

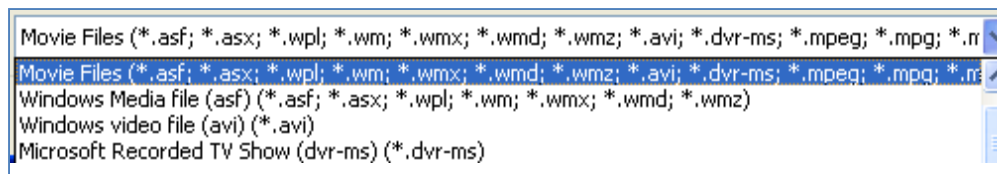
Adding Video to PowerPoint 2007

The traditional bulleted PowerPoint presentation can be enhanced using video clips. Such clips can be used to provide examples of a topic or to simply liven up a presentation. Inserting video clips is relatively easy to do, but there are some important points and options that must be considered.

In this document we will introduce some basic techniques for placing video in a PowerPoint Presentation.

About the Video Clip

PowerPoint will accept clips that have been saved in several different video formats. The illustration below is from the Insert Movie dialog box and shows the file formats that PowerPoint can import.



Deciding on which video format to use depends on several factors. While MPEG-2 has been the most common format for full-screen video, other formats offer better compression with little or no apparent loss of quality. PowerPoint does not offer video editing capabilities, so it is necessary to have the movie clip ready for importing before trying to insert it. The file format will depend, in part, upon which formats the video editing software will export.

Most users will want to test their movie clips in PowerPoint before making a final decision. However, the general rule of thumb is that Window Media Video (WMV) format will usually provide good results and reasonable file sizes.

Another decision that the PowerPoint user will have to make is determining whether the presentation will be shown only on a computer monitor, projected on a screen, or both. Factored into the creation of a movie clip is the resolution of the picture. Early movie clips were created for viewing on monitors that were set with a 640 x 480 pixel screen resolution. These clips were usually 320 x 240 pixels. On older or smaller monitors these movies nearly filled the screen. But on modern large-scale monitors that have resolutions at least 1024 pixels wide those movies are displayed very small.

It is necessary to choose a video clip size that allows the movie to be seen easily. Current full-screen videos are 720 x 480 pixels. Of course, if you do not want the clip to fully fill

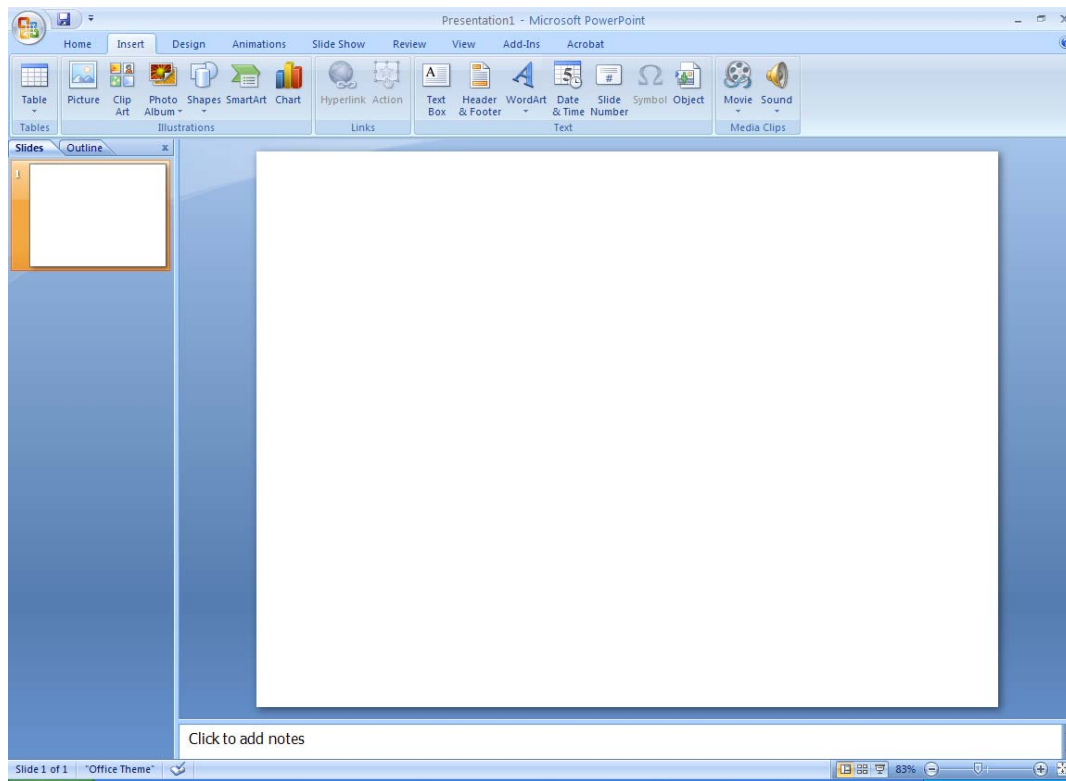
the screen this is not a major consideration. If you are using a movie that has already been prepared, or a "canned" clip, you are limited by the way it was originally made.

Inserting a Video Clip

In this portion of the exercise you will insert a video clip into PowerPoint. You may download a sample clip from http://library.albany.edu/imc/demo_clips/demo-clip.avi.

Start PowerPoint.

Set up your work space to resemble the illustration on the below.



You will need to have a blank PowerPoint slide displayed in your work space.

You have two options for the display of your video clip. You can either have it "stand alone" or have a special button that will launch your video player and show the movie. In this exercise you will insert a video both ways.

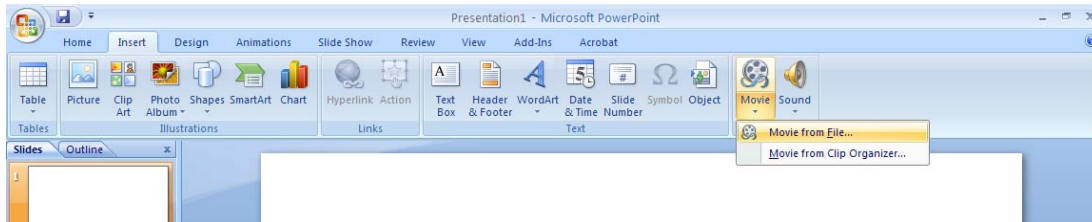
Save your PowerPoint presentation with a name that you will recognize.

Copy and save your movie clip into the same folder that contains the presentation. This makes it easier to track what is going on.

Click the Insert tab on the Ribbon. The Ribbon will change to display your insert options.

Click the Movie button.

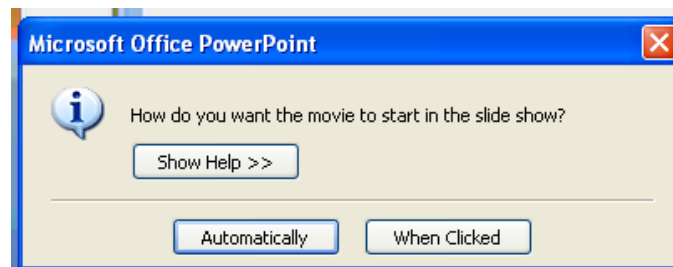
Select Movie from File. The Insert Movie control panel will be displayed.



Navigate to the movie file you want to insert.

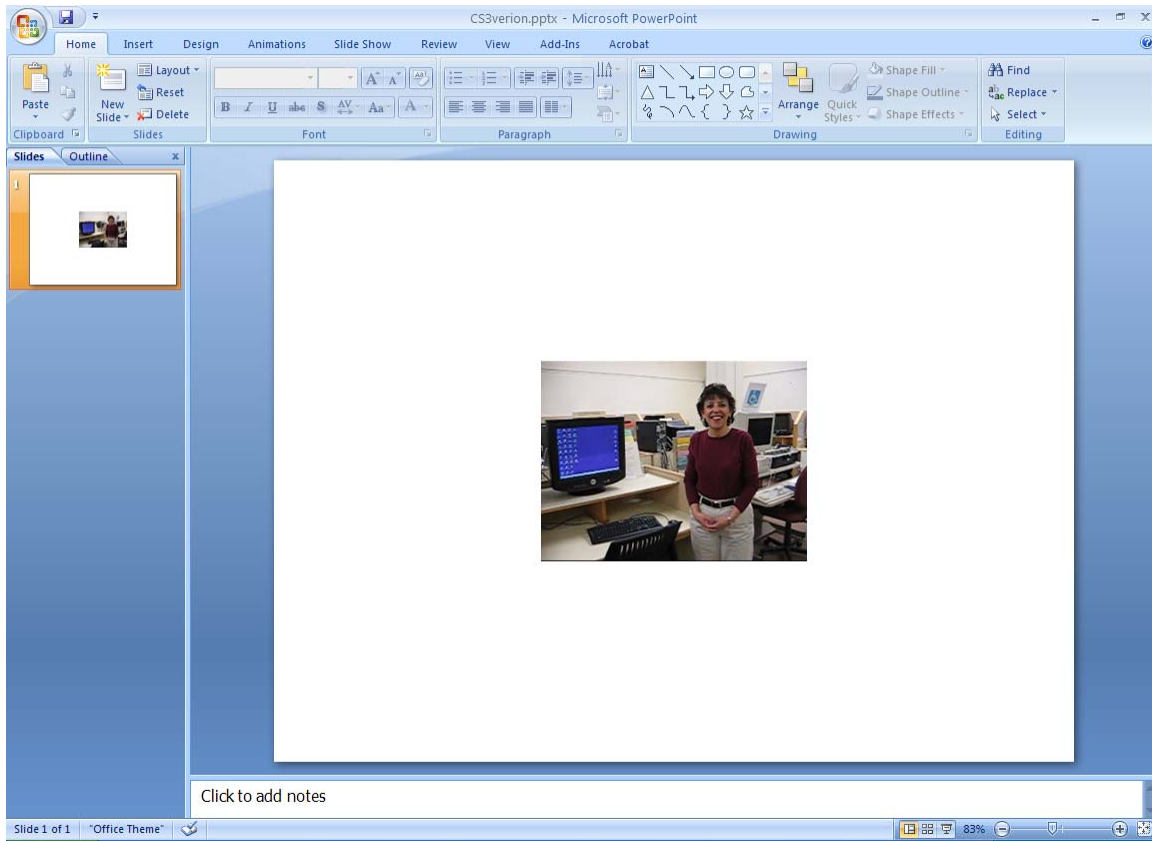
Highlight the movie file.

Click OK. The movie will be imported into the slide and a "start movie" dialog box will appear.



You will be given the choice of having the movie start automatically, or having it start when it is clicked. For this example you will want it to start when clicked.

Click the When Clicked button. The dialog box will disappear and the movie will have been inserted into the slide as shown below.



The clip will be selected when first inserted. The small round editing handles will allow you to change the viewing size of the clip. But enlarging it will cause it to appear fuzzy because you are "spreading" the image over a larger area.

As an example, the image on the right is displayed at a normal size and looks relatively sharp.





The image on the left is taken from an enlarged version of the previous illustration. Note that the edges of objects appear blurry and there are stray pixelated artifacts in portions of the image.

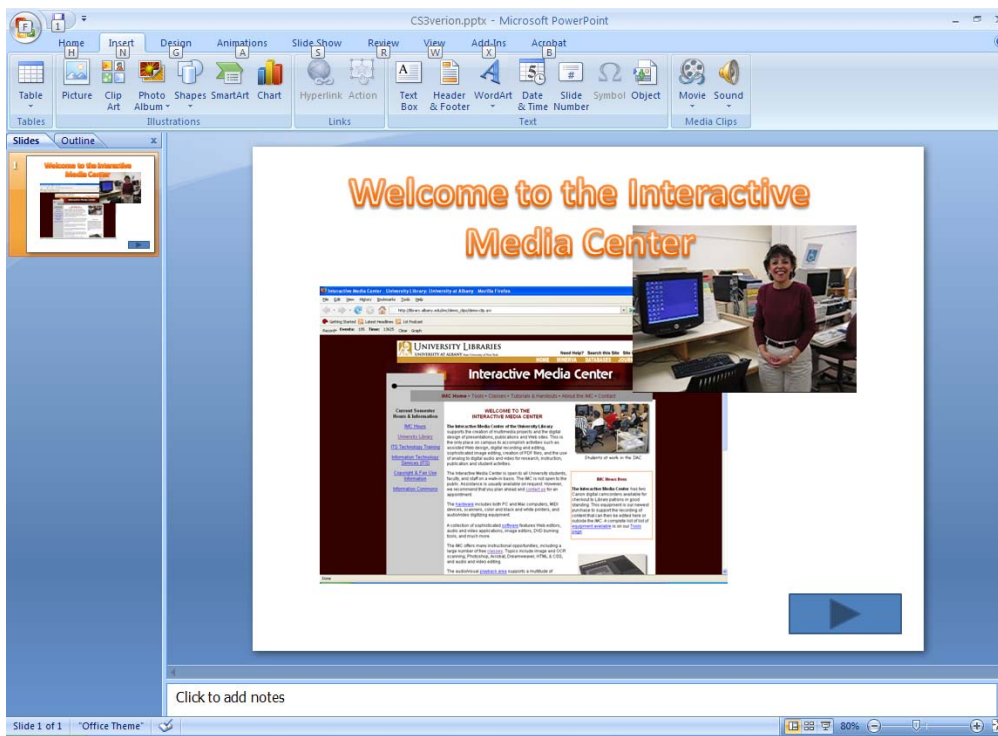
Once the image is inserted into the slide you can test it to see how it looks.

Press the F5 key on your keyboard. The PowerPoint presentation will start.

Click the image of the video clip. It will play.

Press the Escape key on your keyboard when you are finished.

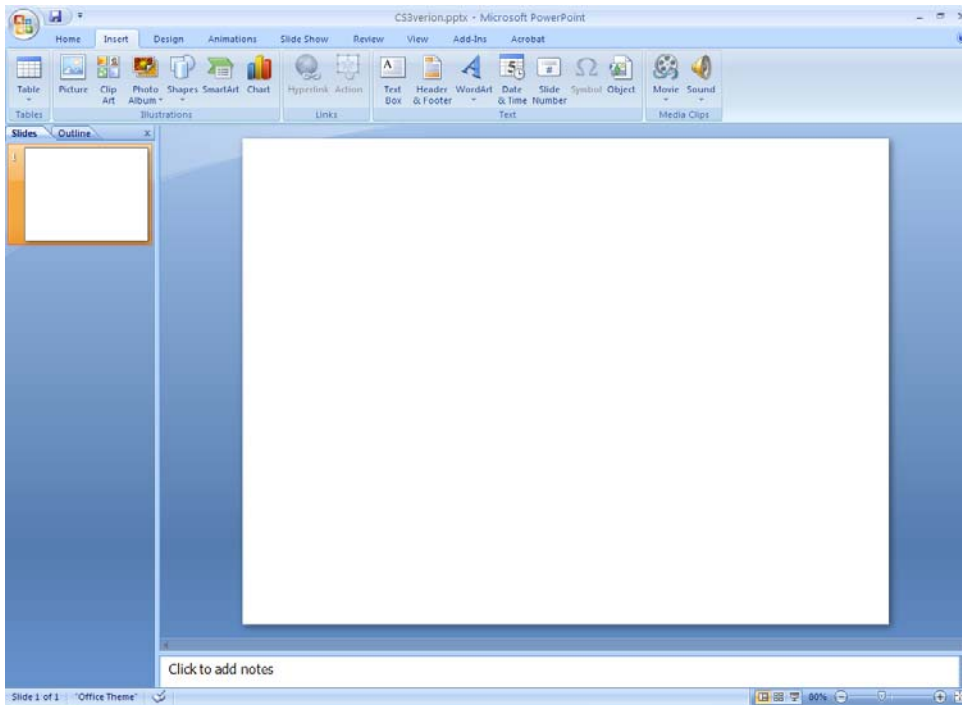
You can now add additional features to your presentation, such as text and photographs and apply additional design components. An example is illustrated below.



The second option of placing a video clip into a PowerPoint presentation involves embedding it into Windows Media Player. This method provides a full range of playback controls.

Open a new PowerPoint presentation.

Make sure it is a blank slide for this exercise. Your work space will resemble the one illustrated below.



Save the PowerPoint presentation with a new name.

Click Insert tab on the Ribbon.

Click the Shapes button. A chart of shapes will appear.

Select one of the Action buttons at the bottom of the chart.

Draw your button on the slide. The Action Settings control panel will appear. It is illustration on the left.

Make sure the Mouse Click tab is selected.

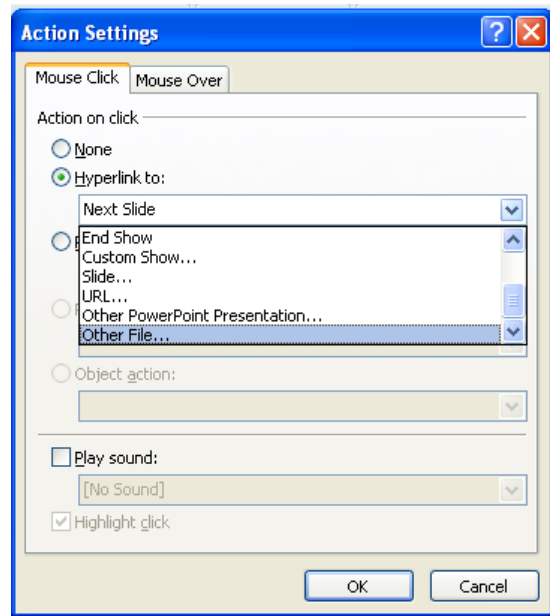
Check the Hyperlink to: radio button.

Select Other File... from the drop down list.

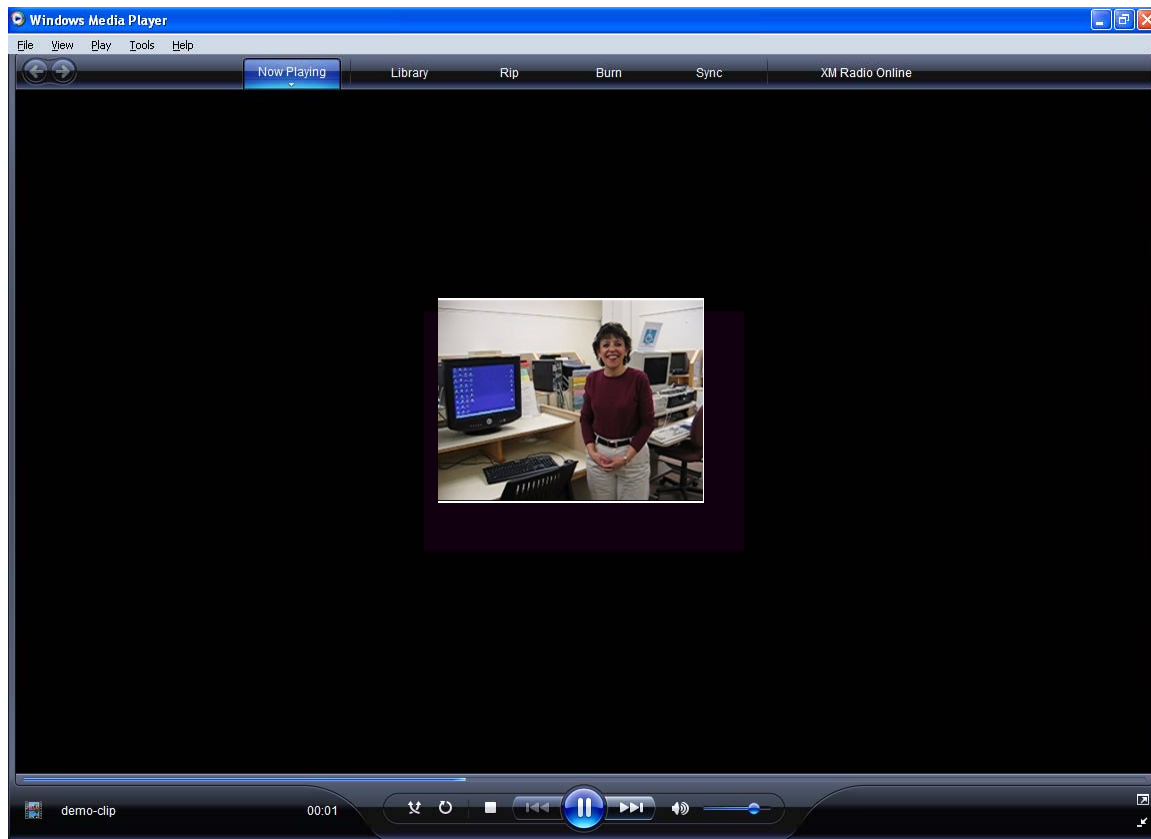
Navigate to the video file you want to use.

Select the file.

Click OK.

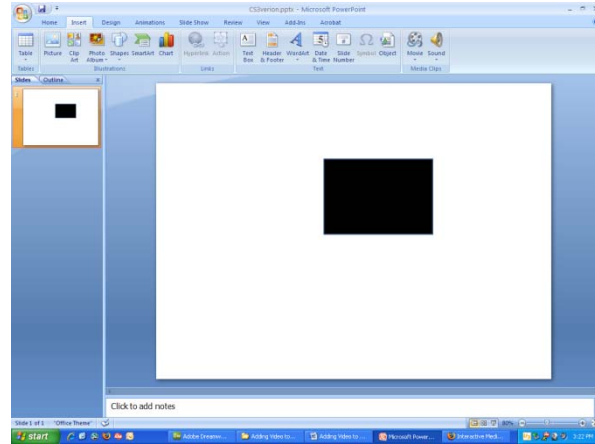


Test your slide. When you click the action button your video player will start and the video will play. If you video player is Window Media Player, the results will resemble the illustration below.



TIP: Sometimes when you insert a movie you will see a dark rectangle. The rectangle is often black or blue, although it could be any color. The illustration on the right shows an example of this.

This is rarely a true problem. The rectangle is actually the first frame of your movie. If, for instance, you movie starts with what is called a “fade from black” the first frame is black.



To be sure that you have a recognizable image in your slide, check the first frame of your movie. You may have to remove any special effects at the start of your video.