Embedding a movie into

PowerPoint 2010, 2013, 2016*

You can spruce up your PowerPoint presentation by including videos. If you have a video file on your computer, you can embed it into your presentation. You can also embed YouTube videos. In order to successfully use a movie in your presentation, **please use PowerPoint 2010 or later.** PowerPoint 2010 or later will be on the presentation computers

Embedding Video from a File (This process will work for PowerPoint 2016, 2013, and 2010 for Windows.

1. Make sure you have the latest Office updates installed. You'll get the best results inserting a video if you have the latest updates installed for Office. Office updates are installed through the Windows Update service. See http://www.wikihow.com/Update-Windows for details.

2. Use the "Save file as" function and select "PPTX"

3. Open the slide you want to add the video to. You can embed the video on any slide in your presentation.

4. Click the "Insert" tab. This will display the various Insert options.

5. Click the "Video" button in the "Media" section. A small menu will appear.

6. Select "Video on My PC." This will open the file browser.

    *If you're using a Mac, select "Movie from File."

7. Find the video you want to add. Use the file explorer to browse for the video file that you want to add. There are a few things to keep in mind when looking for your video file:
    Different versions of PowerPoint support different sets of video formats. Please limit your movie to MPG, WMV, ASF, and AVI) (https://support.office.com/en-us/article/Video-and-audio-file-formats-supported-in-PowerPoint-d8b12450-26db-4c7b-a5c1-593d3418fb59).Consider avoiding the AVI format, as these often require additional codecs that make playback difficult.

8. Wait while the video is added to your presentation. The time this takes will vary depending on the size of the video. The progress will be displayed at the bottom of the screen.

9. Click the "Playback" tab. This will allow you to adjust playback settings for the video that you've added. If you don't see the tab, make sure the video has been selected.

10. Use the "Start" drop-down menu to select how the video will start playing. By default, the video will need be clicked in order for the video to start playing. If you select "Automatically," the video will start as soon as the slide opens. You can also have the video loop or rewind automatically by checking the appropriate boxes.

It has been modified for use with the Mine Ventilation program

11. Resize the video by dragging the corners. You can make the video different sizes by dragging the corners. Using the corners to size the video window will keep the aspect ratio and prevent your video from becoming distorted. (If you resize by using the "handles" in the center of the top, bottom or side border you will distort the picture). You can click and drag the video to reposition it on the slide.

12. Save your presentation with your embedded video. Your video is inside of the PowerPoint file. You won't need to worry about sending the video along with the presentation, since it's packed into the presentation itself. This means that your presentation file size will increase to include the full video file.
*If you followed Step 2 and saved your file as a **PPTX** you will not need to do anything special to save the presentation with the embedded file. Just select "Save" from the File tab and save your presentation like you normally would.

Embedding a YouTube Video

1. Make sure you have the latest Office updates installed. You'll get the best results inserting a video if you have the latest updates installed for Office. Office updates are installed through the Windows Update service. See http://www.wikihow.com/Update-Windows for details.

2. You can embed YouTube videos in PowerPoint 2016, 2013, and 2010. YouTube is the only supported streaming video site. You **cannot** embed YouTube videos in the Mac versions of PowerPoint. https://support.office.com/en-us/article/Insert-or-link-to-a-video-on-YouTube-8340ec69-4cee-4fe1-ab96-4849154bc6db

3. Open the slide in PowerPoint that you want to embed the video in. You can embed the YouTube video on any slide in your presentation.

4. Use the "Save file as" function and select "PPTX".

5. Open the slide in PowerPoint that you want to embed the video in. You can embed the YouTube video on any slide in your presentation.

6. Open the YouTube video that you want to embed. Use your web browser to open the page for the YouTube video you want to embed in your presentation. Again, YouTube is the only streaming site supported by PowerPoint for embedding videos.

7. Click the "Share" button on the YouTube page. This will open the sharing options for the video.

8. Click the "Embed" tab. This tab appears after your click the "Share" button. The "embed code" should be highlighted automatically.

9. Copy the highlighted "embed code" by pressing Ctrl+C or right-click the selection and click "Copy" from the context menu popup.

10. Go back the slide selected in step 5. Click the "Insert" tab in PowerPoint. You'll see options to insert different types of objects into your presentation.

Adapted from an article provided by wikiHow, a wiki building the world's largest, highest quality how-to manual. Content on wikiHow can be shared under a Creative Commons License. This article can be found at
http://www.wikihow.com/Embed-Video-in-PowerPoint

It has been modified for use with the Mine Ventilation program

11. Click the "Video" button and select "Online Video". Note: If you're using PowerPoint 2010, click "Video from Web Site" instead.

12. Click the "Paste embed code here" box and paste the copied code from step 9. by pressing Ctrl+C or right-click the selection and click "Copy" from the context menu popup.

    *In PowerPoint 2010, the box will be labeled "Insert Video from Website."

13. Press "Insert" to embed the video. After a moment, the video will appear on the slide. It will likely just look like a solid black box. This is normal - https://support.office.com/en-us/article/Insert-or-link-to-a-video-on-YouTube-8340ec69-4cee-4fe1-ab96-4849154bc6db

14. Click the "Playback" tab. This will open the playback options for the video. If you don't see the "Playback" tab, make sure the video you inserted is currently selected.

15. Click the "Start" drop-down menu and select how the video will play. If you don't select one of the options from this menu, your video won't play during the presentation.
    *There are a few other playback options you can adjust here, but the "Start" option is the most vital for the video to work.

16. Make sure you're online when you're giving the presentation. The YouTube video will only play if you are connected to the internet. Embedding the video does not let you play it offline.