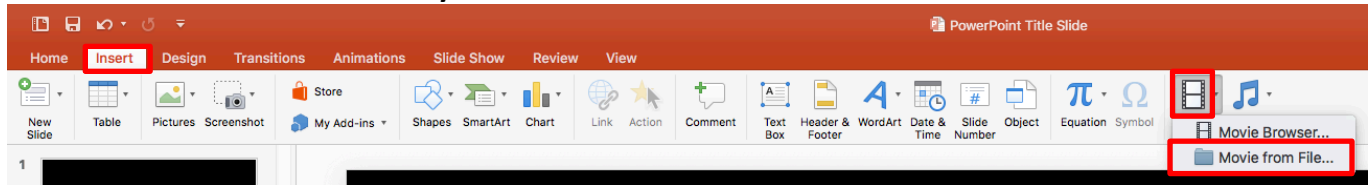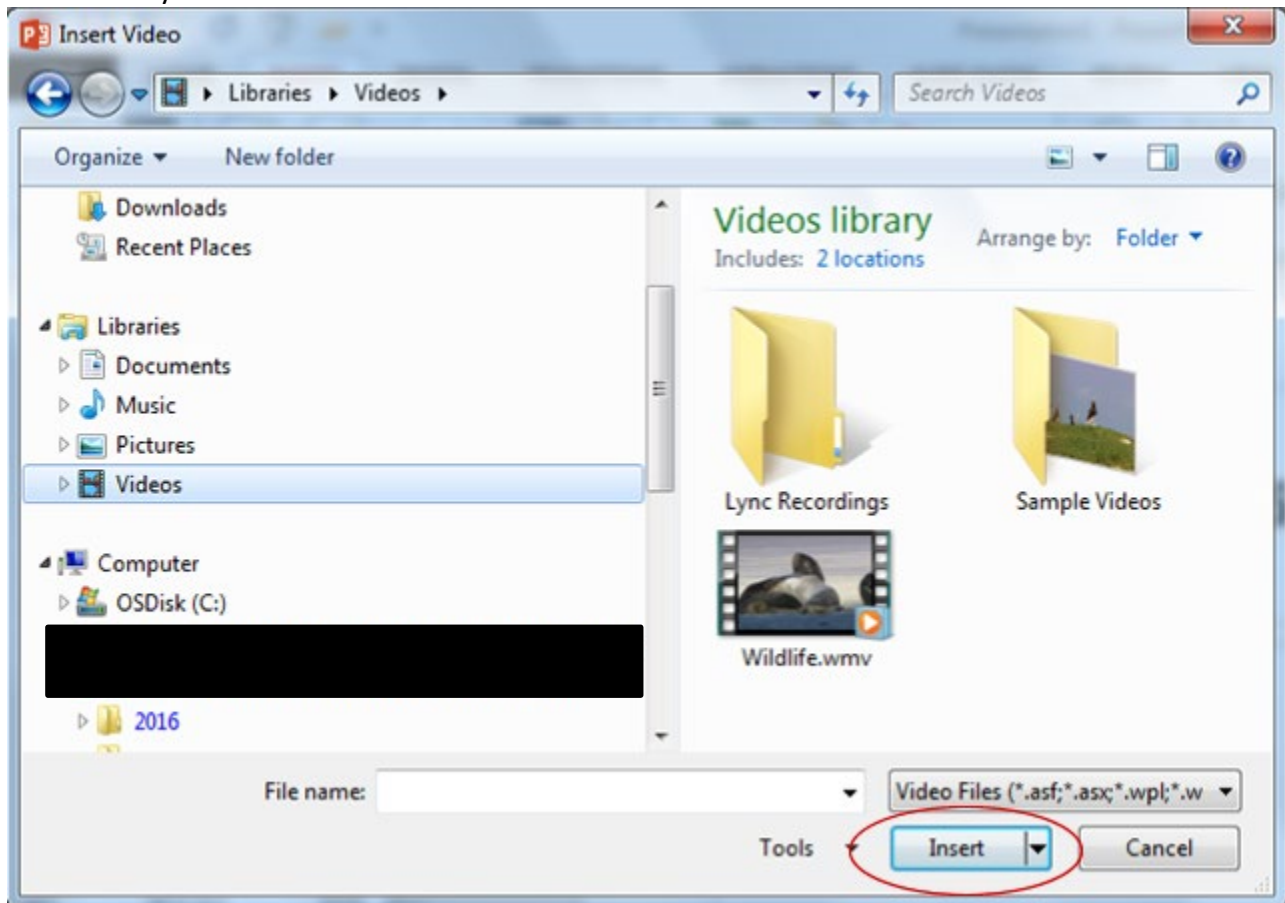# Video

Insert a Video from Your Files

Select the slide you are going to insert a video into.
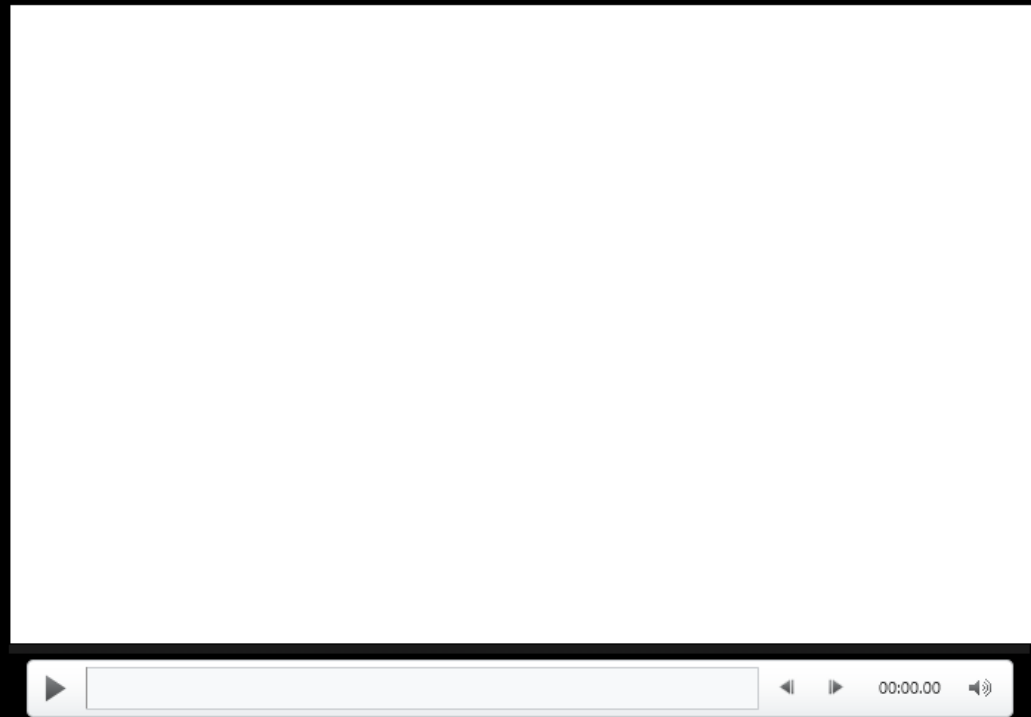
Insert << **Video** << **Video from my PC**

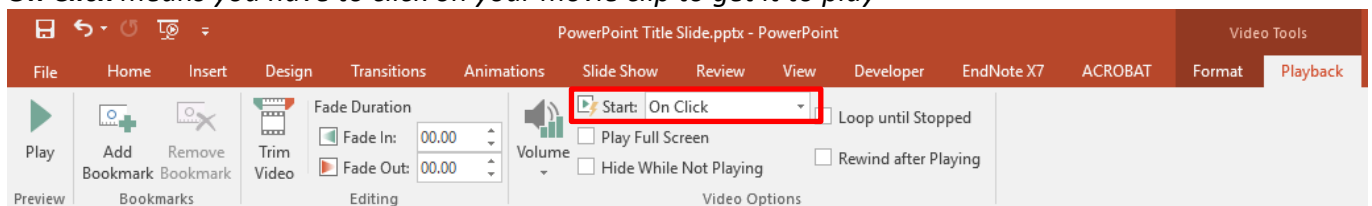**Browse** for your video << **Insert**

To Change the Playback of your Video

Click on the **Playback** tab << **Click** on the **Start** dropdown box << **Choose** between **Automatically** or **On Click**

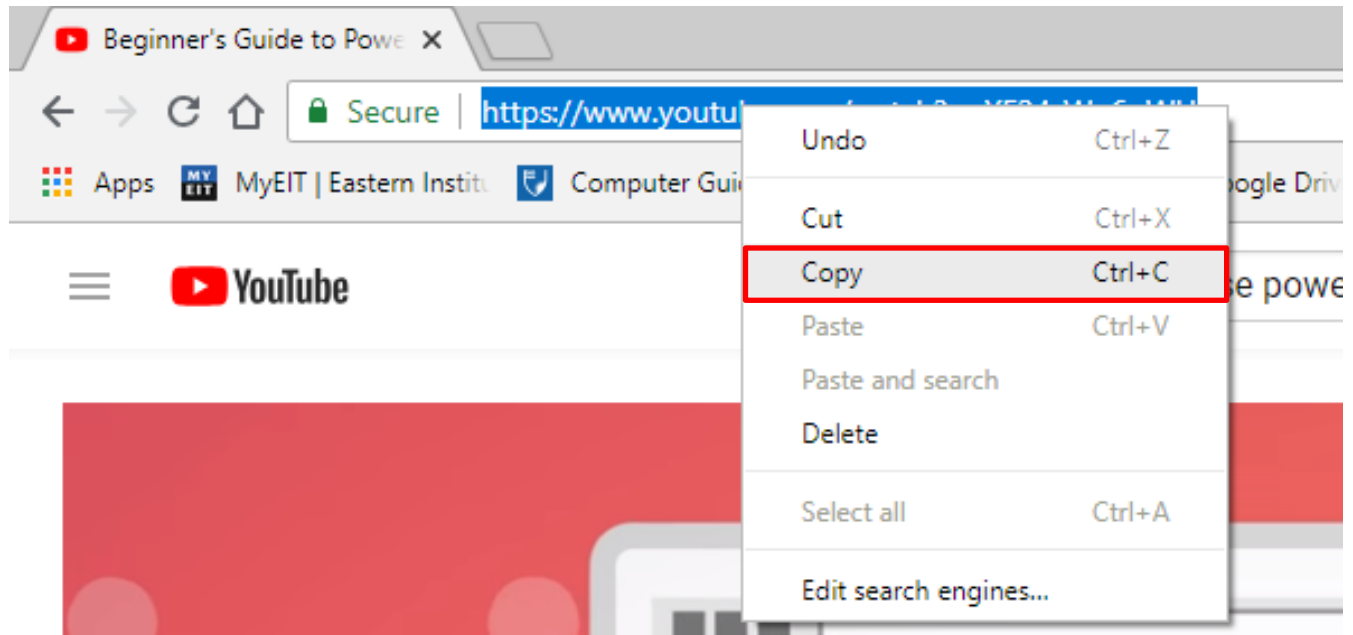*Automatically* *will play your movie clip straight away*
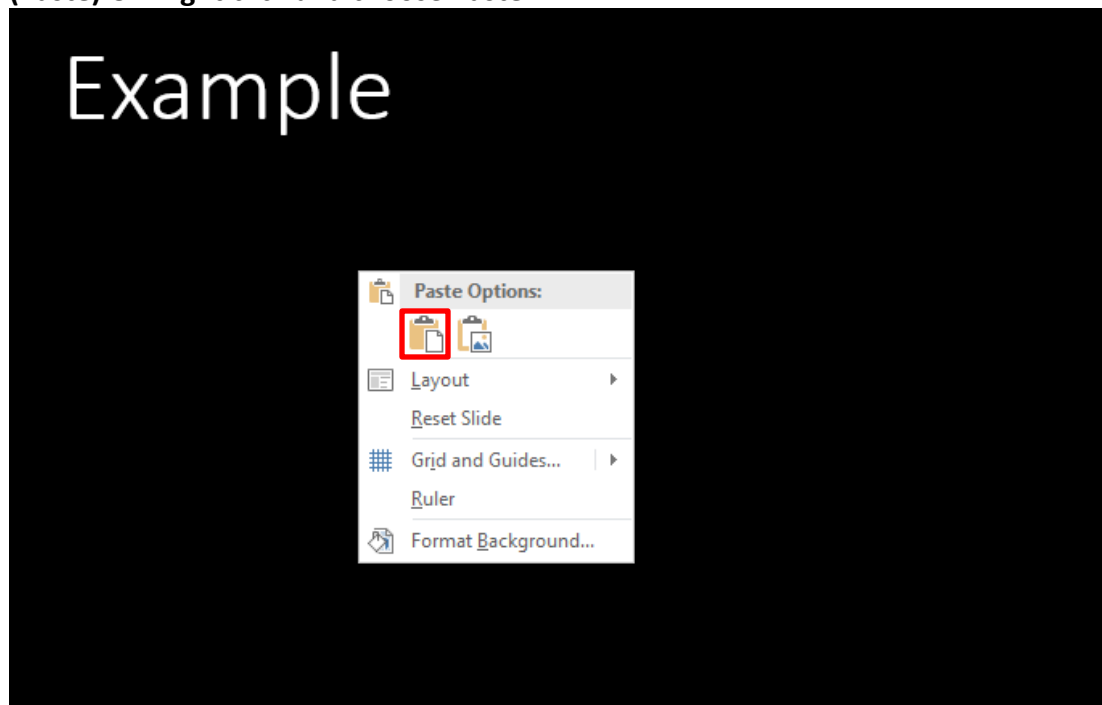*On Click* *means you have to click on your movie clip to get it to play*

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.
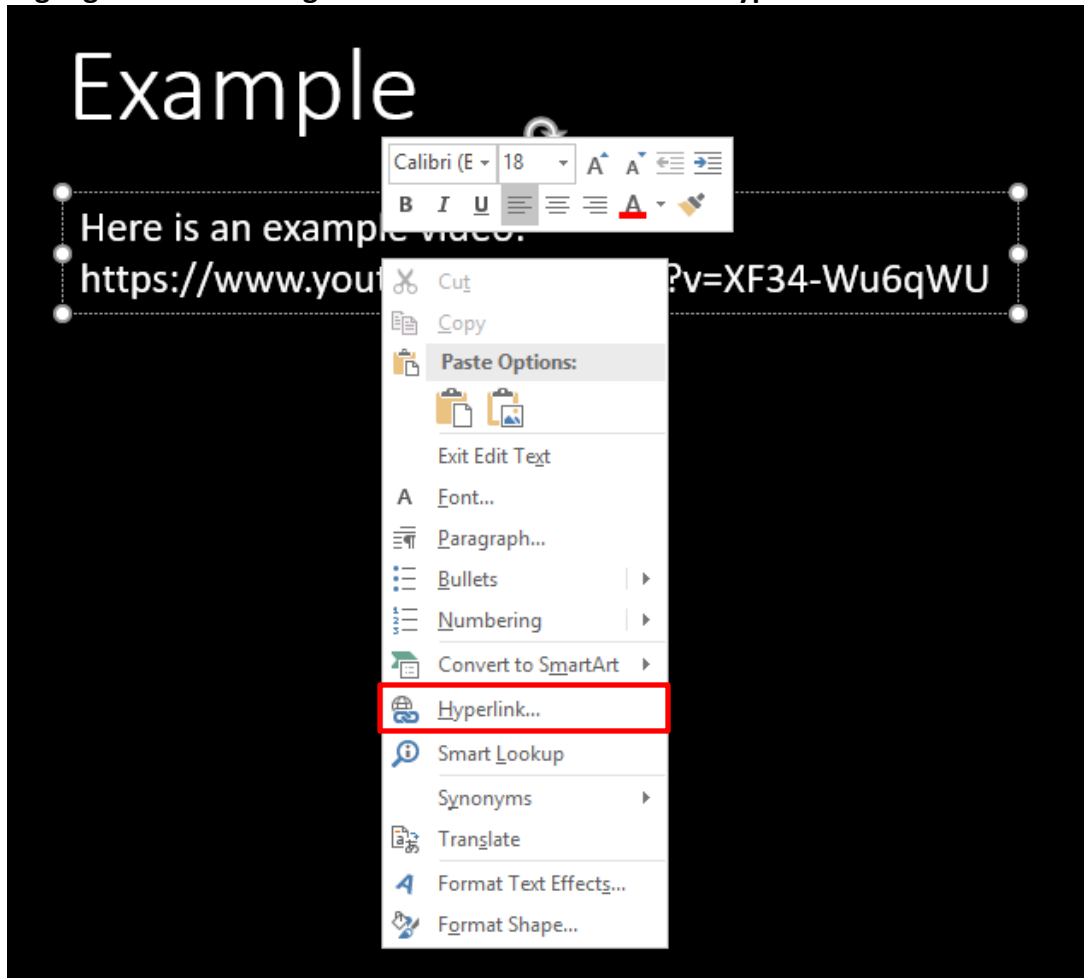
Find the video you want to link to << **Double Click** in the address bar << Press **Ctrl C**
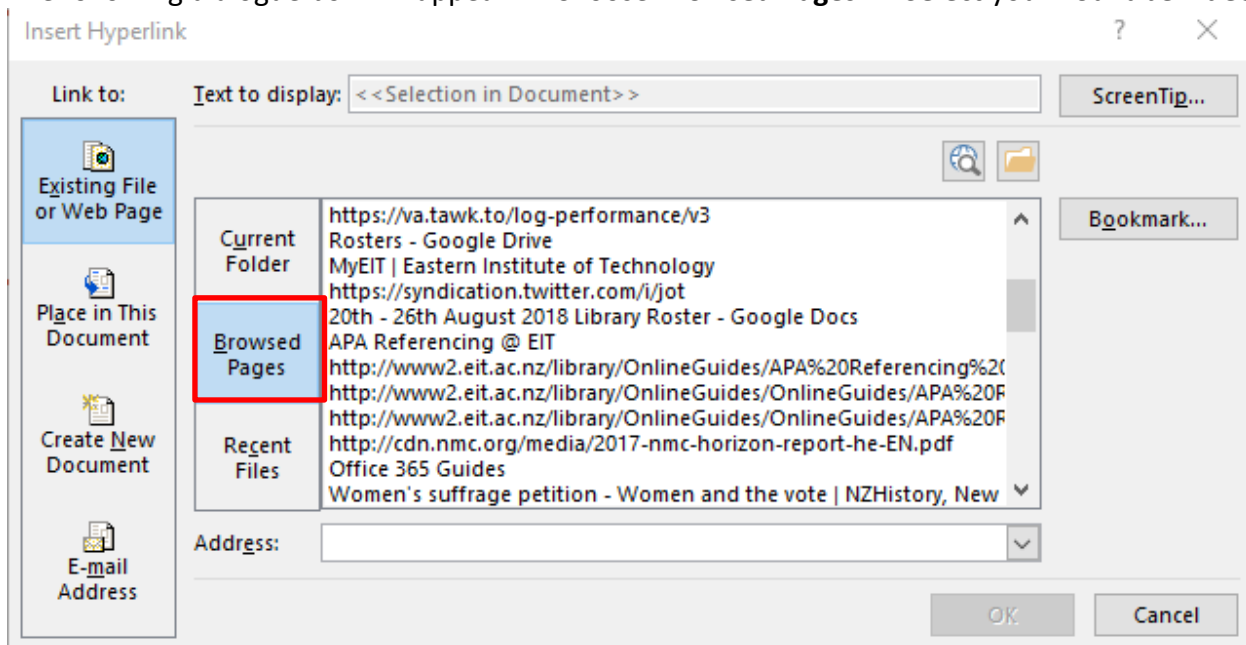**(Copy)** OR **Right** click and choose **Copy**

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

The following dialogue box will appear << Choose **Browsed Pages** << **Select** your **YouTube video link**
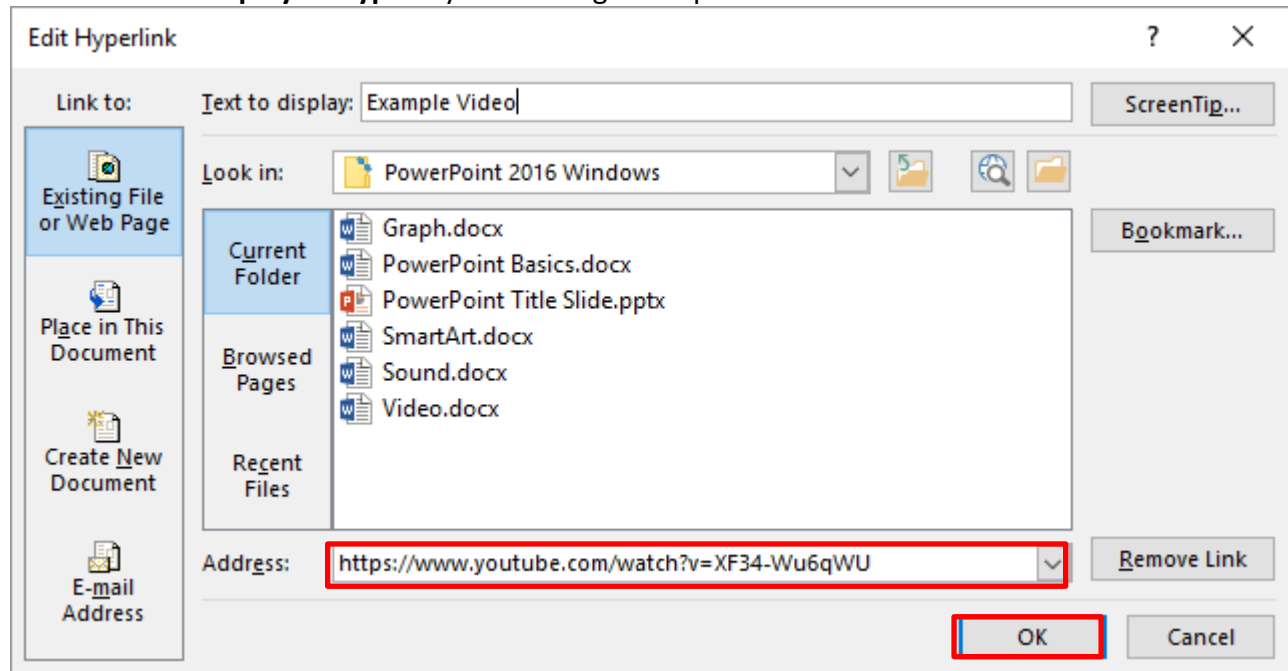
If you aren't using a link from your **Browsed Pages**, **click** in the **Address** box and **paste** the link in there. The hyperlink will change colour and become underlined.

You can also **edit** the text of the hyperlink to make it more relevant **<< Right click** on your hyperlink **<<**
Choose **Edit Hyperlink** << The following dialogue box appears
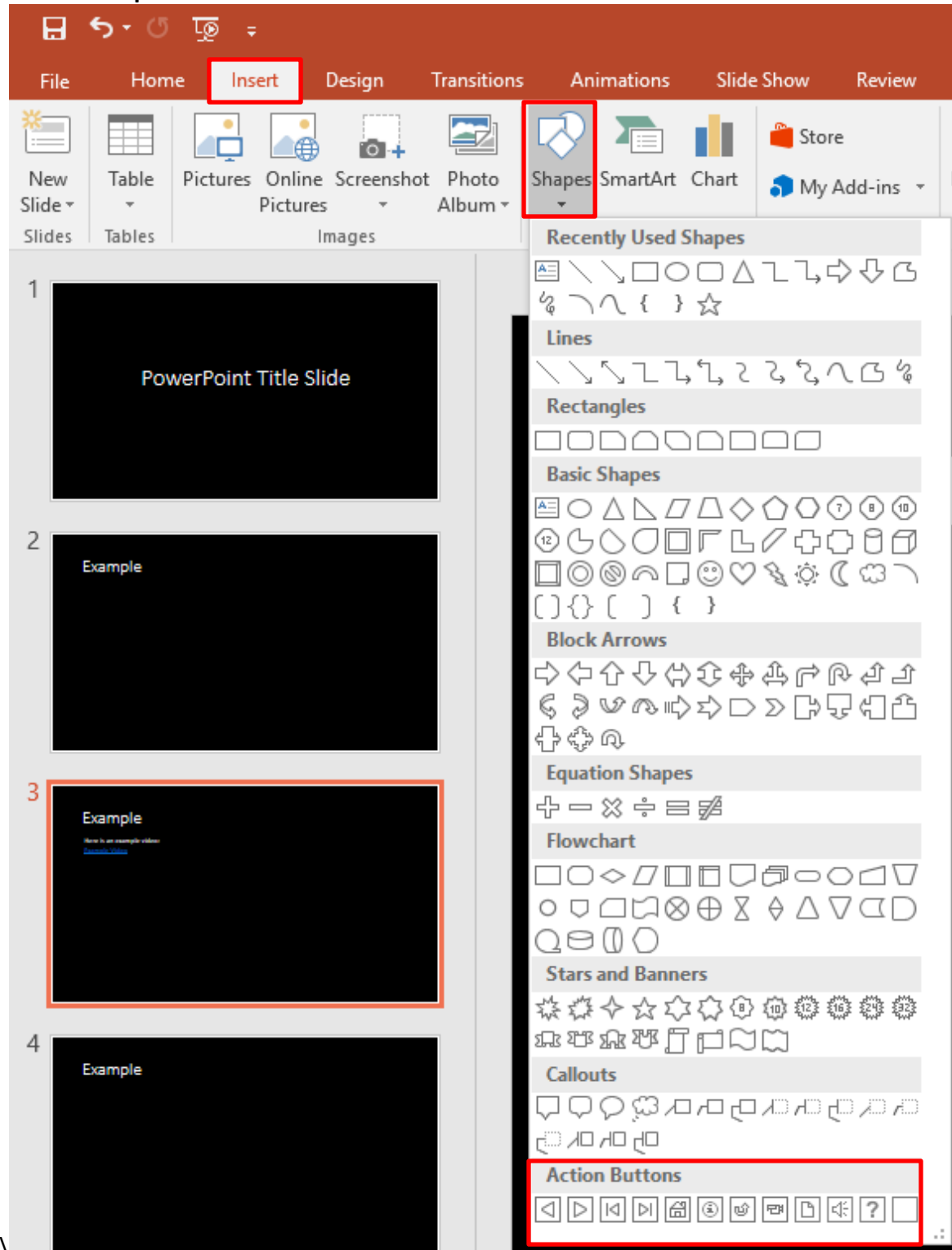**Select Text to Display** << **Type** in your text e.g. Example Video

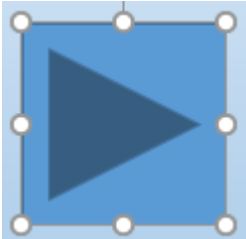## Adding Action Buttons to your Presentation

By adding action buttons to your presentation you can tell a video or sound to play or you can use an action button to navigate to another slide in your presentation.
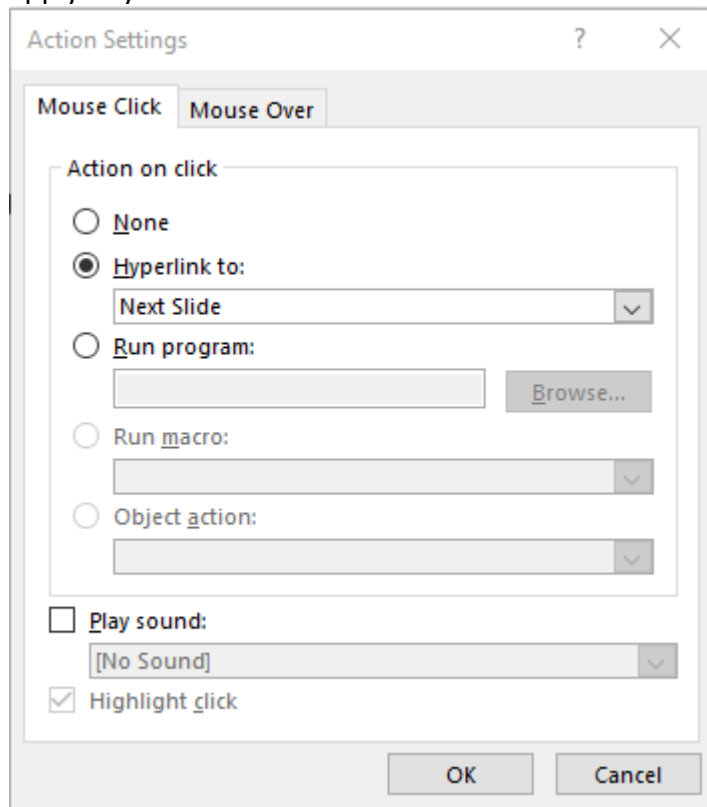
Insert << **Shapes** << **Action Buttons**

Choosing a Button
Once you have chosen your button you will notice the mouse pointer has changed to +
Move your mouse onto your slide and 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 to apply to your button.

Choose which tab you want to use; **Mouse Click** or **Mouse Over**.
Mouse Click means that the action will happen when the button is clicked
Mouse Over means that the action will happen when the mouse is hovered over the button
Choose which action you want and click **OK**

For example, to add an action button that will play a YouTube video, follow these steps: