Inserting Videos

Introduction

PowerPoint allows you to insert a video directly into your presentation. You can even edit the video within PowerPoint and customize its appearance with a video style.

In this lesson, you will learn how to **insert a video**, **edit** it, and **format** its appearance.

Inserting videos
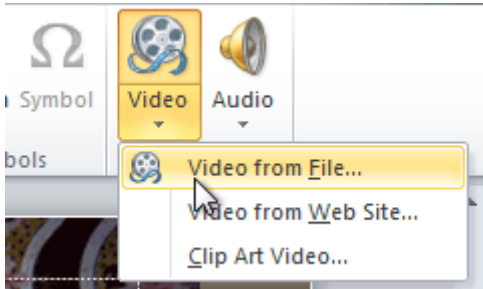
Video: Inserting Videos in PowerPoint 2010

Adding a video to your presentation can help emphasize certain points and provide an example. Once you add a video, you can **edit** it and **format** its appearance.
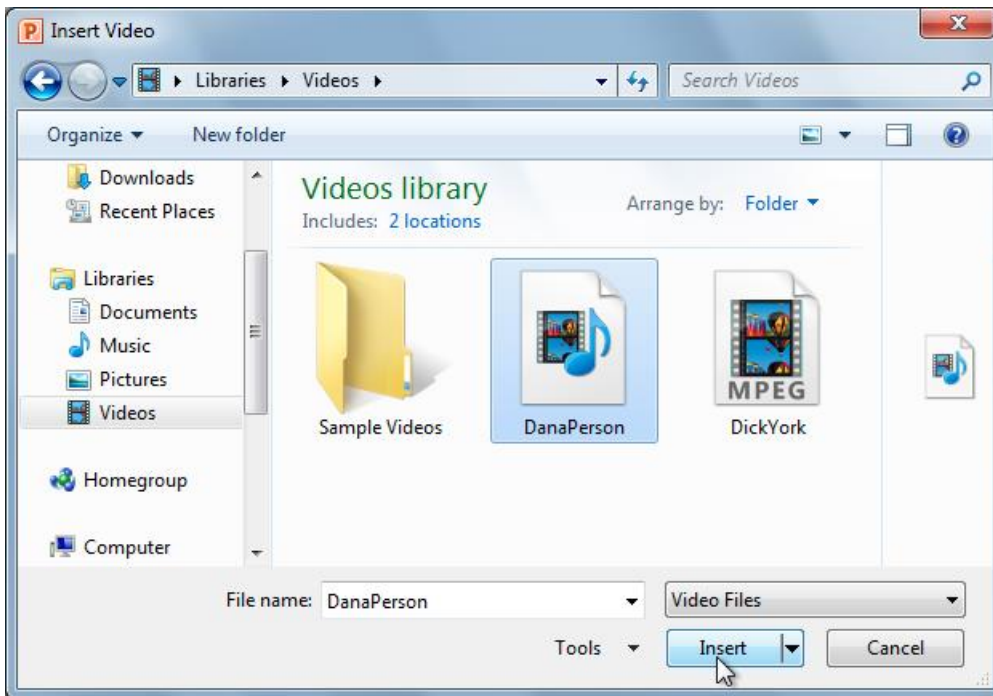
Optional: You can download this **example** for extra practice.

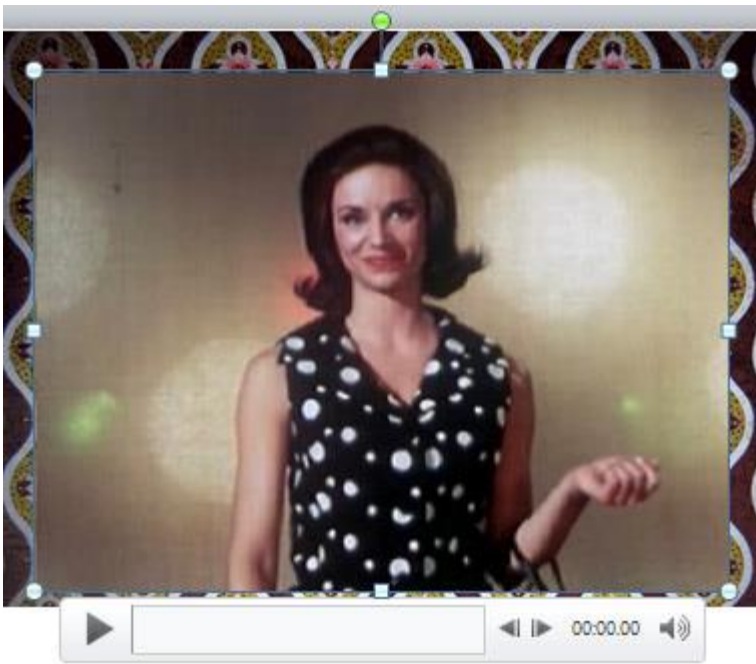# To insert a video from a file on your computer:

1. From the **Insert** tab, click the **Video** drop-down arrow and select **Video from File**.

2. Locate and select the desired video file, then click **Insert**.

3. The video will be added to the slide.

Embedding a video from a website

Some websites—like YouTube—allow you to **embed** videos into your slides. An embedded video will still be hosted on its original website, meaning the video itself won't be added to your file. Embedding can be a convenient way to reduce the file size of your presentation, but you'll also need to be connected to the Internet for the video to play.

We have found that this feature **no longer works** in PowerPoint 2010. If you need to add an online video, you could **insert a hyperlink** to the video directly on your slide. Review our lesson on **Hyperlinks and Action Buttons** to learn how.

Working with the video

To preview the video:

1. Make sure the video is selected.
2. Click the **Play/Pause** button below the video. The video will start playing, and the **timeline** next to the Play/Pause button will begin to advance.
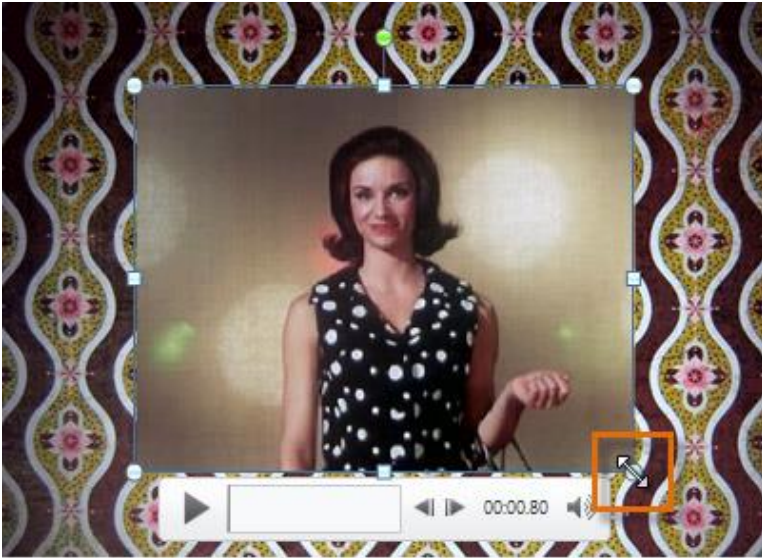

3. To jump to a different part of the video, click anywhere on the **timeline**.

To resize the video:

1. Select the video. A box with **resizing handles** will appear around the video.
2. Click and drag any of the handles to resize the video.

Editing and formatting videos
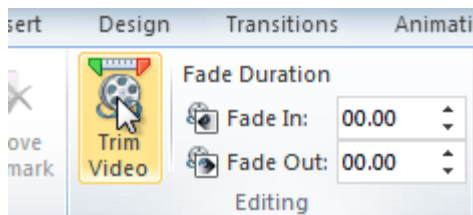
Video: Editing Videos in PowerPoint 2010

The **Playback** tab has several options you can use to edit your video. For example, you can **trim** your video so it will only play an excerpt, add a **fade in**and **fade out**, and add **bookmarks** that allow you to jump to specific points in the video.
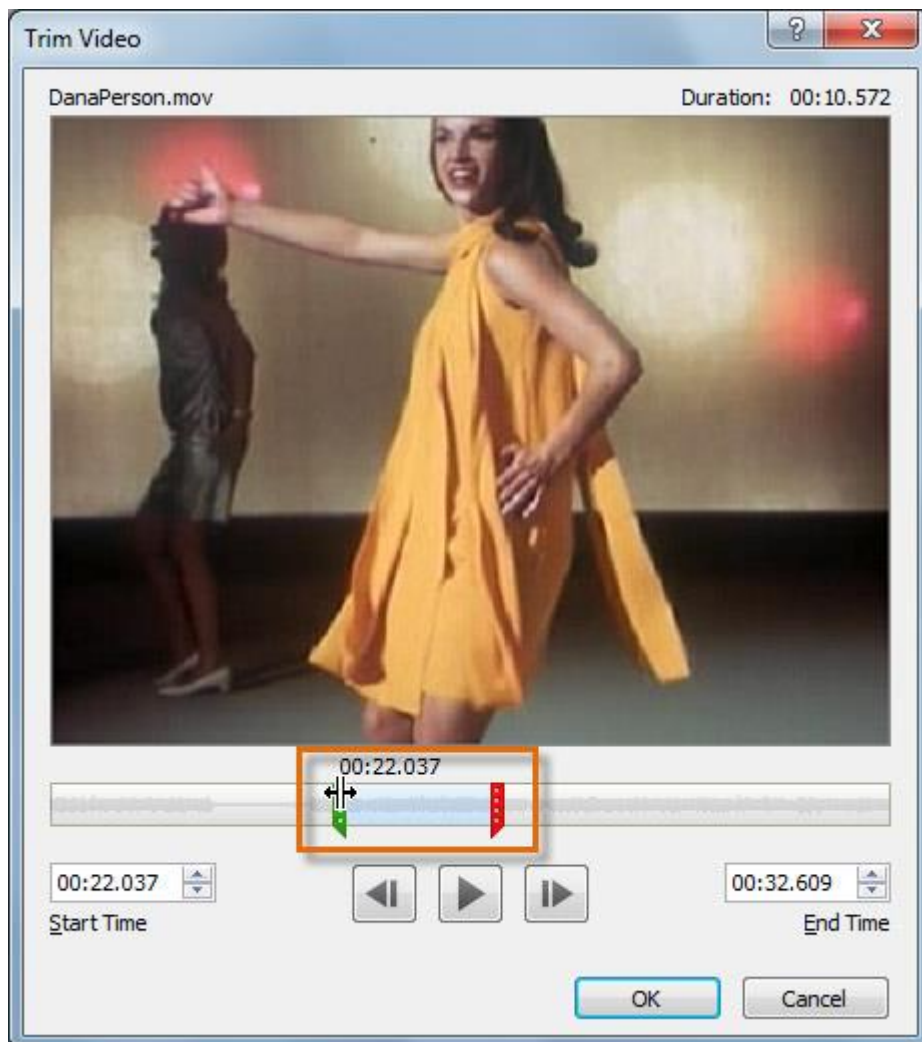
Most of the features on the Playback tab can only be used with videos that are inserted from a file. They will not work with embedded videos.
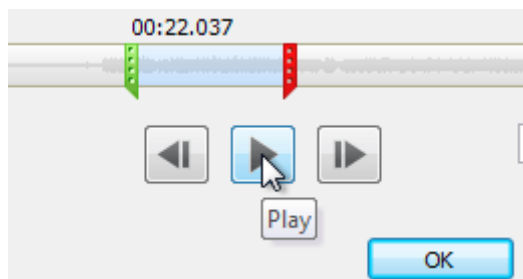
To trim the video:

1. From the **Playback** tab, click the **Trim Video** command. The Trim Video dialog box will appear.

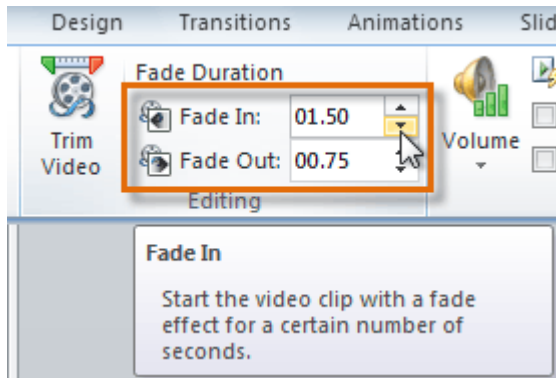2. Use the **green** and **red** handles to set the start and end times.

3. To preview the video file, click the **Play** button.

4. Adjust the green and red handles again if necessary, then click **OK**.

To add a fade in and fade out:

1. On the **Playback** tab, locate the **Fade In** and **Fade Out** fields.
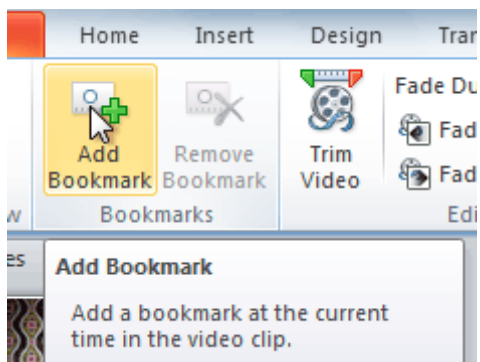2. Type the desired values, or use the **up** and **down** arrows to adjust the times.

To add a bookmark:

1. Click the **Play/Pause** button to play the video, and when you have located the part you want to bookmark, **pause** it. You can also click the **timeline** to locate the desired part of the video.

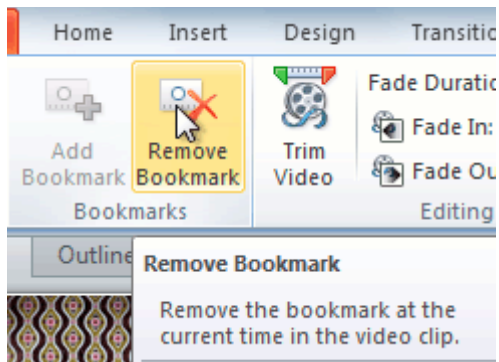2. From the **Playback** tab, click **Add Bookmark**.

3. A small circle will appear on the timeline to indicate the bookmark.

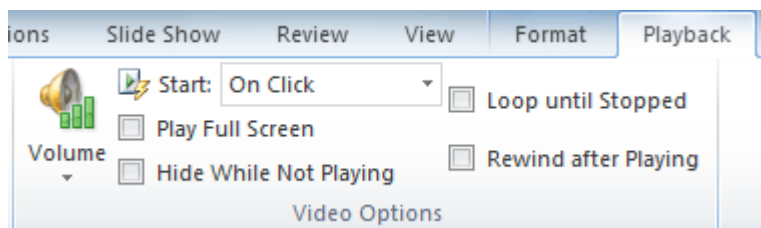4. You can now click the bookmark to jump to that location.

To remove a bookmark:

1. Select the bookmark.
2. From the **Playback** tab, click **Remove Bookmark**. The bookmark will disappear.

Video options

There are other options you can set to control how your video plays. These are found in the **Video Options** group on the **Playback** tab.

- **Volume**: This changes the audio volume in the video.
- **Start**: This controls whether the video file starts **automatically** or when the mouse is **clicked**.
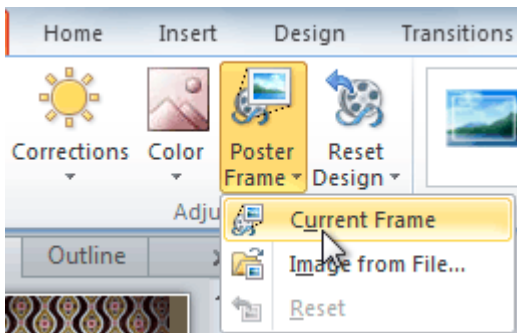
- **Play Full Screen**: This lets the video fill the entire screen while it's playing.
- **Hide While Not Playing**: This hides the video when it's not playing.
- **Loop Until Stopped**: This causes the video to repeat until it is stopped.
- **Rewind After Playing**: This causes the video to return to the beginning when it's finished playing.

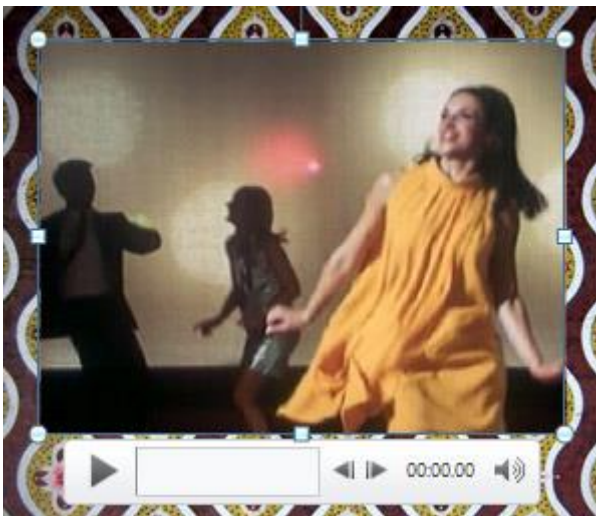# Formatting the appearance of a video

Much like **pictures**, PowerPoint allows you to **format the appearance** of a video by applying a **video style**, adding a **border**, changing the **shape**, applying **effects** such as 3D rotation, making image **corrections**, and adjusting the **color**. You can also add a **poster frame**, which is the **placeholder image** your audience will see before the video starts playing. The poster frame is often just a **frame** taken from the video itself, but you can also use a different image if you want.

To create a poster frame:

1. Select the video.
2. Start playing the video. When you see the frame you want to use, click the **Play/Pause** button to pause it.
3. From the **Format** tab, click the **Poster Frame** command. A drop-down menu will appear.
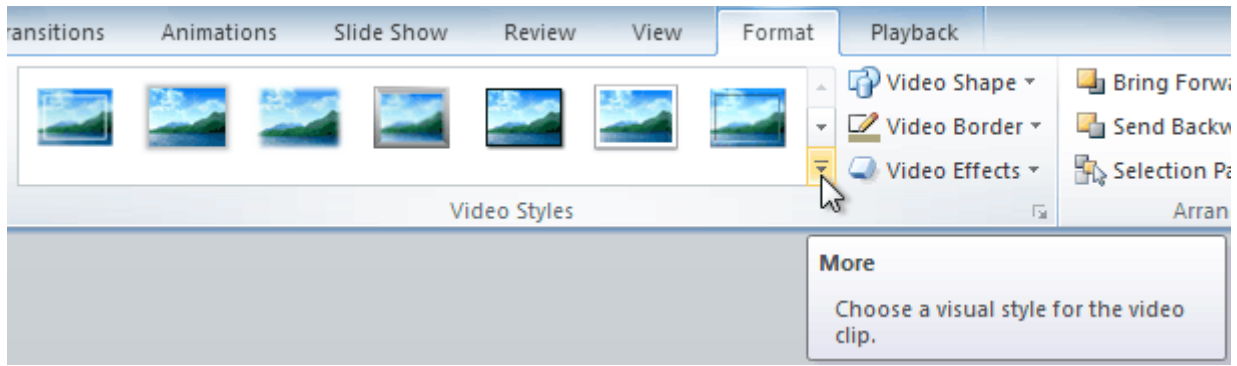4. Select **Current Frame**.

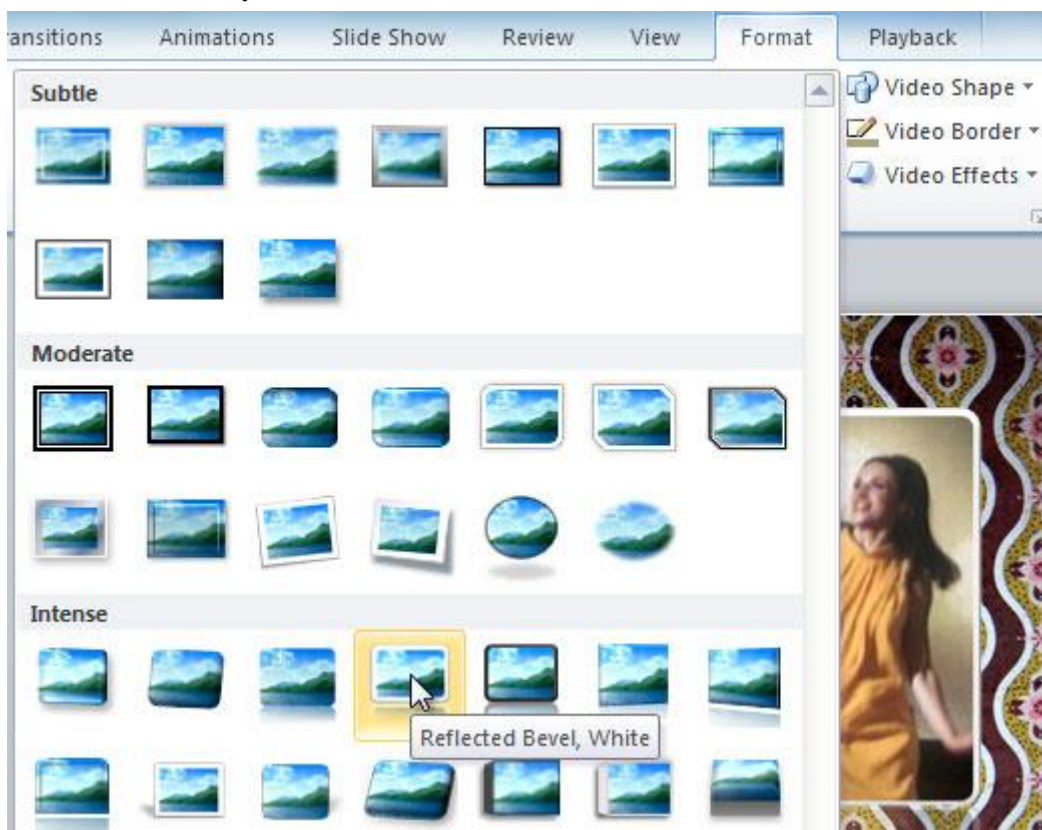5. The current frame will become the poster frame.

If you want to use a picture from your computer, you can select **Image from file** from the menu.

To apply a video style:

1. Select the video. The **Format** tab will appear.
2. Select the **Format** tab.
3. In the **Video Styles** group, click the **More** drop-down arrow to display all of the video styles.

4. Select the desired style.

5. The new style will be applied to the video.

For information on **corrections**, **color adjustments**, **borders**, **shapes**, and **effects**, check out our lesson on **Formatting Pictures**.

Challenge!

1. Open an **existing PowerPoint presentation**. If you want, you can use this **example**.
2. Insert a **video from a file on your computer**, if you have one. If you are using the example, add a video to slide 6.
3. **Preview** the video.
4. **Trim** the video.
5. Add a **fade in** and **fade out**.
6. Add a **poster frame**.
7. Experiment with the different **video options** on the **Playback** tab.