

How to embed a video or film clip in a PowerPoint Presentation

If you intend to use a PowerPoint Presentation for your YDI and would like to embed a video clip in your presentation, please follow the instructions below.

–Save video file or video segment to your computer in the same file as your Presentation location and make sure you can find the file easily when prompted.

–Open your presentation and go to the **Insert** menu. Choose **Movies and Sounds** then **Movie from File**. Browse to locate your video and click OK

–Decide if you would like the clip to play automatically or when clicked. It is recommended that you play the video automatically but either option will work.

-When viewing the slide show, you can click on the image and the video will start playing in your PowerPoint Presentation. Click again to pause the video.

Please note:

PowerPoint cannot properly embed movies/videos, which means they are always *linked* to a file location, even when you have inserted the file as described above.

It is therefore very important to save the video file in the same folder as your PowerPoint Presentation to make sure the file will be available to you when you present. If you are taking your lap top with you and will use it to present, Just check your video is playing properly before you go.

If you are saving your Presentation onto a memory stick or USB drive, you will need to save the folder with the Presentation *and* the video onto the device. If in doubt, try this out before you leave to make sure everything is working properly by running the presentation from the device.

Note: you will need to use a different computer to be sure that PowerPoint is not finding the video on your computer rather than the device. Alternatively move or delete the video file from its initial location so that the initial file path will no longer work.

Have a Plan B: if you're not 100% sure that your video will play reliably, ensure you have a plan for how to work round this during your YDI.