

Progressive Technology Project's TechCamp Online: PowerPoint

This document contains instructions for both PowerPoint 2007 and 2008 to embed a video in a PowerPoint presentation.

PowerPoint 2007 (PCs)

You should be able to directly embed a video by using the URL to that video.

- Click the Button > **PowerPoint Options** > make sure **Show Developer Tab in Ribbon** is checked.
- In the **Developer tab**, click **More Tools** (hammer and wrench icon)
- Select **Shockwave Flash Object**
- Immediately, click into your slide and drag mouse to create a box to "hold" your video.
- With box still selected, click **Properties** in the Ribbon.
- Make sure **EmbedMovie** is set to **False**.
- Take a link that looks like this: <https://www.youtube.com/watch?v=Ik1AK56FtVc> and remove "watch?". Then replace "=" with "/". Paste it into the **Movie** line.
- Close the **Properties** box. Save your presentation.
- View slide show to test that the video works.

PowerPoint 2008 (Macs)

For both sounds and movies, you're going to need to have the files on your computer to add them to your presentation. Don't worry if you don't already have them – we can get YouTube videos in the right format and downloaded to your computer using free conversion tools online.

Convert the Video Format for PowerPoint 2008

- Find desired video online.
- Copy URL in **Share** section under the YouTube video. Your file must be smaller than 100MB. Choose a video that's under 5 minutes.
- Go to <http://mediaconverter.org> (<http://zamzar.com> is another option). Note that you only get 5 conversions each time you visit.
- Enter your link in the media conversion site and click **Ok**. Click **Go to Next Step**.
- Choose **mp4** file output. Click **Ok** and then **Start**.
- This conversion process may take a few minutes. It's preparing a file for you to download to your computer. (It will never work if your file is too big!)
- When it's done, you should be able to download the video and save to computer.

Tip Always put the movie in the same folder as your PowerPoint presentation. If you later move the PowerPoint presentation to another computer, copy the movie too. Keeping your movie in the same folder as your presentation ensures the link will still work. However, you should always test the movie on a new machine just to be certain. Re-insert the movie, if necessary.)

Progressive Technology Project's TechCamp Online: PowerPoint

Insert the Video into Your PowerPoint

- In your PowerPoint presentation, go to the **Insert** menu.
- Click **Movie**.
- Navigate to the file where your video is saved. Select the file, and click **Ok**. When you select it, it will be popped into the presentation.
- Decide whether you want the video to be played automatically, or when clicked.
- You won't need to be connected to the internet to show your presentation.
- Always preview your presentation to be sure the video will play.

Best Practices, Exemplified

Skillfully done presentation examples:

Republic, Lost from Lawrence Lessig's: <https://www.youtube.com/watch?v=Ik1AK56FtVc>

Drive: What Animates Us: <https://www.youtube.com/watch?v=u6XAPnuFjJc>