

Adding Media Files to PowerPoint

You can make your PowerPoint presentations more interesting and engaging by adding audio and video files. For example, you might add video clips featuring quotes from students and volunteers to personalize a recruitment presentation.

You will need to purchase PowerPoint 95 or newer and download a free copy of Windows Media Player version 9.

About Media Files

If you will be using media files on a regular basis, it's a good idea to set up a folder specifically for them. It will help you keep your files organized.

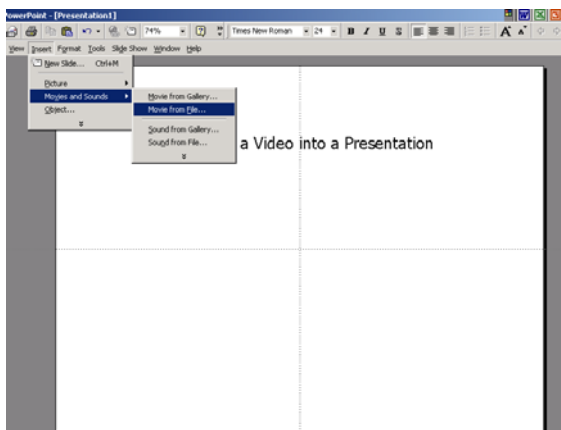
You will probably be using video files from a digital video recorder or audio files from a digital recorder. Cameras and digital audio recorders have software with easy-to-use interfaces that enable transfer of files to your computer.

Most devices will give you an option to specify a file type when you save the file to your computer. Choose the file type that is compatible with the player on your computer. Some of the most common file types are listed at the end of this document. The file type compatible with Windows Media player is .wmv.

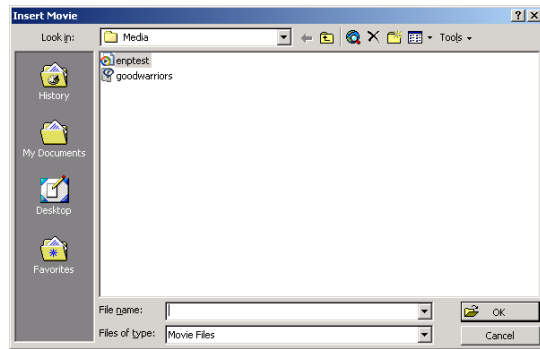
Adding Media Files to PowerPoint Presentations

Adding a video clip from a file stored on your computer

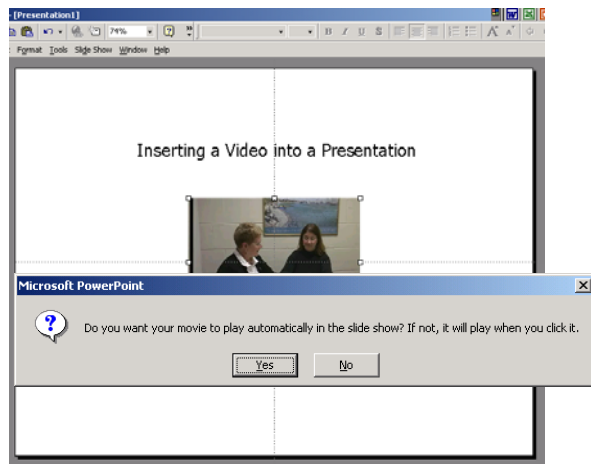
Open PowerPoint and select the slide on which you wish to place the video file.



- Select **Insert** from the menu
- Choose **Movies and Sounds** from the dropdown menu.
- Click on **Movie From File**.

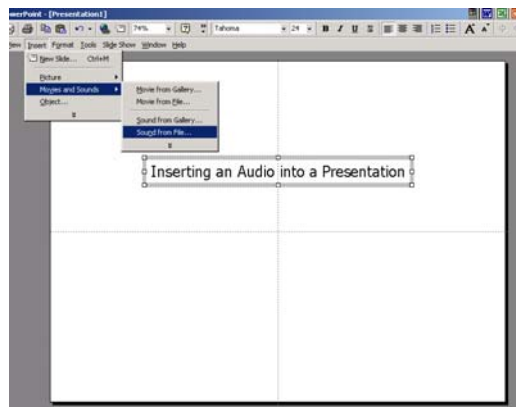


- Locate the file on your computer
- Select the desired file by clicking on it and then clicking on OK.

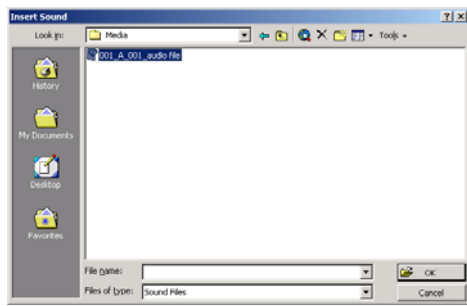


- The video clip opens in your slide.
- If you want the clip to begin playing when the slide is opened, click Yes. If you want to control the video play, click No.
- If you chose No, click on the video graphic to start play.

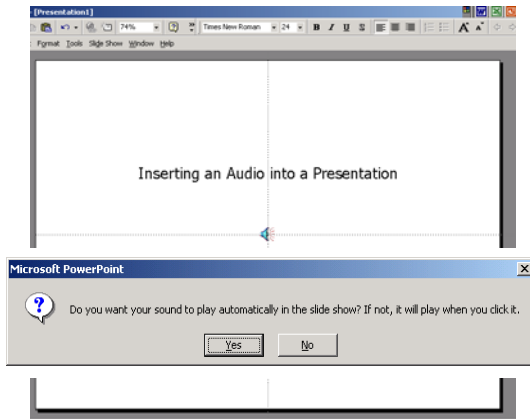
Adding an audio clip from a file stored on your computer



- Select **Insert** from the menu
- Choose **Movies and Sounds** from the dropdown menu.
- Click on **Sound From File**.



- Locate the file on your computer.
- Select the desired file by clicking on it and then clicking on OK.



- The audio clip icon appears in your slide.
- If you want the clip to begin playing when the slide is opened, click Yes. If you want to control playback, click No.
- If you chose No, click on the audio icon to start.

Common File Types

Video

.avi
.mov
.mpeg
.wmv

Audio

.au
.mp3
.wav

Additional Resources

www.actden.com/pp/
www.fqcu.edu/support/office2000/ppt/
www.electricteacher.com/tutorial3.htm
www.bcschools.net/staff/PowerPointHelp.htm
www.websitestates.com/education/templatesindex.html