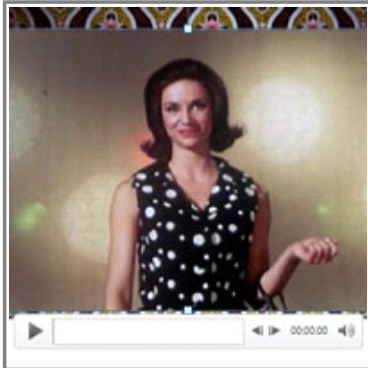




## Introduction

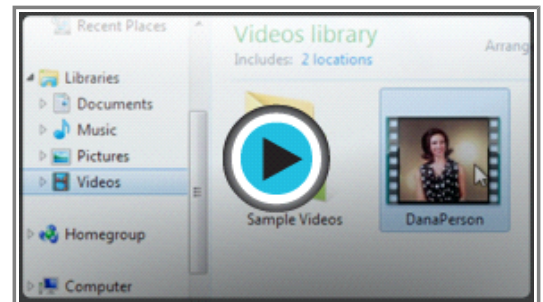


Videos are a great way to make your presentations more engaging for your audience. PowerPoint allows you to insert a video from a file on your computer or from a web site such as YouTube. You can even edit the video within PowerPoint and customize its appearance with a Video Style.

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

## Inserting Videos

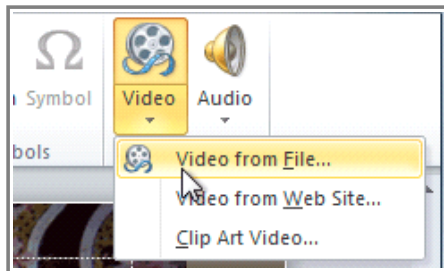
Watch the video to learn how to insert videos into a slide.



*Watch the video (2:01). [Need help?](#)*

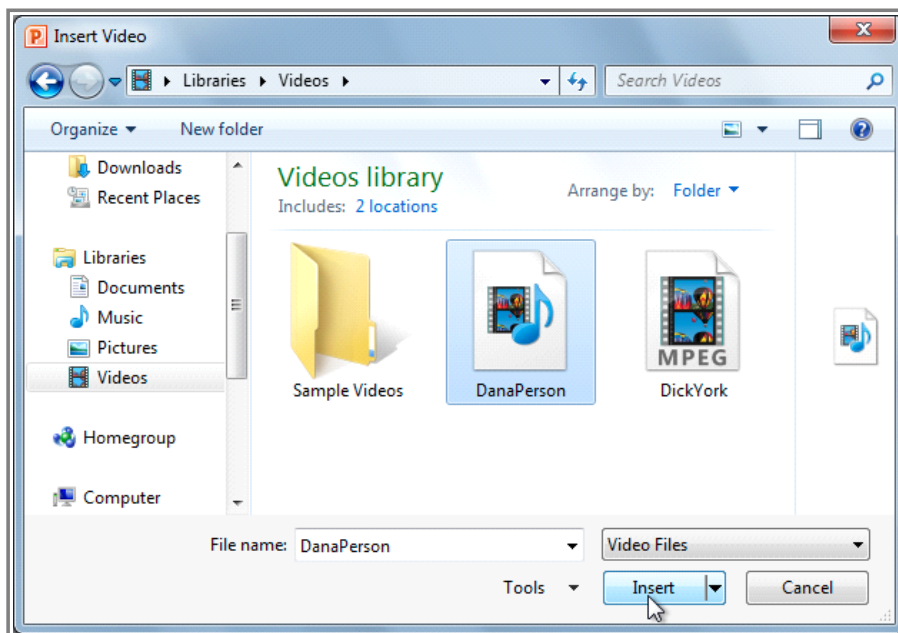
### To Insert a Video from a File on Your Computer:

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



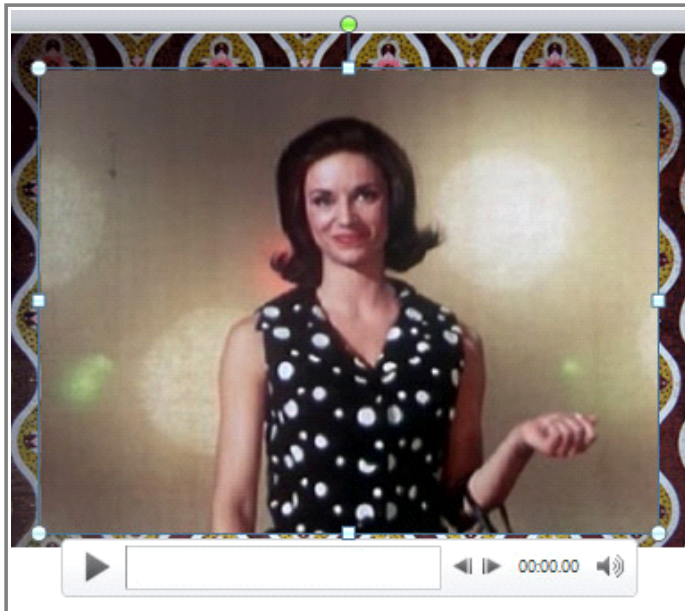
*Inserting a video from a file*

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



*The Insert Video dialog box*

3. The video will be added to the slide.

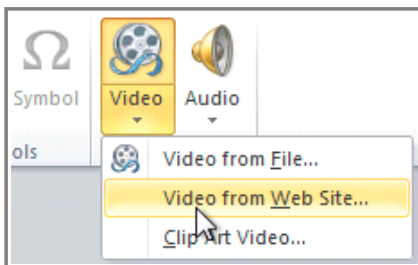


*The inserted video*

## To Insert a Video from a Web Site:

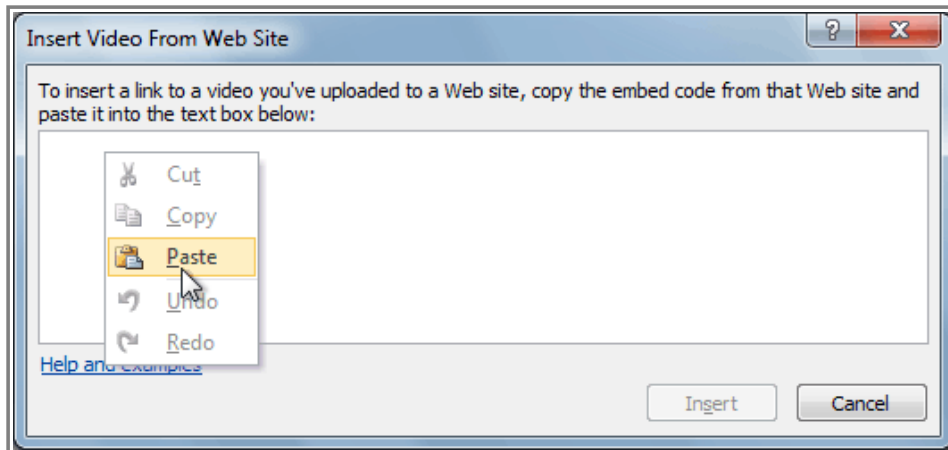
Some web sites, like YouTube or Hulu, allow you to **embed** videos in a blog, Facebook profile, or other web page. In PowerPoint, you can **embed** videos in your slides in the same way. This feature only works with web sites that provide **embed code**, and the embed code from some sites may not work with PowerPoint.

1. On the web site that contains the video (YouTube, for example), locate and copy the **embed code**.
2. In PowerPoint, click the **Insert** tab.
3. Click the **Video** drop-down arrow, and select **Video from Web Site**.



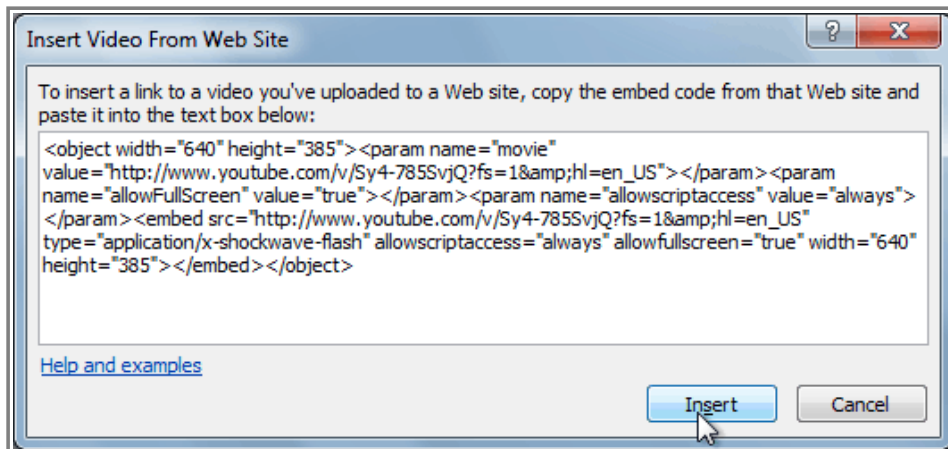
*Inserting a video from a web site*

4. In the space provided, right-click and select **Paste**. The embed code will appear.



*Pasting the embed code*

5. Click **Insert**. The video will be added to the slide.



*Inserting the video*

## 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.



*The Play/Pause button and the timeline*

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

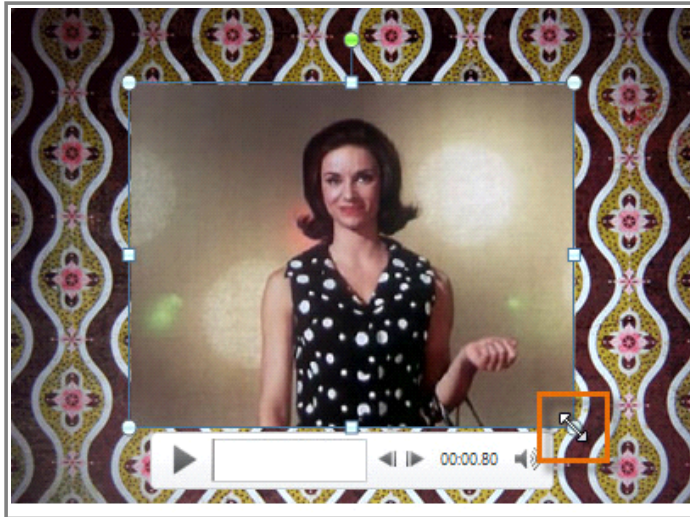


*Clicking on the timeline*

If you are using an embedded video from a web site, you may need to click the **Play** button in the **Playback** tab in order to view the video's playback controls (the Play button is also located on the Format tab).

## 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 movie.



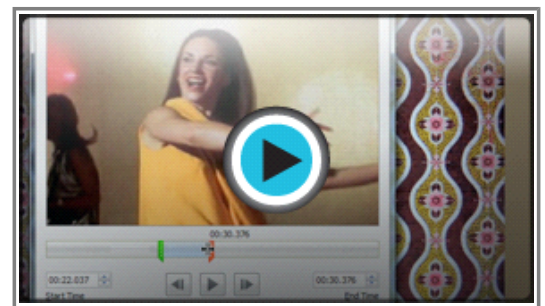
*Resizing the video*

## Edit and Format Video

The **Playback** tab has several options that you can use to edit your video. For example, you can **trim** your video so that 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.

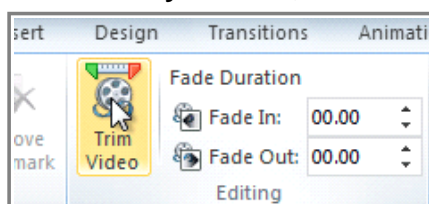
➤ Watch the video to learn how to edit your video's playback and format its appearance on the slide.



*Watch the video (3:31). [Need help?](#)*

### To Trim the Video:

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



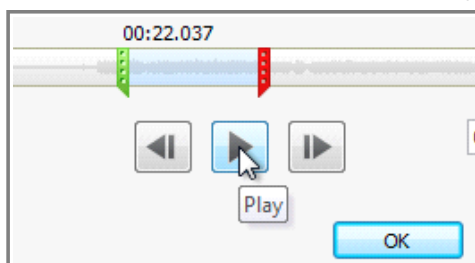
### *The Trim Video command*

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



*Moving the green and red handles*

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

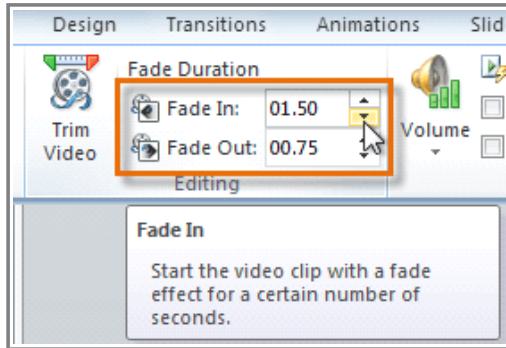


*Previewing the video*

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

## To Add a Fade In and Fade Out:

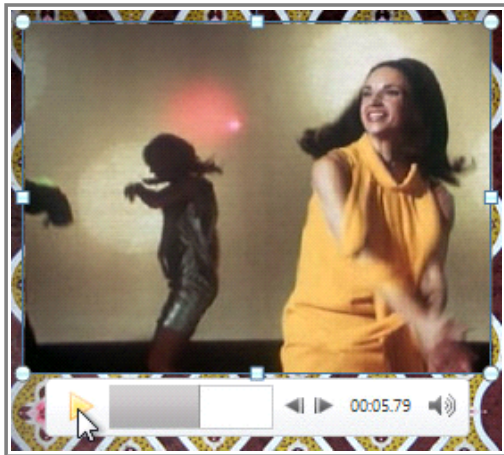
1. On the **Playback** tab, locate the **Fade In** and **Fade Out** fields.
2. Type in the desired values, or use the **up** and **down** arrows to adjust the times.



*Adjusting the Fade In*

## To Add a Bookmark:

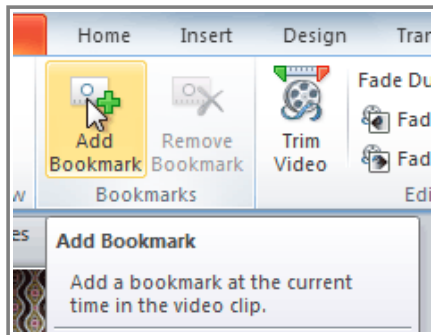
1. Click the **Play/Pause** button to play the video, and when you have located the part that you want to bookmark, **pause** it. You can also click the **timeline** to locate the desired part of the video.



*Locating the desired part of the video*

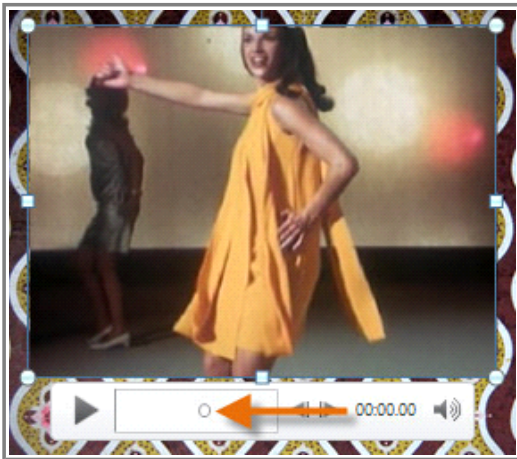
2. From the **Playback** tab, click **Add Bookmark**.





*Adding a bookmark*

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

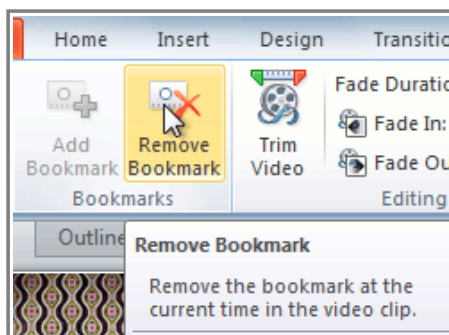


*The new bookmark*

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

## To Remove a Bookmark:

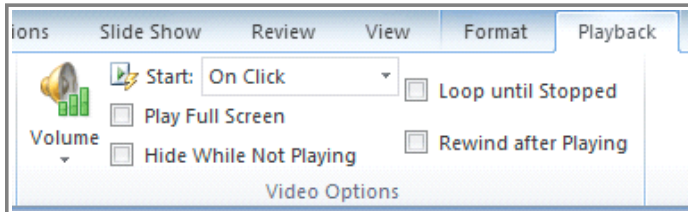
1. Select the bookmark.
2. From the **Playback** tab, click **Remove Bookmark**. The bookmark will disappear.



*Removing a bookmark*

## Video Options

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



*The Video Options group*

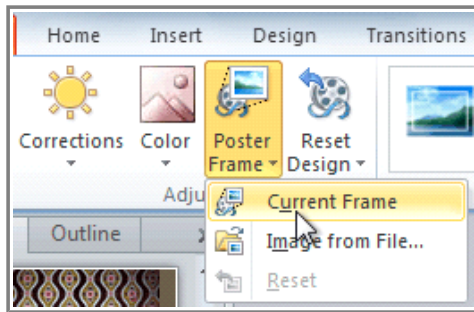
- | **Volume:** Changes the audio volume in the video.
- | **Start:** Controls whether the video file starts **automatically** or when the mouse is **clicked**.
- | **Play Full Screen:** Lets the video fill the entire screen while it is playing.
- | **Hide While Not Playing:** Hides the video when it is not playing.
- | **Loop until Stopped:** Causes the video to repeat until it is stopped.
- | **Rewind after Playing:** Causes the video to return to the beginning when it is finished playing.

## Formatting the Appearance of the Video

Much like **pictures**, PowerPoint allows you to **format the appearance** of the video by applying a **video style**, adding a **border**, changing the **shape**, applying **effects** such as 3-D rotation, making image **corrections**, and adjusting the **color**. You can also add a **poster frame**, which is the **placeholder image** that 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 prefer.

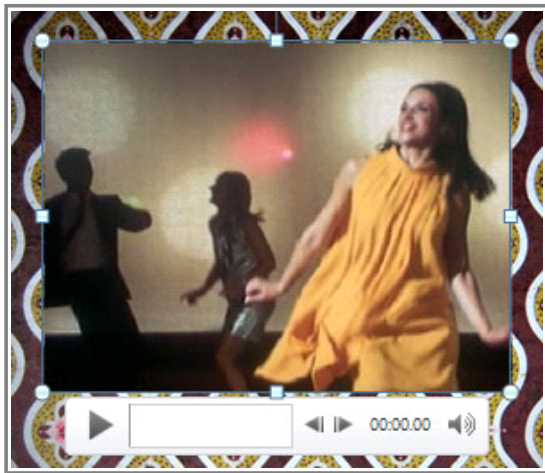
### To Create a Poster Frame:

1. Select the video.
2. Start playing the video. When you see the frame that 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**.



*Adding a poster frame*

5. The current frame will become the poster frame.

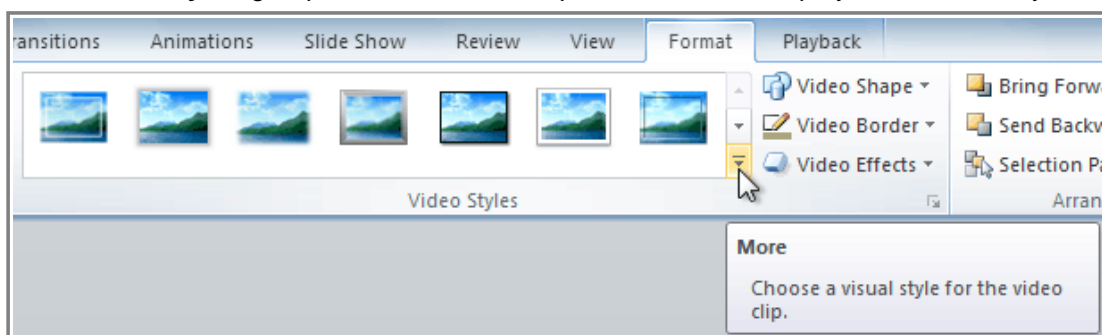


*The new poster frame*

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

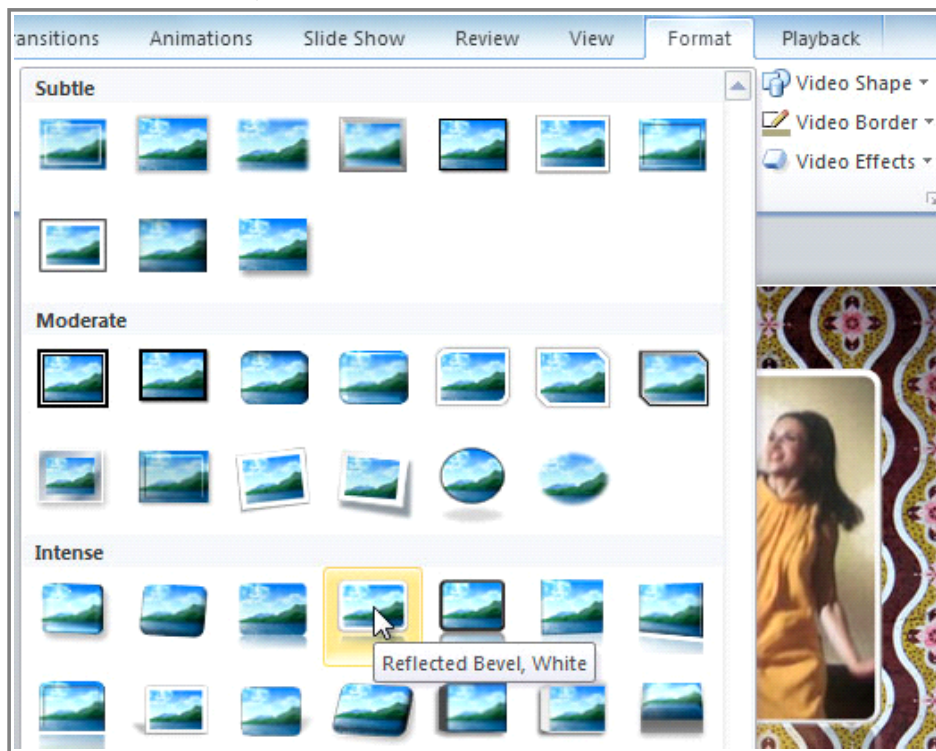
## To Apply a Video Style:

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 the video styles.



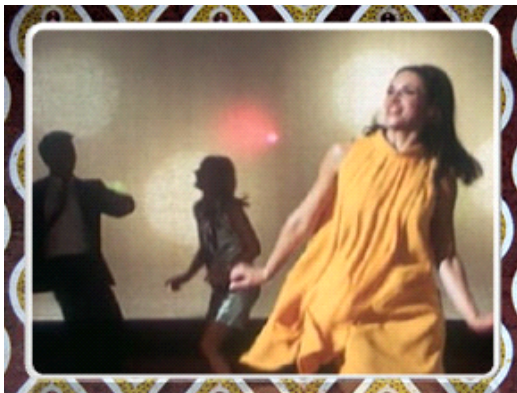
*Viewing all of the available styles*

4. Select the desired style.



*Selecting a Video Style*

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



*The updated 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.