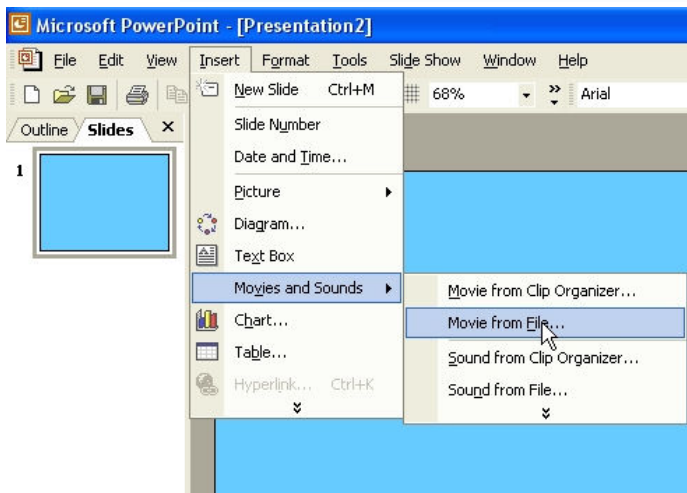
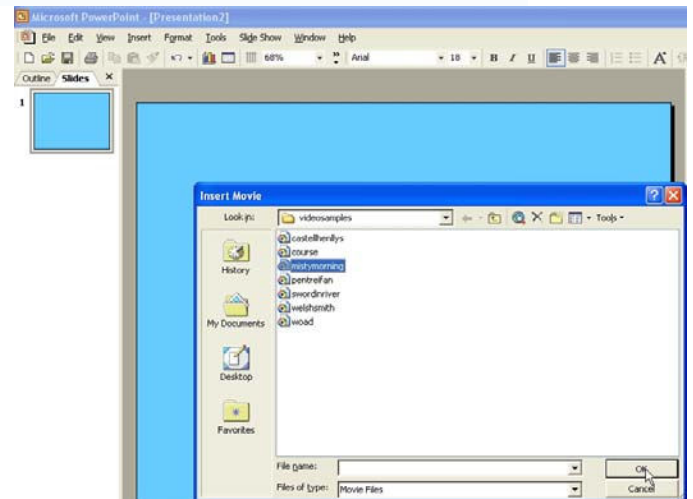


Duncan's Easy Guide to Powerpoint 2003: Part Three

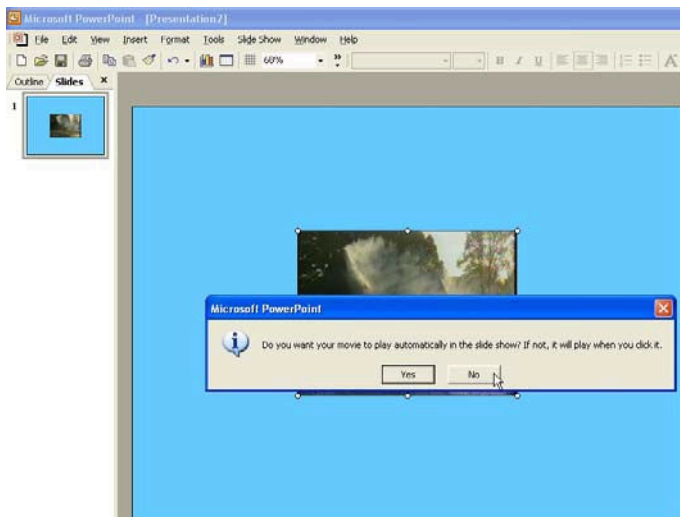
Adding Video to Your Presentation



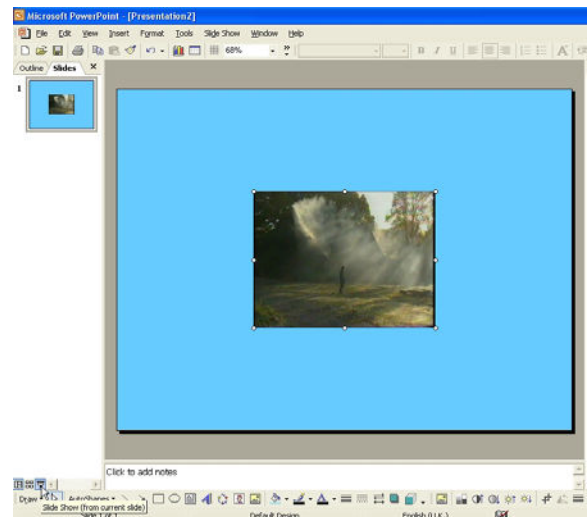
1. To add a video click on Insert, Movies and Sounds and Movie from File.



2. Browse to the place where you have saved a video. There are some sample videos for this course which you can find by clicking on the arrow pointing down to the right of the Look In box. Click on C: then the folder Multimedia Resources, then the folder Videosamples. These videos are also on the course CD. Click on a video file and click on OK.



3. Powerpoint asks you if you want to play the movie automatically. Choosing no is often a good idea because then the movie only plays when you want it to.



4. Preview the slide by clicking on the screen icon in the lower left-hand corner of the screen and your video will play.

The easiest way to record your own video is to use a digital stills camera. Many digital cameras can take useable low quality video clips. To transfer the video to your computer it's worth investing in multi-card reader. Then you can take the memory card (with the video saved on it) out of the camera, plug it into the card reader which is plugged into the computer and transfer the video onto your computer and into Powerpoint. The other way is to use a program like Pinnacle Studio to edit video from digital video camera then save the final film to your computer—but that's another course!