

Video Instructions

PowerPoint 2013 – Embed Video

1. In *Normal* view, click the slide where you want to embed a video.
2. On the *Insert* tab, in the *Media* group, click the arrow under *Video*.
3. Click *Video on My PC* and locate the folder containing the file, and then double-click the file you want to add.
4. After adding video(s) go to the *File* tab, *Info* group and choose *Compress Media, Presentation Quality*. This will help to reduce your file size as well as improve playback performance.

PowerPoint 2010 – Embed Video

5. In *Normal* view, click the slide where you want to embed a video.
6. On the *Insert* tab, in the *Media* group, click the arrow under *Video*.
7. Click *Video from File* and locate the folder containing the file, and then double-click the file you want to add.
8. After adding video(s) go to the *File* tab, *Info* group and choose *Compress Media, Presentation Quality*. This will help to reduce your file size as well as improve playback performance.

PowerPoint 2007 – Link Video & Package for Transport

To Link Video:

1. Place the video files in the same folder as your presentation before inserting into PowerPoint and be sure the path to this folder is as short as possible (ex. C:\MyPresentation). Do not create this folder on your desktop which guarantees the path will be long and can create problems for PowerPoint.
2. In *Normal* view, click the slide you where want to add a movie.
3. On the *Insert* tab, in the *Media Clips* group, click the arrow under *Movie*.
4. Click *Movie from File*, locate the folder containing the file (*see note above about location and name of folder*), and then double-click the file to be added.

To Package for transport:

1. When finished editing, open the presentation to be uploaded.
2. On the Microsoft Office Button, point to the arrow next to *Publish*, and then click *Package for CD*.
3. In the *Package for CD* dialog box, in the *Name the CD* box, type a name for your package. This will be the name of the folder your files are copied to.
4. The presentation currently open automatically appears in the *Files to be copied* list. Files, such as videos, linked to the presentation are included automatically, but they do not appear in the *Files to be copied* list.
5. Click **Options**.
6. Under *Package type*, click *Archive Package (do not update file formats)*.

7. Under *Include these files*, do both of the following:
 - Select the *Linked files* check box.
 - Select the *Embedded TrueType fonts* check box.
8. Click **OK** to close the 'Options' dialog box.
9. Click **Copy to Folder**, enter a folder name and location, and then click OK.
10. Bring a copy of this packaged folder on a USB drive to the poster set-up session Sunday evening and transfer to the SRC provided presentation computers.

Supported Video Formats in PowerPoint

File Extension	Format	Supported in PowerPoint?
.swf	Adobe Shockwave Flash	<i>PowerPoint 2010 and 2013 only</i>
.mov .mp4	QuickTime Movie File	<i>PowerPoint 2010 and 2013 only</i>
.avi	Windows Video File	Supported
.mpg .mpeg	Movie File	Supported
.wmv	Windows Media Video File	Supported