayed on the same page (e.g., if the video shows several steps in a process, you can have notes alongside the video which explain the steps while the video is running. However, if you don't change this property, the video clip will stop as soon as you click or key any subsequent presentational action).

You can add several video clips on one slide. Each clip can be played and paused using the mouse during presentation.

Be creative. Add notes or drawings to pages while the video clip plays to one side or the other. Another useful property is to `Hide` the video while it is inactive.

Try to create small video clips. If your video clip will only be displayed in the top left hand corner of your slide, for example, it is not necessary to create a huge full-screen video clip.

ALWAYS PREVIEW YOUR PRESENTATION BEFORE PRESENTING IT.

BE SURE YOUR EXTERNAL VIDEO FILES ARE CORRECTLY LINKED TO YOUR PRESENTATION BY PREVIEWING THE PRESENTATION ON THE SAME COMPUTER WHICH YOU WILL USE FOR THE PRESENTATION. AND BRING ALL FILES WITH YOU TO YOUR PRESENTATION.