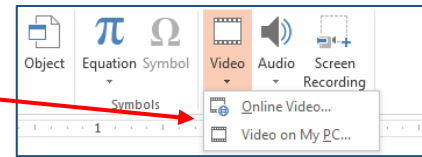


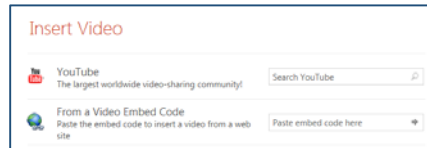
Inserting Video into Microsoft PowerPoint 2013 presentations

To insert video into your PowerPoint presentations, go to INSERT > VIDEO. You will have the following options:

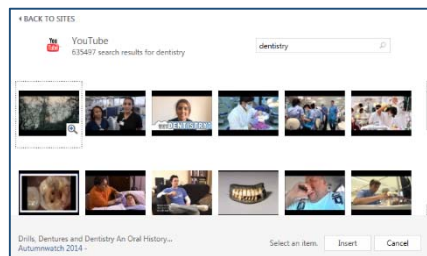


Online Video...

Select this option if you want to insert a video file from a website such as YouTube. You will need internet connectivity in order to playback the video file



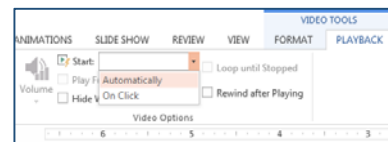
- From this window you can directly search by topic on YouTube, or enter a YouTube URL for a specific video.



- Select a video from the search results and click INSERT
- The video will now be embedded into your presentation for playback from YouTube
- Alternatively, you can enter the EMBED CODE from an online video source. The embed code can usually be found in the SHARE option on the source video site:



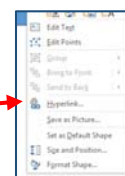
- Resize the video to fill the PowerPoint slide by dragging the corner handles on the video frame
- With the video frame selected, set START option in the VIDEO TOOLS > PLAYBACK menu



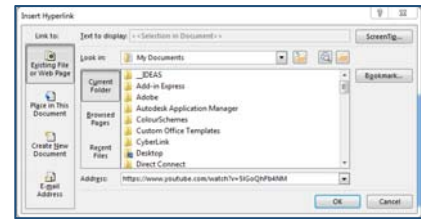
Note: Some websites may not allow you to embed their videos, and some may contain copyright restrictions. To incorporate these videos into your PowerPoint presentation, create a hyperlink to the website. When in presentation mode, this link will open the internet browser to the website allowing you to playback the video.

To create a hyperlink:

- Right click on an object in the slide (picture, icon, text box...) and select HYPERLINK

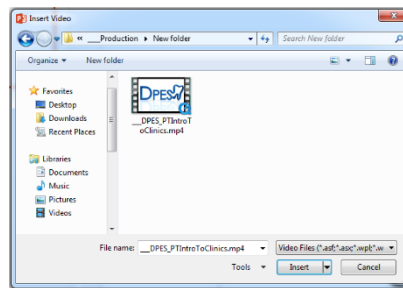


- Select EXISTING FILE OR WEB PAGE under LINK TO:
- Copy and paste the URL for the website in the ADDRESS bar
- When in presentation mode, the cursor will indicate that the object is a link that will take you to your selected website

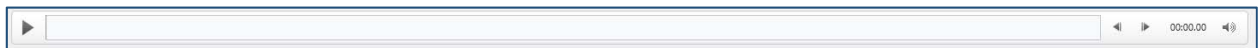


Video on My PC...

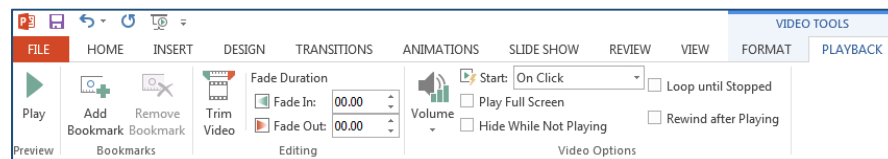
- When this option is selected, the INSERT VIDEO window will open:



- Navigate to your video and click INSERT
- Adjust the sizing of the video frame if desired, using the corner handles to avoid distortion
- You can playback the video clip using the controls along the bottom of the slide that only appear when the cursor hovers over the video frame or the video is selected



- Select the video frame to activate the VIDEO TOOLS in the menu bar. Select PLAYBACK



- Adjust the settings as necessary, making sure to select a START option