Inserting a Video

Select the slide you are going to insert your video into

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Browse for your video >> Insert







Playback

Click on the Playback tab 🗿 🖯 5 · O 🗐 🥃 : Presentation1 - PowerPoint FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW DEVELOPER EndNote 3/7 ACROBAT FORMAT PLAYBACK Fade Duration Loop until Stopped ► Add Remove. Bookmark Bookmark Video Play Rewind after Playing Bookmarks Editing Video Options Preview

Click on the Start dropdown box

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Choose between Automatically or On Click

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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



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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





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

Right click on the link and choose hyperlink





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The hyperlink will change colour





You can also edit the text of the hyperlink to make it more relevant. **Right click** on your hyperlink

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Select Text to display

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

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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.

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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

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