
PowerPoint:

Using Video & Music

(PowerPoint 2003 for PC & PowerPoint 2004 for Mac)

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Introduction

This tutorial will address three ways to place video into your PowerPoint files. Each method has its advantages and disadvantages but it is important to be aware of the issues so you can choose the method that will work best for your particular situation.

1. The first way is to simply “embed” the video by using the **Insert** menu method to add the video to your PowerPoint. This method may work for you if the video is small (less than 2 minutes) and you don’t plan to move the PowerPoint to a different computer or have it downloaded from the web or Blackboard.
2. The second way is to create an **Action Button** to play the video from PowerPoint but in this method PowerPoint will use a hyperlink from the Action Button to navigate via a path you have specified to find the video on your computer and then play the video in the application that was designed to play it (e.g., Windows Media Player, QuickTime, Real Player, Flash, etc.). This method is a better choice for longer videos (over 2 minutes) and if you plan to move the PowerPoint to a different computer (e.g., from your home computer to your laptop). This method is also preferable to embedding because it allows Windows PowerPoint users to use any form of video that their computer has the software to play (i.e., QuickTime, Real Player, etc.) Since Windows XP, Windows users have not been allowed to embed anything but Windows Media Player (.wmv) and Audio Video Interweave (.avi) files.
3. The third way is to have the video placed on the QuickTime streaming server in Media Distribution Services (Bldg. 2, Room 9) and access the video through your PowerPoint via a hyperlink to the streamed video. This method is best for longer videos (above 2 minutes) and insures a quick download for users with even the slowest connection because the video is buffered so the user receives only what they need to play the video. It is also preferable for video that might have copyright issues, since the user does not download anything to the computer and will not be able to keep the video.

Let’s look at the steps involved in utilizing the various methods:

Embedding a Video File

PowerPoint allows you to “insert” a video to play within your presentation -- this process is called embedding the video because it (supposedly) embeds the video to be a part of the PowerPoint no matter where you move the PowerPoint from location to location. However, we have found that this to not necessarily true and sometimes when you embed a video, you will find later when you move to another computer, that the video no longer plays properly. If you choose add a video via this method, be careful to select short videos because a video within your PowerPoint can greatly increase the PowerPoint’s size. What’s the problem with that you ask? If you place your PowerPoint on the web or within Blackboard, a larger-size PowerPoint can greatly increase download time for the user; it can also result in potential problems in general for simply running the PowerPoint on your computer during a presentation.

1. To embed a video, go to **Insert > Movies and Sounds > Movie from File...** and navigate to your video on your computer and select it.
2. PowerPoint will bring up a dialog box asking: “**How do you want the sound to start in**

the slide show?” with the options of **Automatically** or **When Clicked**. Select whichever you desire.

3. Note that Windows PowerPoint 2003 is very restrictive on the movie formats it will accept for insertion (only .wmv or .avi – no QuickTime or Real Player).
4. PowerPoint will insert the movie and place the image of the first frame on the PowerPoint.
5. Right-click on the movie and select **Edit Movie Object** and select the checkbox next to **Rewind movie when done playing**. This is also where you may select to loop your movie or to have it zoom to full screen. Click **OK** to close the **Movie Options** dialog box.
6. If you wish, you can place a border around your movie by right-clicking and selecting **Format Picture** and then using the **Color and Lines** tab to set a border as you would for an image. A border of 6–9 pts. is generally recommended.
7. Your movie will play when you view it in Slide Show View (i.e., select **Slide Show > View Show**). However, if you wish to play it in normal slide view, you can right-click upon it and select **Play Movie**.

Windows Package for CD Feature

If you're a Windows PowerPoint 2003 user and you choose to embed your video but decide to later move it to another computer, be sure to use PowerPoint's **Package for CD** feature (sorry, this feature is not currently available within the Macintosh version of PowerPoint). This cool new feature in PowerPoint 2003 provides you with the ability to **save** your PowerPoint 2003 presentation to a CD or to a folder that you place on a Flash drive or zip disk and take it with you anywhere. And guess what? When you take it “anywhere,” you won't need PowerPoint 2003 to show the presentation! When the package is created it includes the PowerPoint Viewer that will show your PowerPoint, regardless of the computer you're using! And if you have ever had problems with pesky fonts not appearing on a different computer, this is a great feature because it actually embeds the True Type fonts in the PowerPoint so it looks like you intended it to no matter where it displays.

1. To use this feature, choose **File > Package for CD**. The **Package for CD** dialog box will appear. This Package for CD dialog box will allow you to package the presentation in order to copy it to a folder or directly to a CD-ROM (if your CD creation program allows for this).
2. Type a name for the CD in the text box next to **Name the CD** or click on the **Copy to Folder** button in this dialog box and type a name for the folder (PowerPoint will create the folder for you on your Desktop).
3. Click on the **Options...** button to bring up the Options dialog box. Study the options and change any that aren't set the way you desire:
 - **PowerPoint Viewer:** Check this option to include the PowerPoint Viewer on the CD. This allows you to play your presentation on computers that don't have PowerPoint already installed upon them.
 - **Linked files:** Check this option to include any linked files (such as videos or large audio files).

- **Embedded TrueType fonts:** Check this option to ensure that the fonts you used in your presentation will be available to you when you show the presentation on another computer.
 - **Password to open each file:** Enter a password if the presentation contains top-secret information.
 - **Password to modify each file:** Enter a password if you want to prevent unauthorized people from changing the presentation.
4. Click **OK** to return to the Package CD dialog box.
 5. If you want to add other presentations to the CD, click the **Add Files...** button and select the files that you wish to add and then click **Add**.
 6. Click on either the **Copy to CD** button or on the **Copy to Folder** button. If you click on the **Copy to CD** button, the computer will ask you to place a CD in the CD-ROM drive. If you selected **Copy to Folder**, PowerPoint will ask you to select the location where you wish to place the folder. It is usually easiest to save it to the Desktop but you can also save the folder to somewhere on your **C:** drive.
 7. When you have settled on your selections, click **OK**. After you click OK, your computer will process the files for a few minutes and then return to the **Package for CD** dialog box. When this occurs, simply click the **Close** button and the menu screen will go away.
 8. If you burned the files to CD, click on the CD icon and review the files within it. If you copied it to a folder, go to the C: drive or Desktop where you saved your folder. Double-click quickly on the folder to open it. When your folder opens, you will be able to see the files created by PowerPoint Package CD. You could also burn this folder to a CD or place it on a Flash drive or zip disk for portability. If you go to another computer that has PowerPoint 2003, your PowerPoint presentation will be available to you. Even if the computer does not have PowerPoint 2003 installed, you can use the **pptview.exe** file to show your presentation if you chose to include the PowerPoint Viewer when you selected your options earlier.
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Creating an Action Button to Point to a Video

Before you begin the process of creating an Action Button, right-click and make a new folder. Place your PowerPoint in this new folder and move the video you wish to point to from the PowerPoint into this folder as well. By placing both the PowerPoint and video within the same folder, you will lessen the chances for the hyperlink to be broken as you move the PowerPoint from computer to computer. If you choose to move the PowerPoint to a different computer later, take the entire folder with you so that the hyperlink remains valid and so you don't forget to take the video with you. Follow the instructions below to create an Action Button:

1. Open the PowerPoint from within the folder location by double-clicking upon it.
2. Select **Slide Show > Action Buttons > Movie** (PC users: select the **Movie icon**).
3. Click on the **Mouse Click** tab.

4. Your cursor will change into a plus sign. Use it to draw the desired size of your Action Button with your mouse.
 5. Choose the radio button next to **Hyperlink to...** and select **Other File...** from the pull-down list.
 6. Navigate to the video on your computer and click **OK**.
 7. Click **OK** once more to close the dialog box.
 8. Try it out in **Slide Show > View Show** by clicking on the movie icon Action Button you created (Note: PC users may have to click twice).
 9. PowerPoint should open the video in whatever software application it was designed to play in and will begin playing the video. After the video plays, simply return to your PowerPoint to continue with your presentation.
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Hyperlinking to a Streamed Video

The third method, hyperlinking to the video on Cal Poly's QuickTime Streaming Server is the BEST way to play large videos from a PowerPoint presentation. This method will allow for immediate play (after a short buffer period), and not increase the size of the PowerPoint. However, remember if you use this method you must always have an Internet connection to view the video (something to be aware of if you plan to present the PowerPoint video at a conference room that doesn't have an Internet connection).

Your video must be formatted as QuickTime format (.mov) to be placed on the QuickTime Streaming Server. If it is not in this format, the staff at Media Distribution Services (MDS) in Bldg. 2, Room 9 will assist you in reformatting the video.

Before you walk over to MDS, open your browser and visit:

http://www.mds.calpoly.edu/mds_videoservices/encoding_streaming.htm in order to gain more information on the entire streaming process and what is required of you. Then, visit http://www.mds.calpoly.edu/mds_videoservices/forms.htm and download one of the "Encoding and Streaming" forms as a PDF. Print it and fill it out with a pen and take it with you to MDS with your video.

Each department has an allotted amount of space on the QuickTime Streaming Server. MDS will create an account for you within your department's directory on the server where your video will be uploaded. Once MDS has reformatted and encoded your video and uploaded it to the server, they will send you the link to your streamed video in an email. Once you have the link address, you can simply point to the streamed video from your PowerPoint with a simple hyperlink. Here's how to create the hyperlink:

1. Copy the link from the email that MDS sent you by highlighting the link and selecting **Ctrl-C** (PC) or **Command-C** (Mac).
2. Open your PowerPoint and navigate to the slide where you wish to place the video link.
3. Paste the link into any text box in PowerPoint (**Ctrl-V** (PC) or **Command-V** (Mac)).
4. Drag across the entire link with your mouse to highlight it.

5. Go to **Insert > Hyperlink**. When the Insert Hyperlink dialog box appears you will see the name of the link listed where it says **Text to Display** (PC) or where it says **Display** (Mac).
6. Place your cursor in the **Address** box (PC) or **Link** box (Mac) and paste the link once more by using **Ctrl-V** (PC) or **Command-V** (Mac).
7. Click the **OK** button to close the dialog box.
8. The link will only work in Slide Show View mode. Go to **Slide Show > View Show** and test it out. PowerPoint should immediately open your default browser and begin buffering and playing the streamed video.

Adding Music to Your PowerPoint

Just as there are several methods for adding video to your PowerPoint, there are several ways that you can add music or sound to your PowerPoint presentation:

1. You can insert (embed) music or sounds that play automatically when you display a particular slide or once you click on a sound icon on a particular slide.
2. You can create an Action Button to hyperlink to a sound file such as an .aif, .wav, .mid, .mp3, etc. (Please see the instructions above for creating an Action Button to a video file.)
3. You can have music that plays during one or during multiple slides and provide an indication to PowerPoint of when to turn off the music by setting the **Effect Options** in **Custom Animation**.
4. You can insert a music CD into your CD-ROM drive and have PowerPoint play the CD from the track you designate until a specified track and time on the CD.

Embedding a Sound or Music File

Embedding a sound or music is the simplest way to place music into your PowerPoint but may result in problems as the video did when moving a PowerPoint from one computer to another. To embed a sound or music:

1. Navigate to the slide in your PowerPoint where you wish to place the sound/music file.
2. From the **Insert** menu, select **Movies and Sounds > Sound from File...** [If you want to insert a sound clip from Microsoft's sound files, select **Sound from Clip Organizer** (PC) or **Sound from Gallery** (Mac).]
3. Locate the folder that contains the music/sound file you want and then double-click the file.
4. A dialog box will appear asking if you want to play the music/sound **Automatically** or **When Clicked**. If you choose **Automatically**, the music/sound will begin playing as soon as you get to the slide in Slide Show View; if you choose to have it play **When Clicked**, then the music/sound will only play when you click upon the sound icon.
5. To adjust the setting for when the music/sound file stops, right-click on the sound icon and select **Custom Animation**.

6. In the **Custom Animation** dialog box, click on **Effect Options**. You will find several options here but one of the options is to have the music/sound file play for several slides by selecting **After** and setting the total number of slides the file should play through before turning off.
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Playing a CD During a Presentation

You can also place a music CD into your CD-ROM drive and have it play during the PowerPoint slide show for a set duration you decide upon. The disadvantage to this approach is that you always have to remember to take the CD with you when you present the PowerPoint. To play a CD during a presentation:

1. Insert the music CD into the CD-ROM drive.
2. Navigate to the slide where you want the music to start playing.
3. From the **Insert** menu, select **Movies and Sounds > Play CD Audio Track...**
4. Set the **Start:** and **End:** Track numbers as well as the **Time:** boxes. (Note: To play only one track or part of a track, put the same number in both Track boxes.) In the **Time:** boxes, set the starting time (default start time is zero) and the ending time (default end time is the total number of minutes for the ending track).
5. If you want the music to repeat, click to place a checkmark in the **Loop Until Stopped** checkbox.
6. Click **OK**. PowerPoint will prompt you asking you if you want to play the music/sound **Automatically** or **When Clicked**. Select as you desire. Note: If you choose to start the music with a mouse click, the CD icon will appear on your slide even if you selected the **Hide sound icon during slide show** checkbox. However, you can minimize the sound icon image as you would a normal image and drag it to a discrete location (such as a button corner).