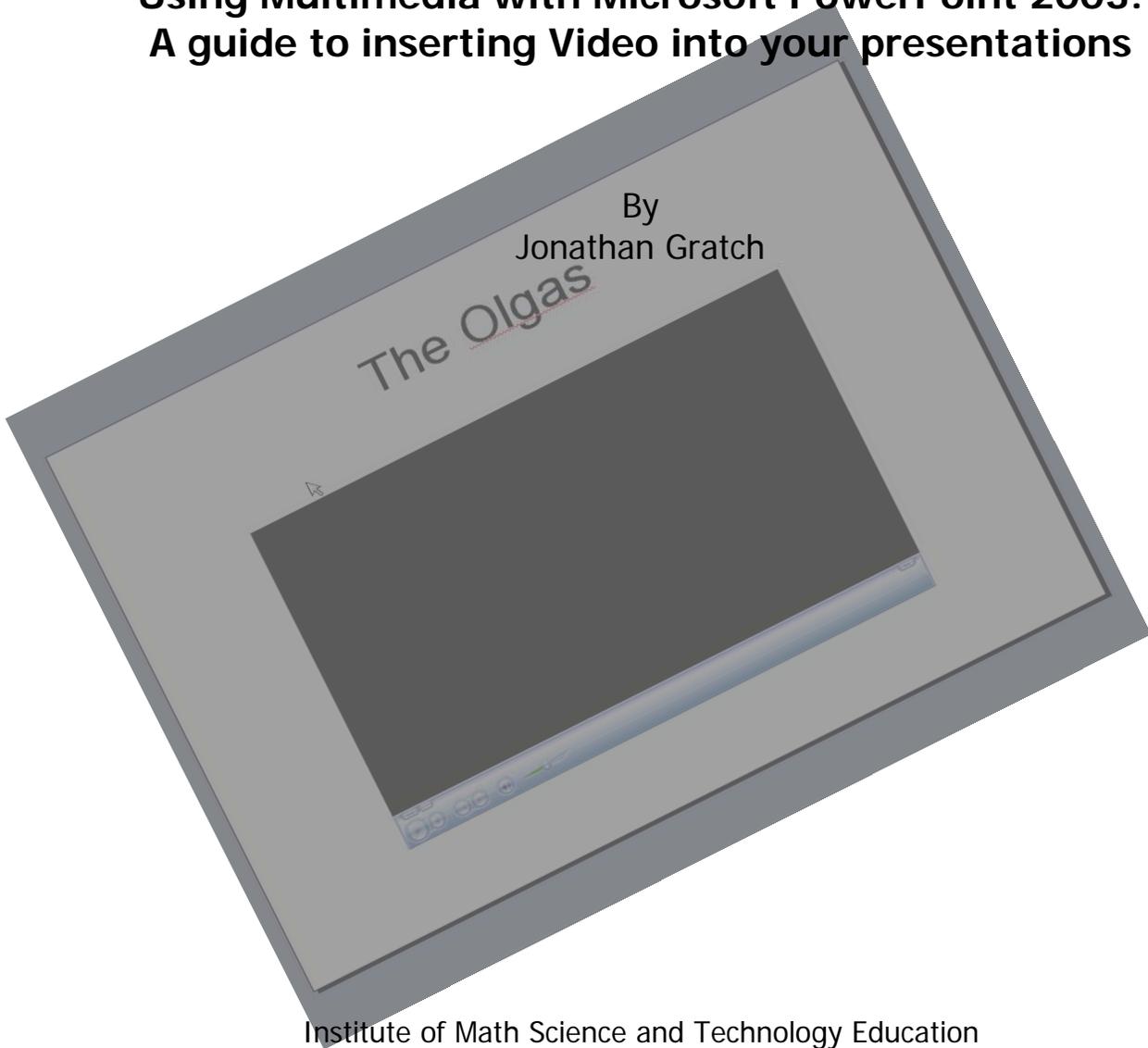


# Using Multimedia with Microsoft PowerPoint 2003: A guide to inserting Video into your presentations



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# Using Multimedia with Microsoft PowerPoint 2003.

Microsoft PowerPoint provides the user quick and easy integration of audio/video segments into their presentations. These segments can be used to highlight, illustrate, or explain a concept in greater detail than achievable through still graphics and photographs. The inclusion of sight and sound can bring added dimensions to your presentation.

## Supported Formats

The default installation of PowerPoint 2003 provides support for integration of video files ending in the extensions .MPEG (Moving Pictures Expert Group), .WMV (Windows Movie Video) and .AVI (Audio Video Interleave). Usage of video files in these formats allow for direct playback in PowerPoint Slides through the embedded support of the Windows Media Player as well as additional customization for playback options (controls, transition effects, and action settings). Windows Media Player can be downloaded at [www.windowsmedia.com](http://www.windowsmedia.com).

**Apple Quicktime** ([www.apple.com/quiktime](http://www.apple.com/quiktime)) (.MOV) is supported but requires additional software. Since this format lacks native support in Microsoft's Windows Media Player this program requires the launch of appropriate third party playback software which will open outside of the presentation.

**Real Audio.** Real Audio ([www.real.com](http://www.real.com)) is a streaming format commonly used throughout the internet. Real Audio support is limited in PowerPoint 2003. Real Media can be imbedded into slides as an object with associated Visual Basic Scripting. Using this format in PowerPoint presentations usually requires a persistent internet connection.

## A Note of Codecs:

A Codec is a key that explains to the Windows Media Player how to playback a specific video file. A file ending in the extension .mpg conforms to a specific set of requirements, however the software used to produce this file may differ from software used to produce a different file of the same type. There are literally thousands of codecs in use. By default Windows Media Player downloads the appropriate codec when encountering a new codec. Once the codec is downloaded it resides within Windows and will allow playback of any other file using the codec.

**Tip:** When adding video to your PowerPoint presentations always make sure Windows is able to open and playback the video prior to inserting it into PowerPoint.

## Prior to Beginning Assembly of your Presentation

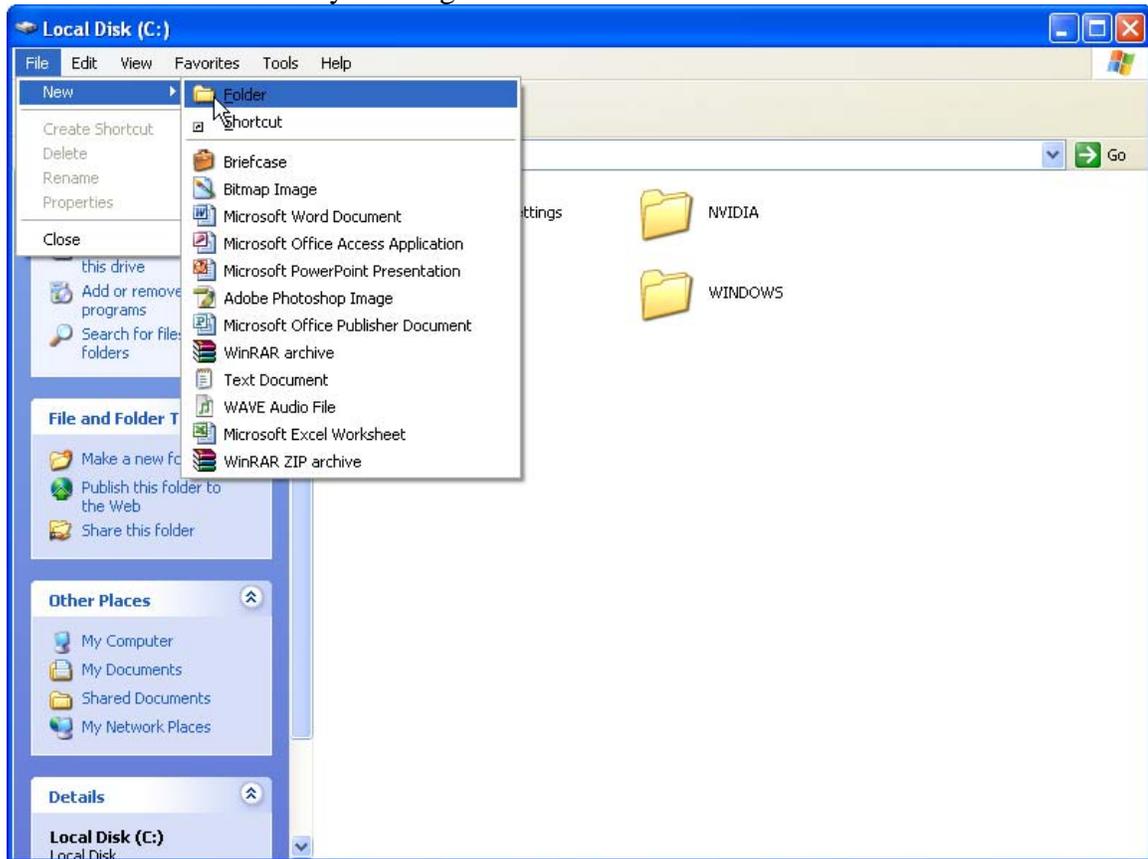
If you have worked with Microsoft PowerPoint before, then most likely you are aware of how simple it is to add photographs and illustrations to your slides. Most likely it will not surprise you to know that it is just as simple to add video clips to your presentation. However, there are several differences that need to be pointed out prior to starting. First, after you have inserted a picture into a slide the picture is moved into the actual PowerPoint file. Since the average video clip is much larger in (physical) size and far

more sophisticated than a picture, a video clip inserted into a PowerPoint slide will not be inserted into the physical .ppt file. Instead PowerPoint creates a link to the location where the file exists. Think of this like a link on a website, you click on the highlighted text and the web browser takes you to another site. In the case of PowerPoint it brings the video file *into* the PowerPoint slide for viewing.

Therefore, it is important to organize your video files prior to entering them into the PowerPoint presentation, enabling all your associated files (video clips) to be grouped in one central location. Keeping all the files together is even more important when developing a presentation which you intend to transport.

To prepare your presentation for video insertion and make it transportable follow these steps.

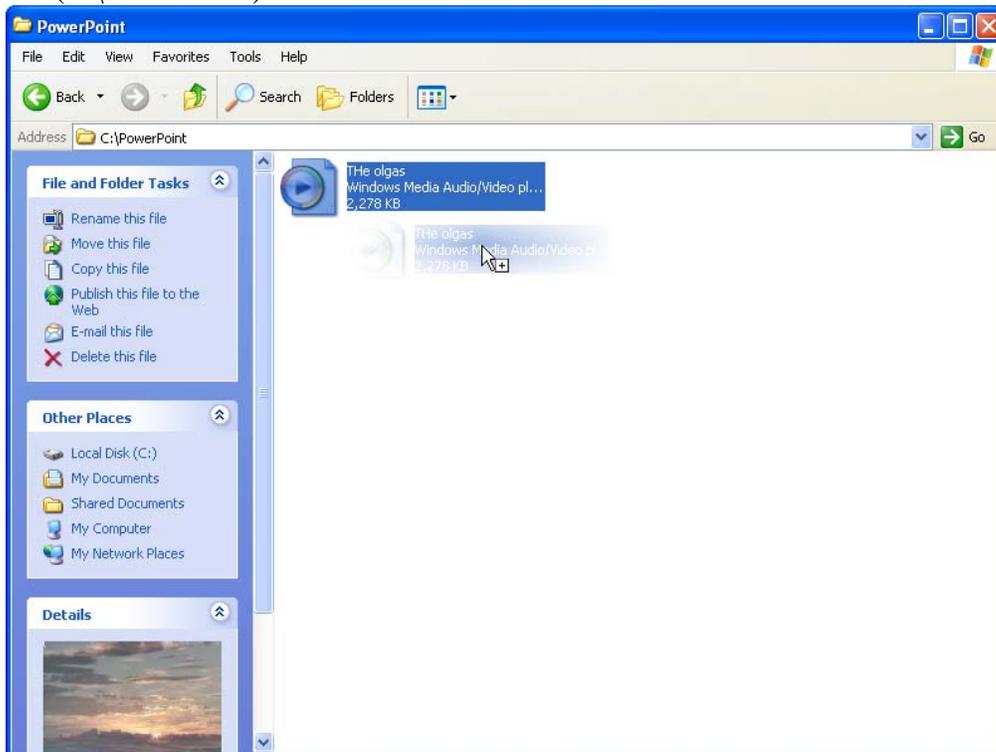
1. Open **My Computer** and double click on the **C:\** (sometimes called (C:)Local Drive)
2. Create a new folder by clicking **File** → **New** → **New Folder**



3. Rename this folder (You may want to choose to use the name of the PowerPoint you will make) for this example the folder is named PowerPoint. Press **Enter** to confirm the name change.

**Note:** You may choose to create the folder at any location on your hard drive including the Desktop or in the My Documents folder. The actual location of the folder in this example is C:\PowerPoint.

4. Drag all the files (video clips, pictures, etc.) you intend to use in the PowerPoint from other locations on your hard drive, network, or CD-ROM to the new folder. (C:\PowerPoint)



5. Open a new or Existing PowerPoint Presentation and save the Presentation in the new PowerPoint directory you have just created.

Why must the files be kept organized? Since PowerPoint creates a link to the location of the video clip moving the PowerPoint.ppt may render the associated link inaccessible or invalid. For example if you moved the PPT file to a CD for playback on another computer, but did not move the associated video clips, when PowerPoint tries to access those files you would receive a message stating an invalid link (much like when you try to access a web page and erroneously spell the name of the site). In creating a single folder where all the clips reside as well as being the location where you save your PowerPoint Presentation too, you have a created a single location that can be transported as a whole from one location to another.

**Remember:** You must save your PowerPoint into the directory with the video clips prior to inserting the clips into the presentation. If your presentation has already been saved during a previous work session, choose the “Save As” option under **File** and navigate to the folder you have created for your video clips.

## 2 Ways of Inserting Video into Microsoft PowerPoint

### 1) Step by Step: Inserting a Video Clip into a blank PowerPoint Slide

If you do not want to add a video clip using PowerPoint's designed multimedia slide template, and would prefer a greater amount of control over the video clip and the slide layout – particularly if you want the clip taking up the whole slide – or if you are just into doing it yourself.

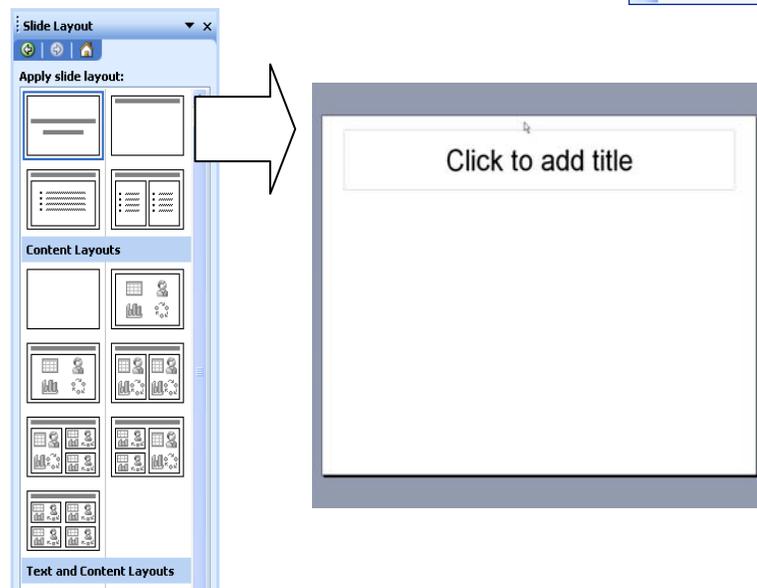
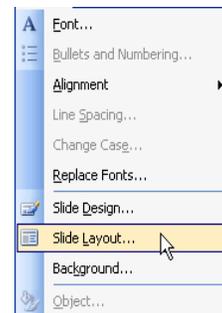
1. Open Microsoft PowerPoint by clicking the Microsoft PowerPoint 2003 Icon



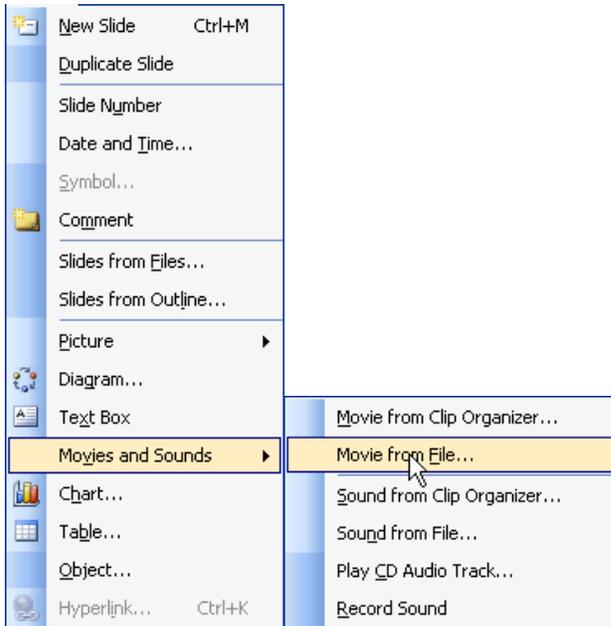
By default Microsoft PowerPoint 2003 opens to new blank presentation displaying a Title Slide. You may choose to use this blank presentation or open an existing presentation of your own.

2. If you are using an existing presentation, choose a slide you wish to insert a video file into or click **Format** → **Slide Layout** to bring up the Slide Layout Task Manager.
3. From the Slide Layout Task Manager select the “Title Only” Slide. The second slide to the right on the first row. (See picture below).

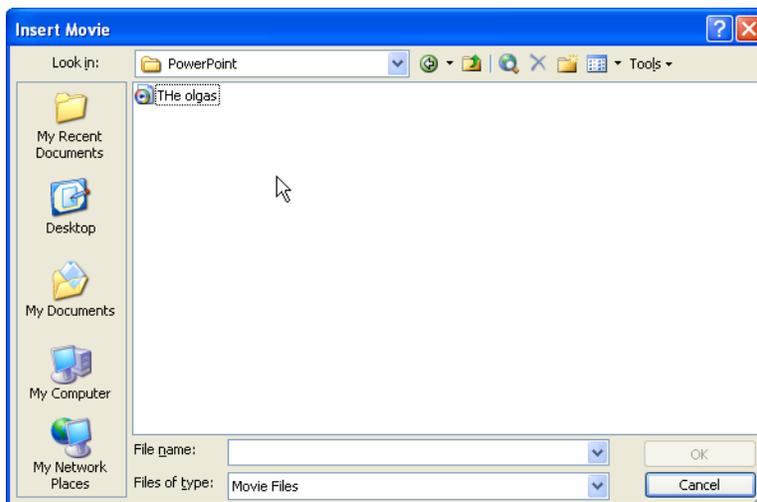
4. Add a title to the slide



5. To insert a video click **Insert** → **Movies and Sound** → **Movies from File**

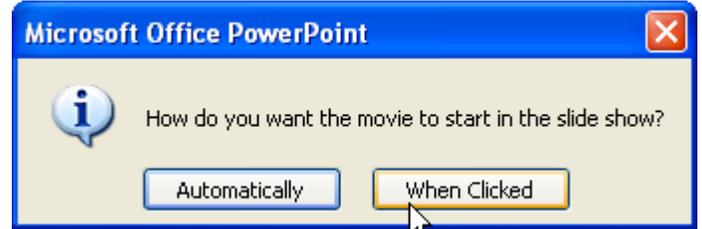


Clicking Movies from File will bring the Insert Movie Dialogue box. Navigate to the folder where you placed your video clips, C:\PowerPoint and press **Open**.

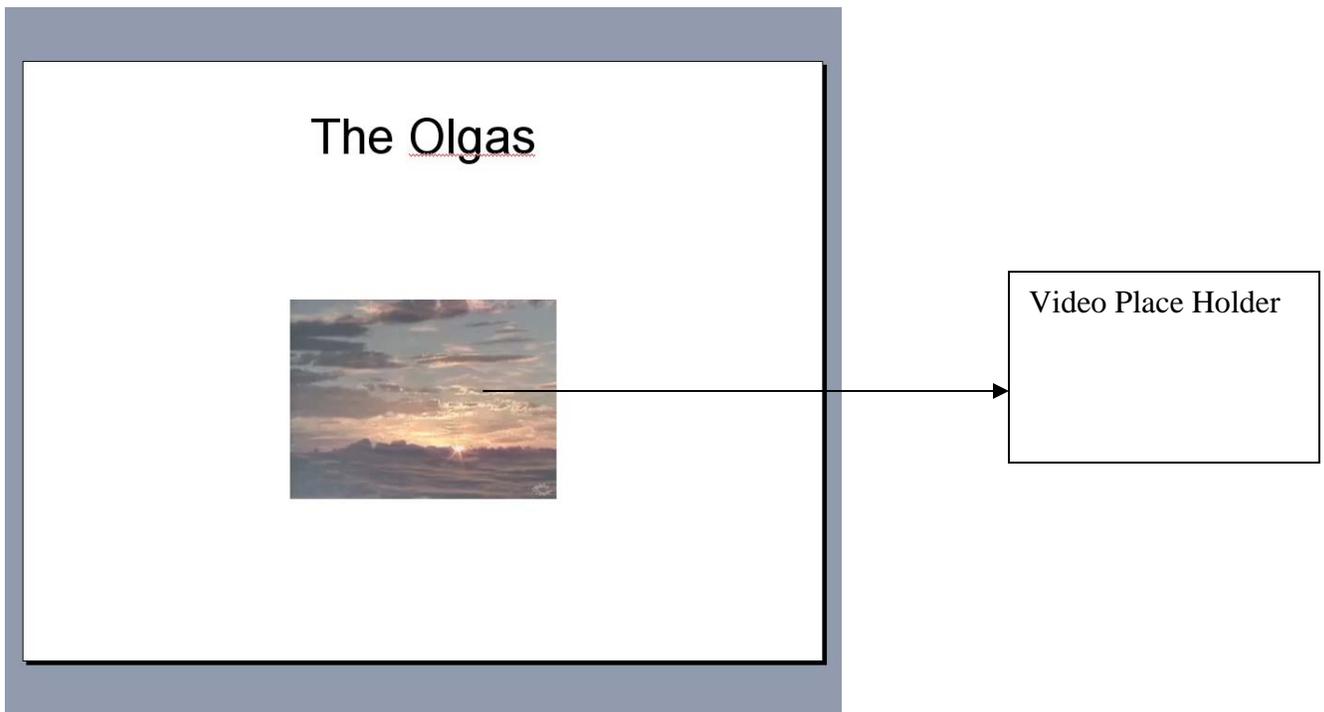


6. Choose the clip to place into the slide and press **OK**

7. A dialogue box will pop up asking if you want to have the Clip played automatically when the presentation reaches the slide or Play when Clicked. Clicking **Automatically** will result in PowerPoint starting the movie once the presentation reaches the slide. Choosing **When Clicked** will require the presenter to click the video to begin playing.



8. The computer will now insert the video clip into the PowerPoint slide.

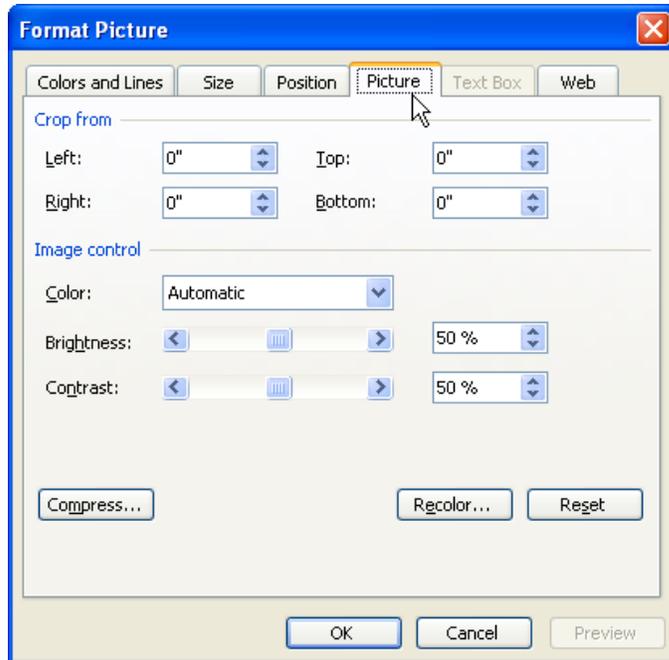


9. Save your presentation. Make sure you save your presentation. Save often. Save Frequently. Again: Save your Presentation in the same folder as your video clips for best results when transporting or moving files

**Note:** This method does not create Action Buttons for user control of the video, instead the user can click anywhere on the Video Image Place Holder to prompt playback. The Video Image Place holder can be manipulated in the manner of a still image. The overall size on-screen is scaleable, however, increasing the size of the video can produce distorted or fuzzy playback. **Right Click** on the Video Place Holder Image and select **Format Picture** to display the Format Picture dialogue box.

## The Format Picture Dialogue

The Format Picture Dialogue box allows the user to fine tune the many aspects of the Place holder including cropping the picture, resizing, and altering the contrast, brightness and aspect ratio.



**Note:** While most of these modifications alter only the Place Holder some, like size, will affect the associated video clip.

## 2) Step by Step: Creating a Windows Media Player Object within a Slide

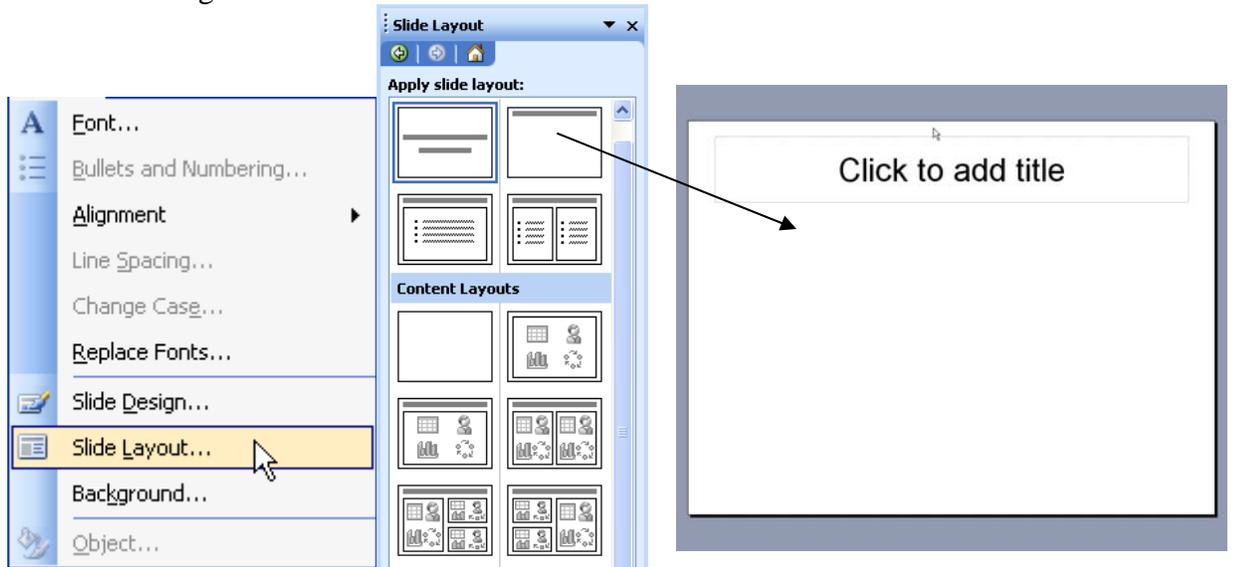
Microsoft PowerPoint allows the user to embed the full capabilities of Microsoft's Windows Media Player within a slide. Using this method, the video playback will contain all the functioning controls of the standalone Windows Media Player, including volume control, a moving scroll bar, and typical video controls including play, pause, stop, fast forward and rewind. Additional property controls allow the user to limit the level of video controls, or disable them completely. Advanced controls include setting the video to playback a specific number of times or in a continuous loop, and altering the playback rate or cueing the video to begin at a designated point.

1. Open Microsoft PowerPoint by clicking the Microsoft PowerPoint 2003 Icon

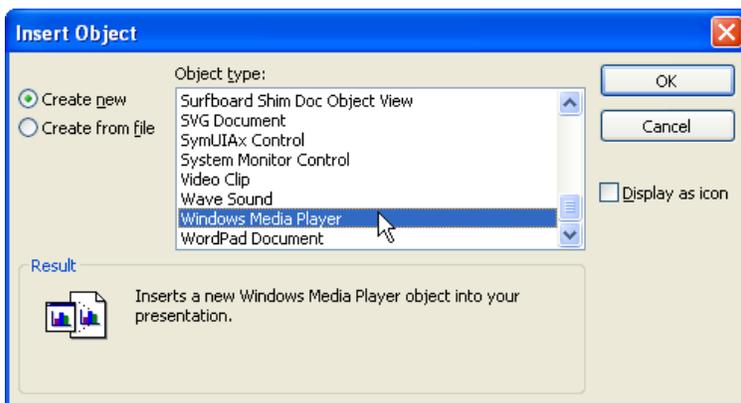
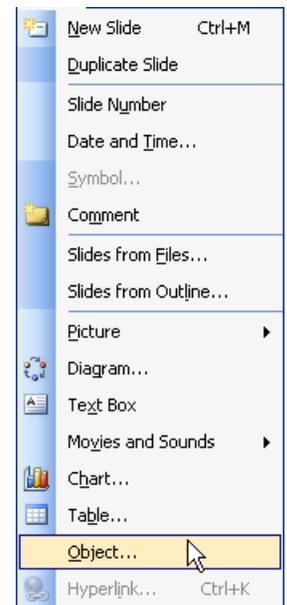
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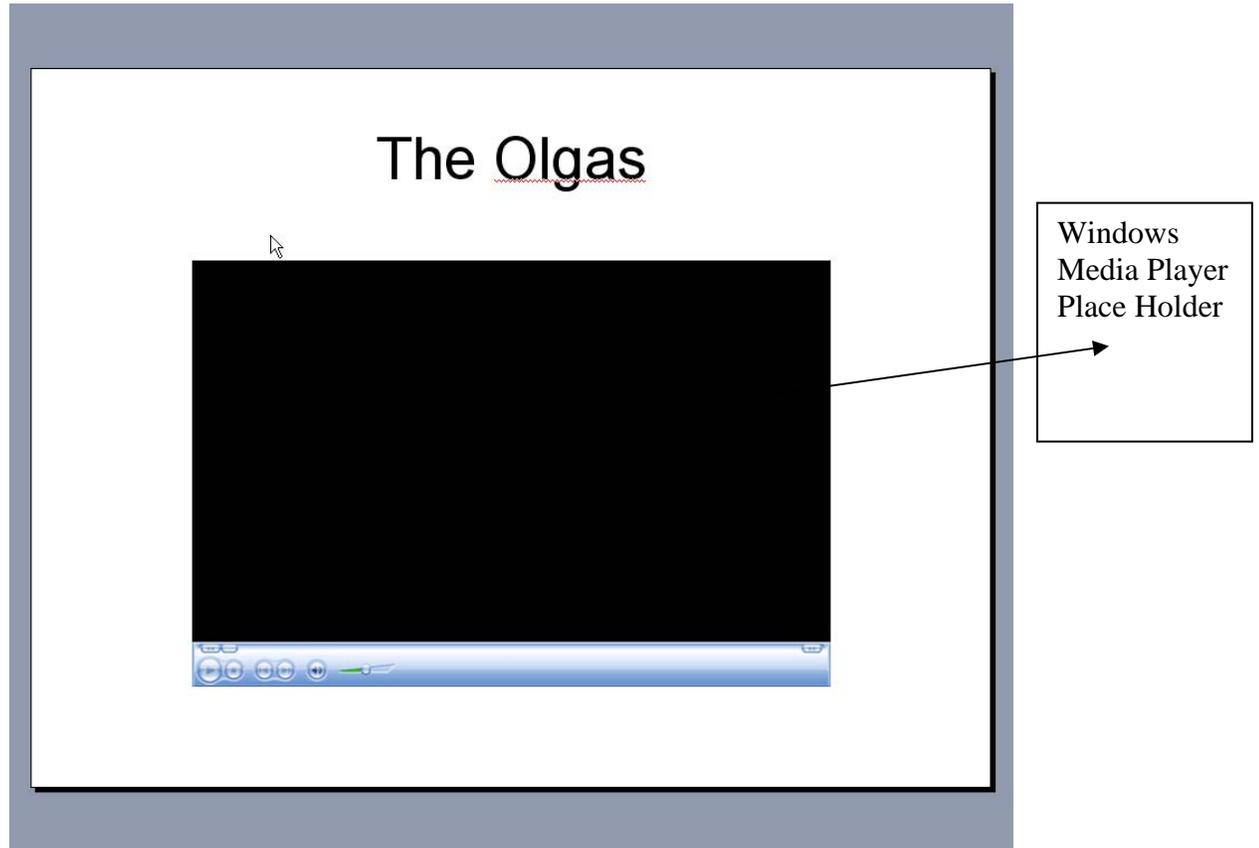
- If you are using an existing presentation, choose a slide you wish to insert a video file into or click **Format** → **Slide Layout** to bring up the Slide Layout Task Manager.



- From the Slide Layout Task Manager select the “Title Only” Slide.
- Add a title to the slide
- Go to: **Insert** → **Object** to open the insert Object dialogue box.
- Scroll down the list until Windows Media Player is displayed
- Select Windows Media Player and Press **OK**

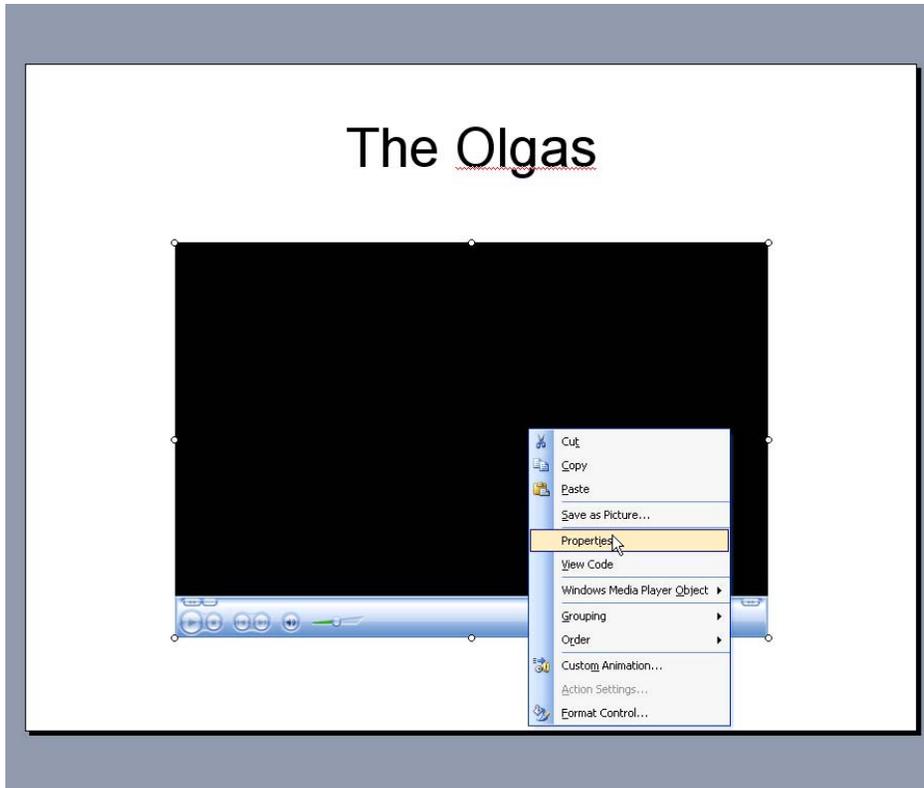


8. Windows Media Player will display within the selected slide. By default the controls are set at “full”. The full list of controls include: volume slider, mute button, Play/Pause, stop foreword, reverse, and a progress slider.

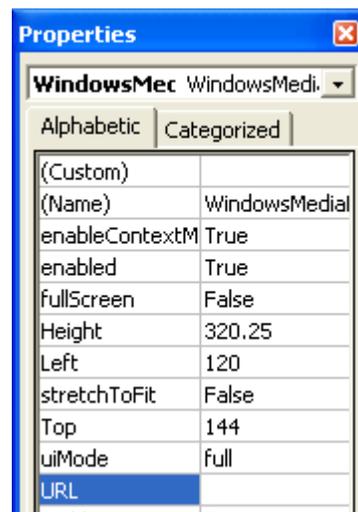


Now you will need to load the video into Windows Media Player.

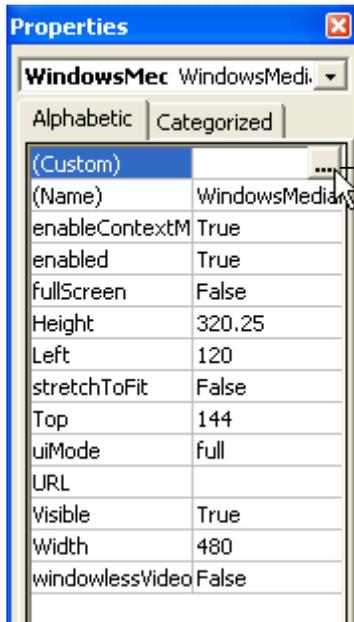
9. Right Click on the Windows Media Player Place Holder and select **Properties**.



A Properties box will be displayed. The main purpose of this box is to aid scripting of Microsoft's Visual Basic controls for formatting the video and its playback. Fortunately you do not need to know any computer programming to make most of these modifications as Microsoft has hidden a secret control box within the Properties Dialogue. (Example Right)



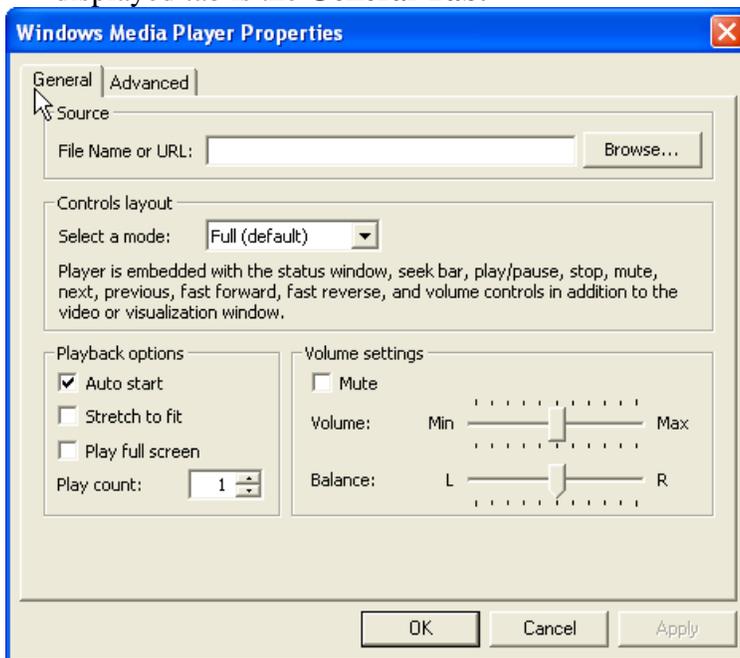
- The first box under the Alphabetic header is **(Custom)**. If you look at the box directly next to **(Custom)** it is blank. **Click** the empty box to display a small button (...).



The hidden button reveals all the customizations options available – just click custom.

- Click the (...) button to display the Windows Media Player Property Box.

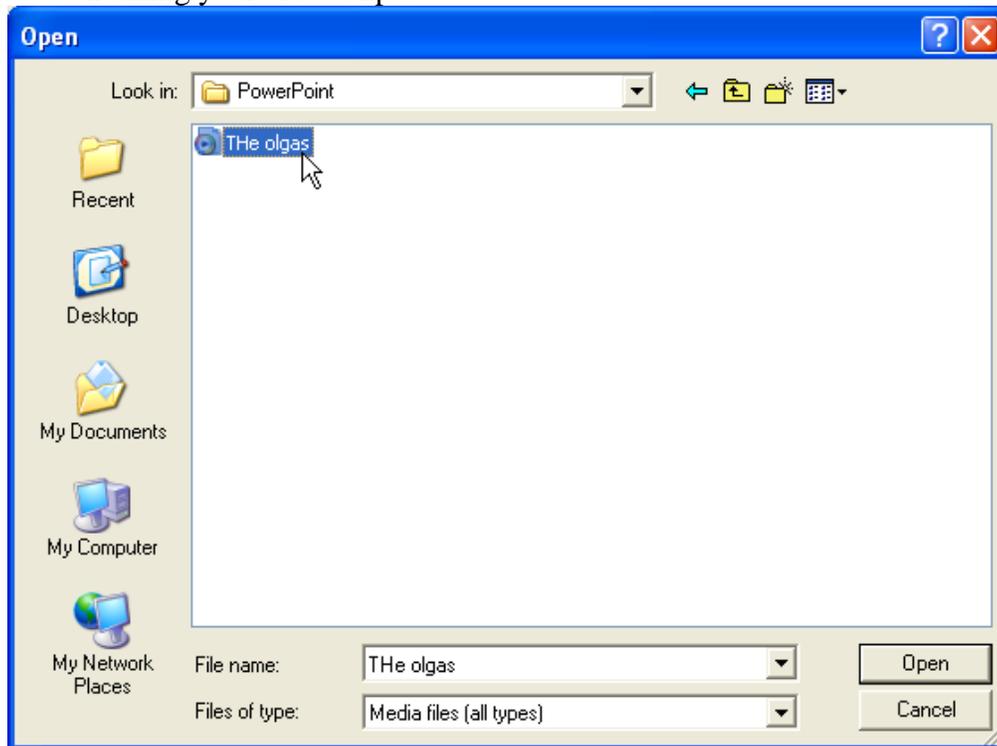
- The Windows Media Player box has two tabs to choose from, by default the displayed tab is the **General Tab**.



13. The first category under the **General Tab** is **Source**. This is where you tell Windows Media Player where your video clip is located on the hard drive. To find your Video Clip click **Browse** to open the Open Dialogue box.



14. Using the Open Dialogue Box, navigate to the folder (C:\PowerPoint) containing your video clips.

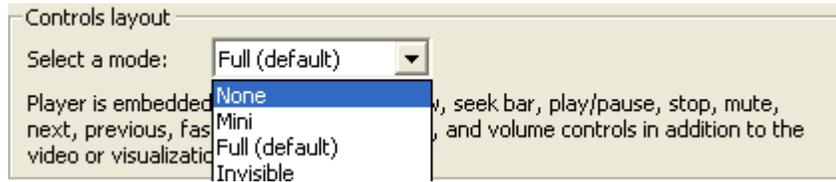


15. Select a video clip and press **Open** to return to the Windows Media Player Properties Box.

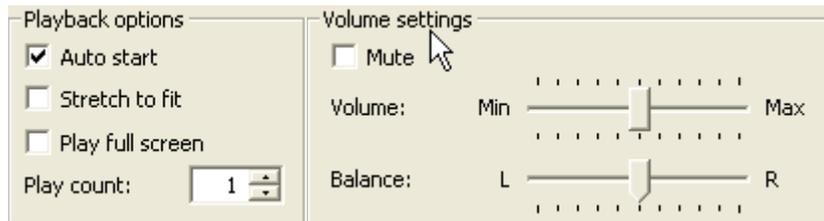
Notice that Windows has filled the location of your selected file into the **File Name or URL** Box



16. In the **Control Layout** dropdown box select the level of control you wish activated. Your choices are None, Mini, Full or Invisible



17. The **General** tab also allows you to set Playback Options and starting audio settings.



18. Press **Apply** to accept all the settings and **Ok** to exit the property box.
19. Press the **x** to close the property box.
20. Go to **SlideShow → View Slide Show** (or press F5) to view the slideshow. If you left the **Automatic Playback** checked then the video will begin playing once the presentation arrives at the appropriate slide. If the **Automatic Playback** option was left unchecked the presenter will need to press the **Play** button to begin the video.
21. Save your presentation. Make sure you save your presentation. Save often. Save Frequently. Again: Save your Presentation in the same folder as your video clips for best results when transporting or moving files.