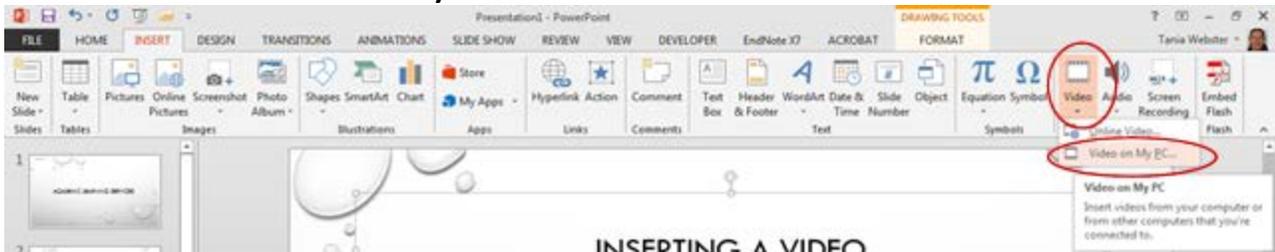


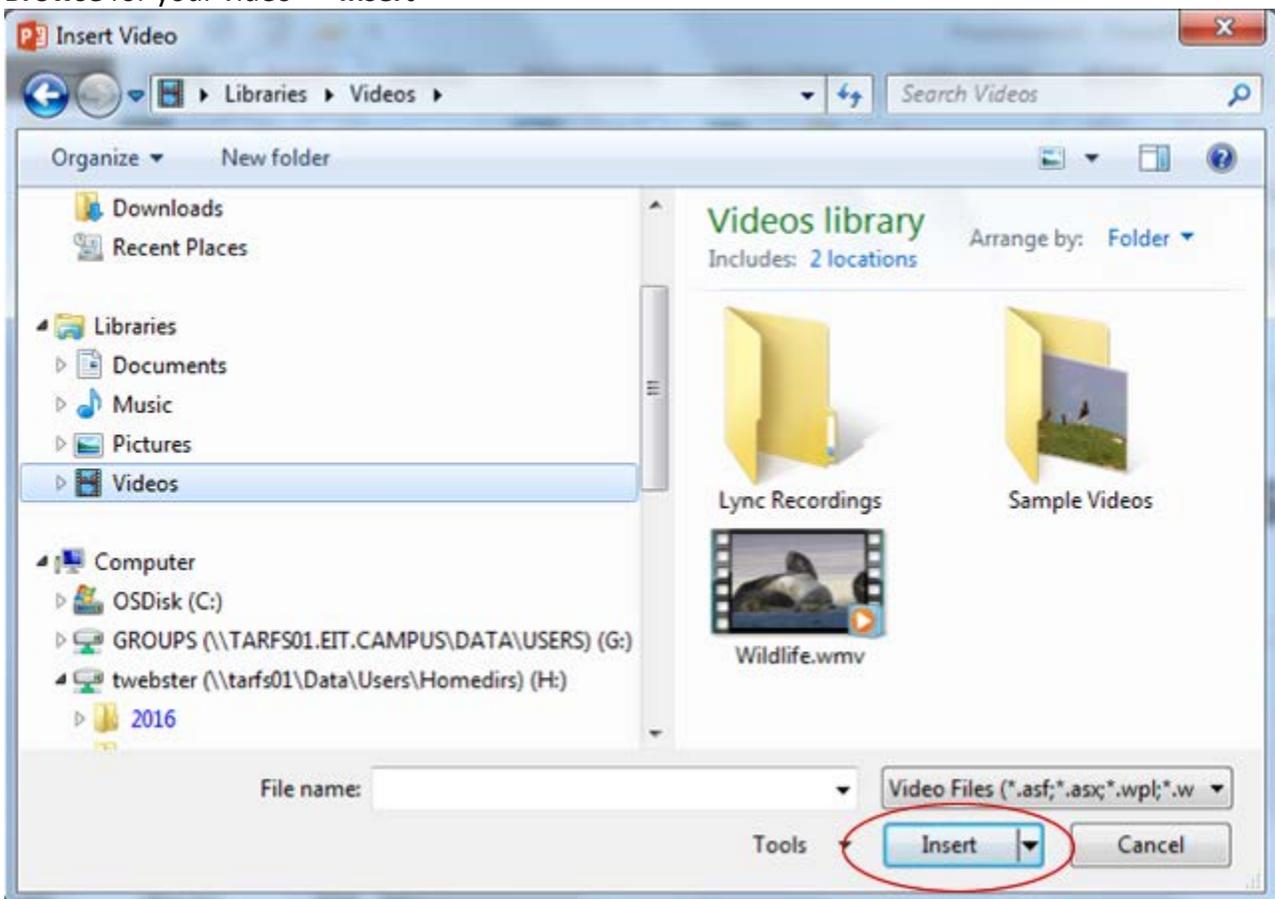
Inserting a Video

Select the slide you are going to insert your video into

Insert << Video << Video from my PC



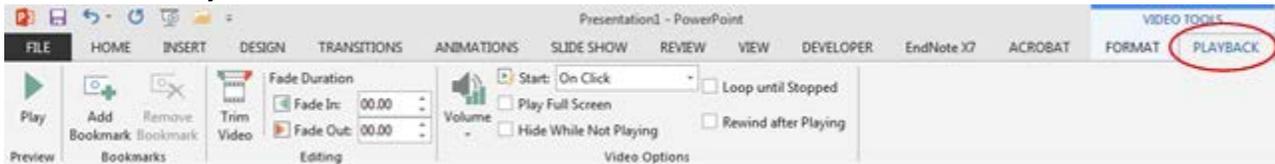
Browse for your video >> Insert



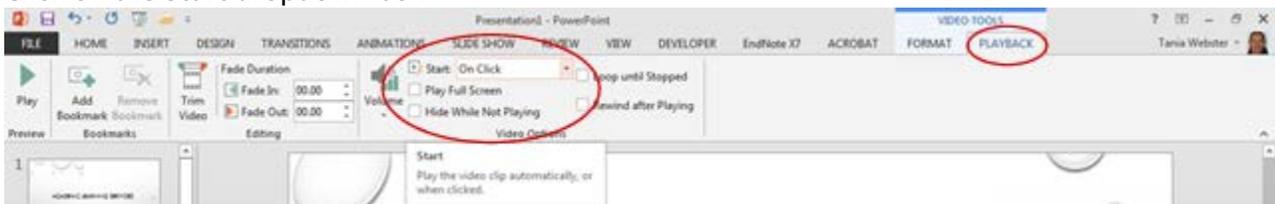


Playback

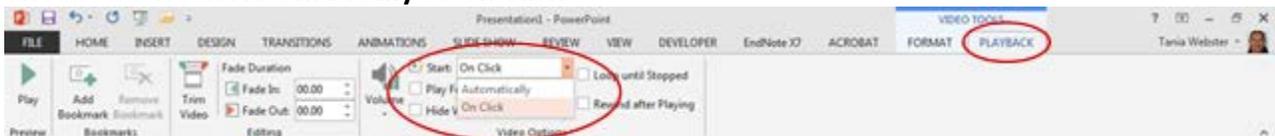
Click on the **Playback** tab



Click on the **Start** dropdown box



Choose between **Automatically** or **On Click**



Automatically will play your movie clip straight away

On Click means you have to click on your movie clip to get it to play

Inserting a Video from YouTube

The safest way to use a video from YouTube is to hyperlink it to your slide; **do not** embed the file as this can breach the Copyright Act 1994.

Find the video you want to link to

Click in the address bar, to copy your video link



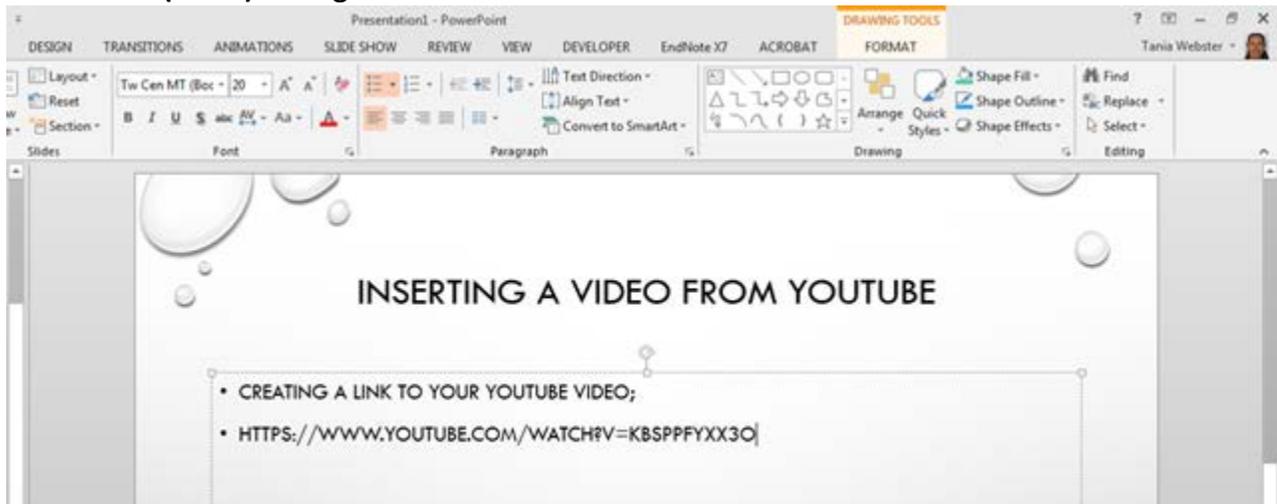
Press **Ctrl C (Copy)** OR **Right click** and choose **Copy**



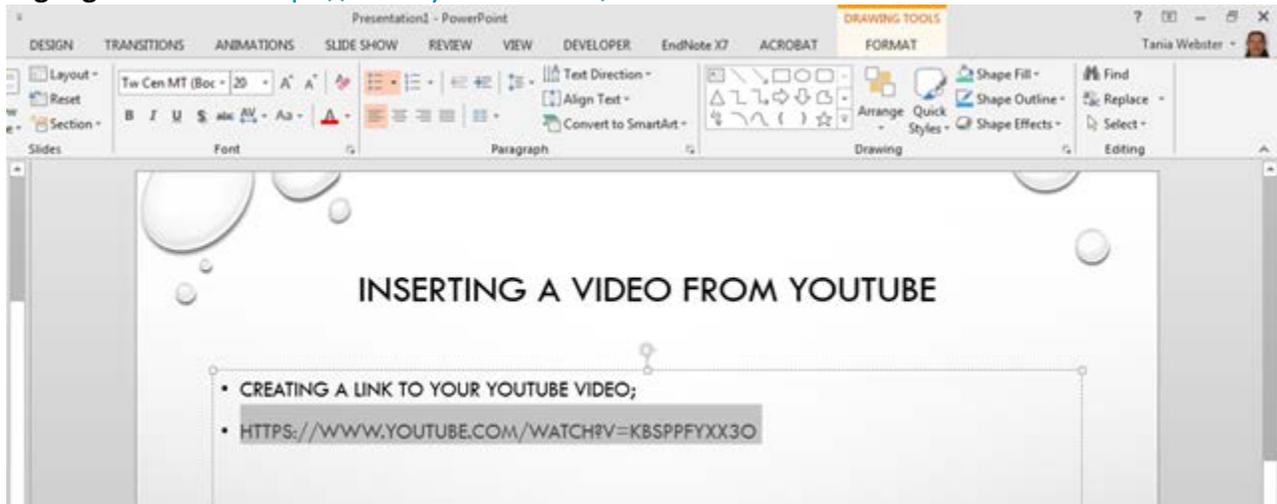
Go back to your PowerPoint slide

Click where you want to place your video link

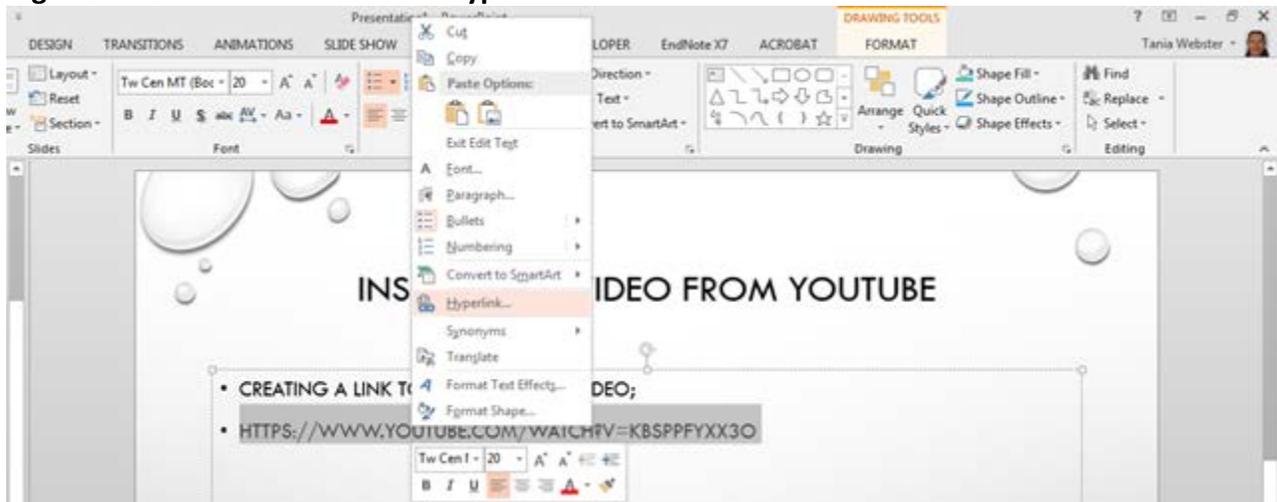
Press **Ctrl V (Paste)** OR **Right click** and choose Paste



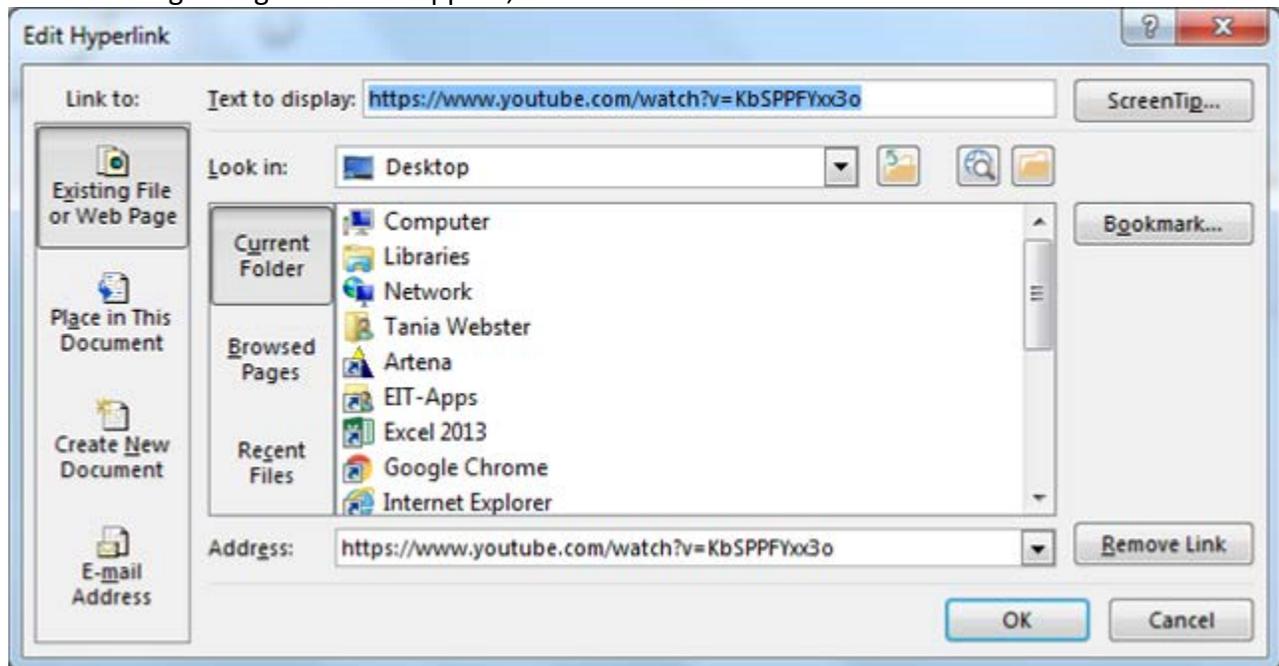
Highlight the link - <https://www.youtube.com/watch?V=KBSPPFYXX30>



Right click on the link and **choose hyperlink**



The following dialogue box will appear;



Choose **Browsed Pages** << select your YouTube video link

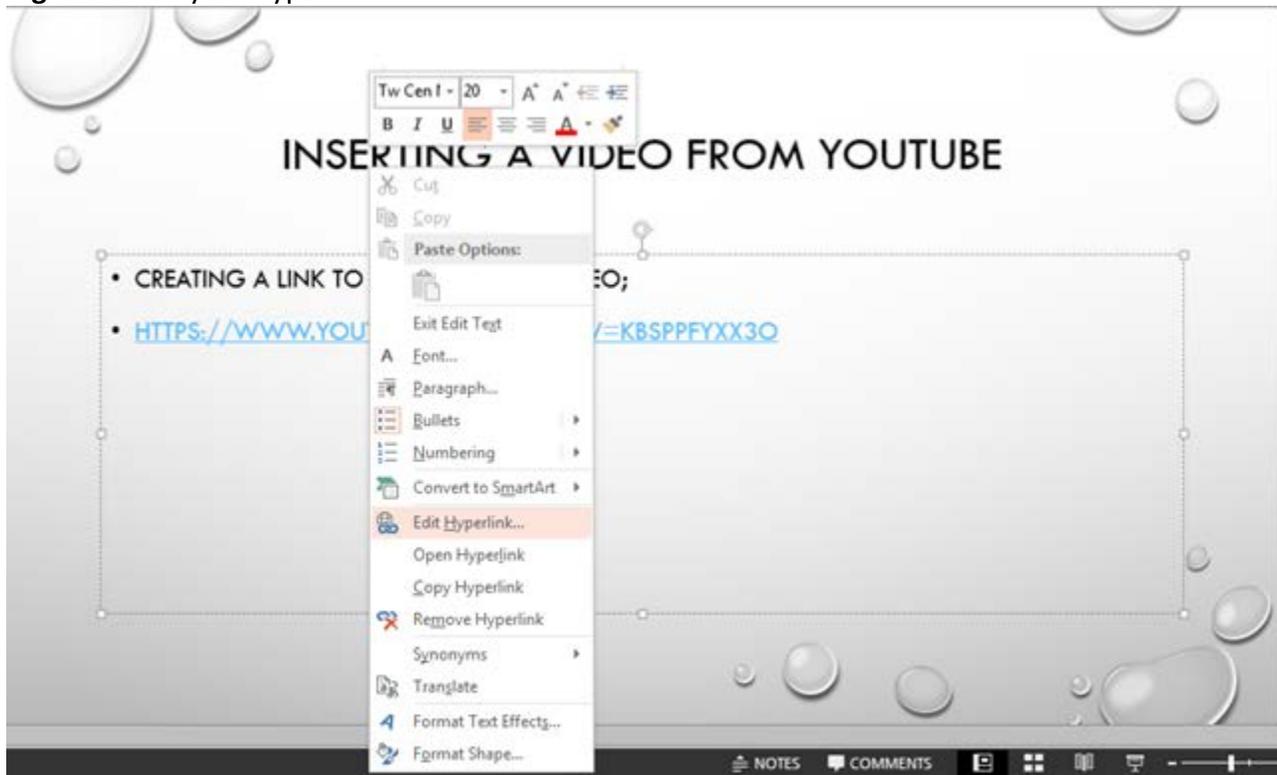


The hyperlink will change colour



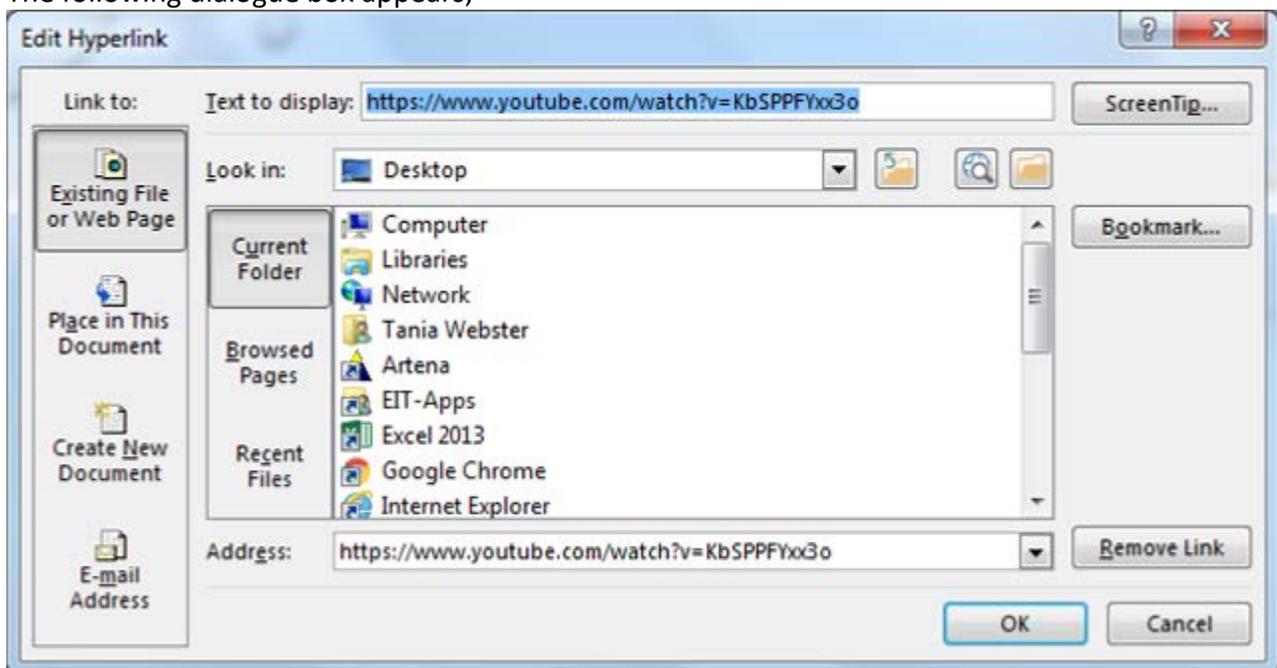
You can also edit the text of the hyperlink to make it more relevant.

Right click on your hyperlink



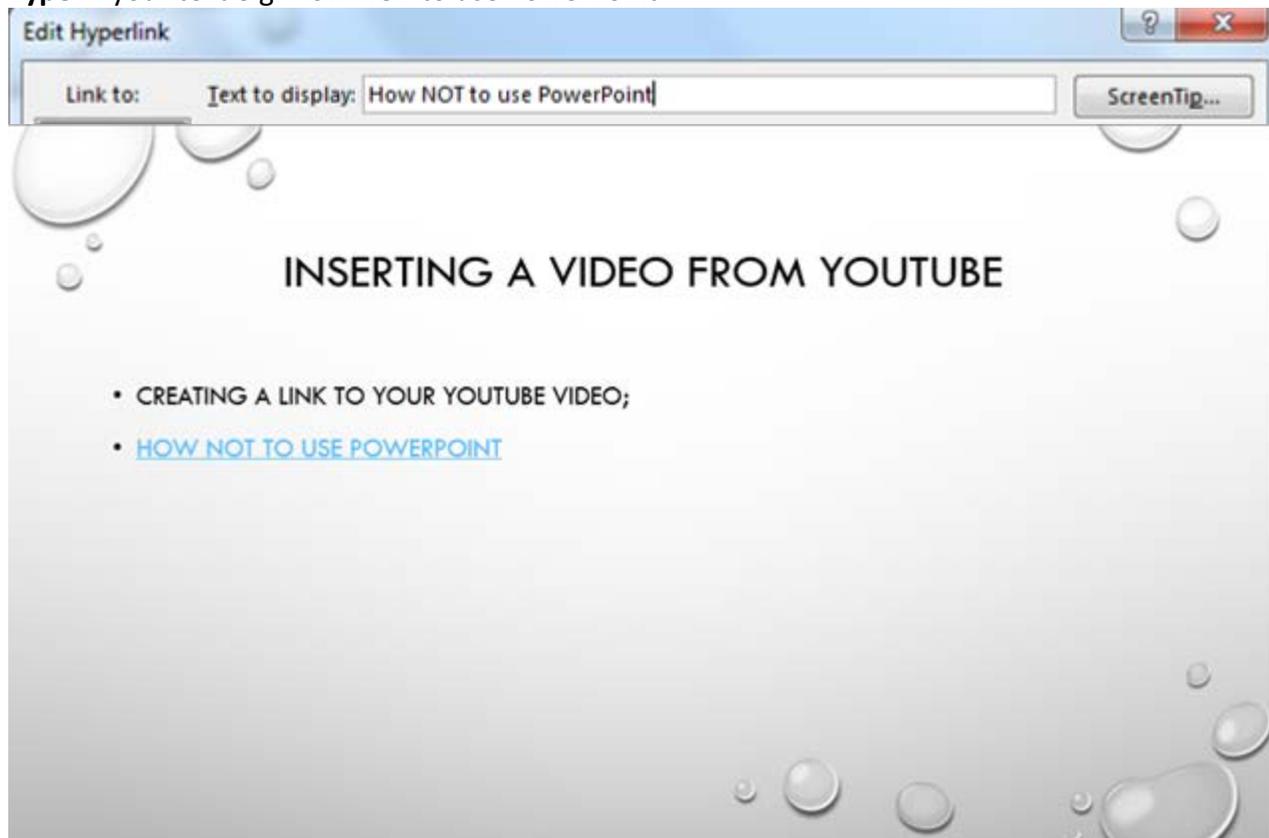
Choose to Edit Hyperlink

The following dialogue box appears;



Select **Text to display**

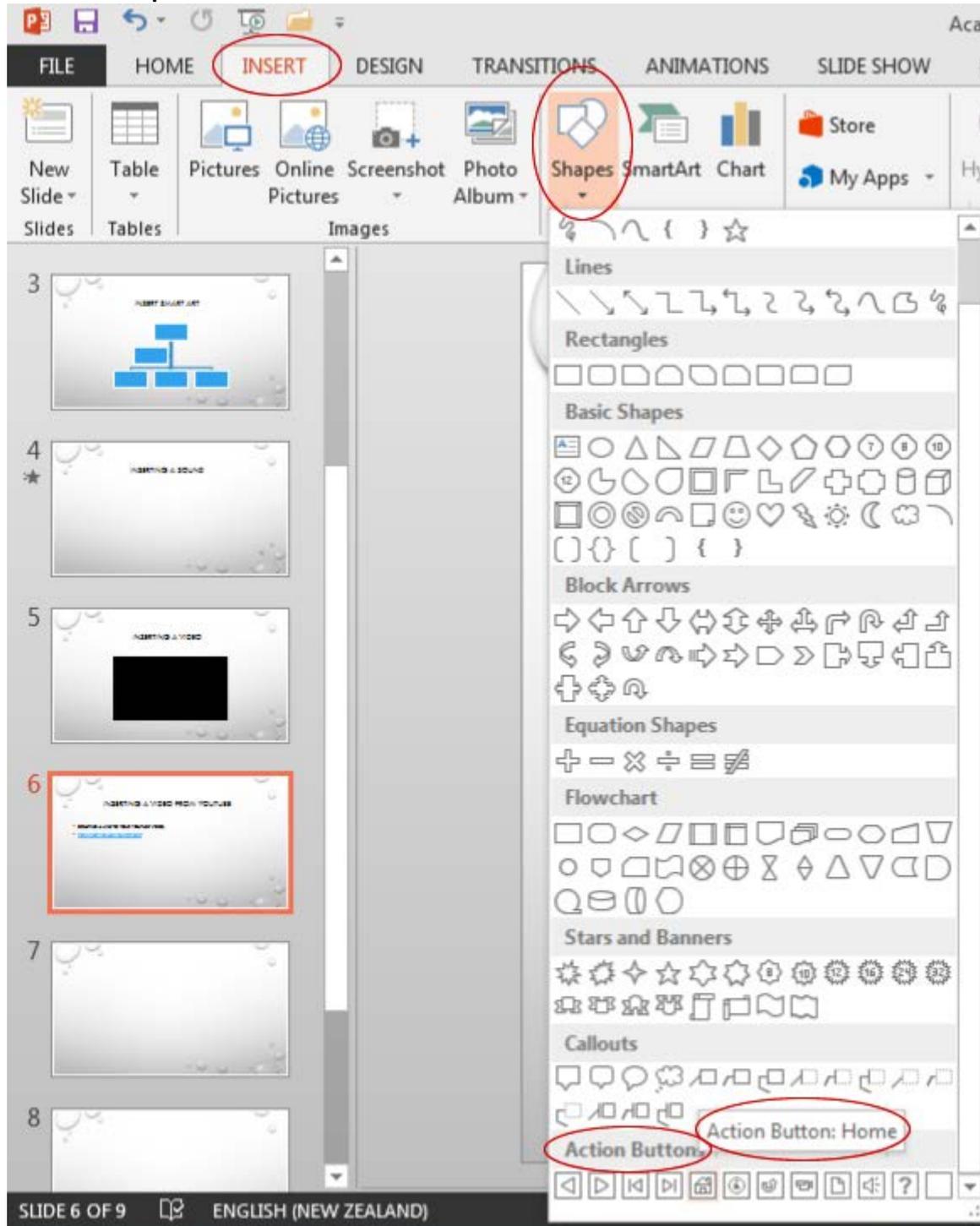
Type in your text e.g. How NOT to use PowerPoint



Adding Action Buttons to your Presentation

By adding action buttons to your presentation you can tell a movie or sound to play or you could use an action button to navigate to another slide in your presentation.

Insert << Shapes << Action Buttons

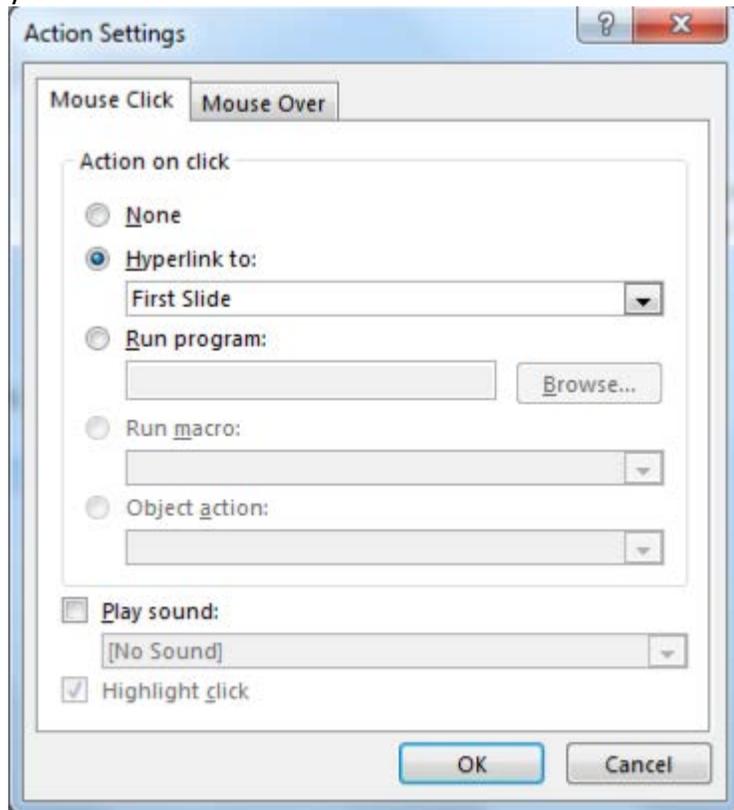


Choosing a button

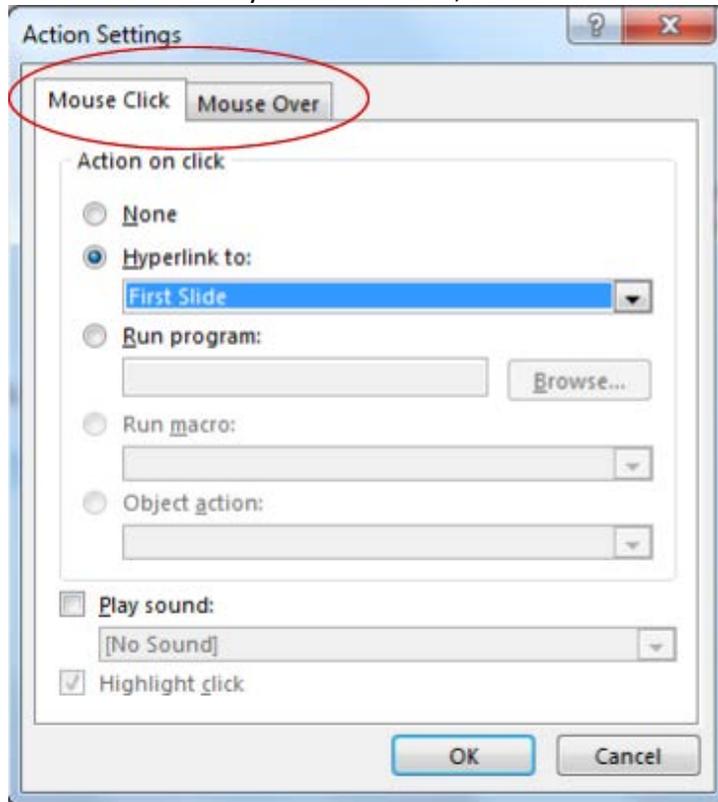
Once you have chosen your button you will notice the mouse pointer has changed to a +
Move your mouse onto your slide << **click** and **drag** to make your button



The action button dialogue box will now show, this is to enable you to choose the settings you want for your button



Choose which tab you want to use; **Mouse Click** or **Mouse Over**



Choose which action you want and click **OK**

