

Embedding Video and Music in PowerPoint 2010

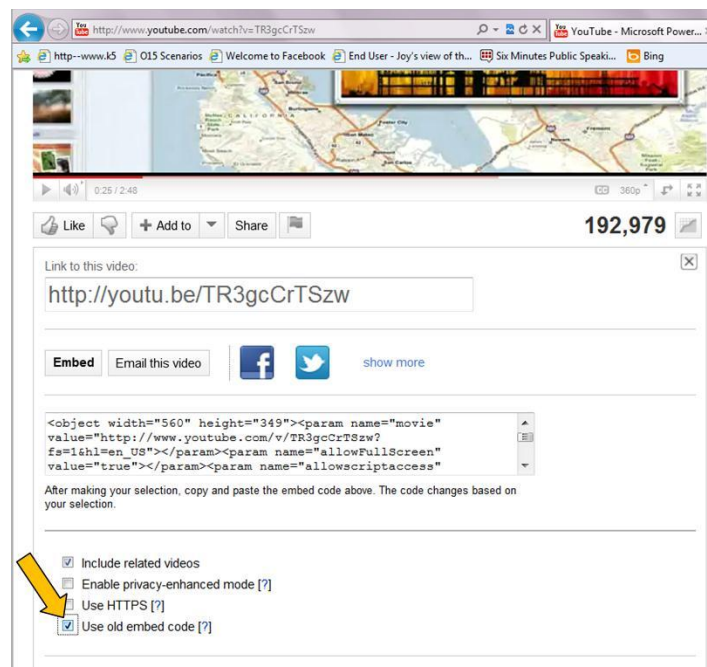
General Tips

- Save any music or video files you plan to embed in your presentation in the same folder on your computer as your PowerPoint presentation itself.
- Only music files in .wav format may be **embedded** in a PowerPoint 2010; for .mp3 files, the link in the PowerPoint activates the music file saved in your folder using the associated music player. If you purchase music from the Apple Store, you will need to convert it to .mp3 or .wav format in order to use it.
- Ensure that the computer on which you'll play the presentation has current Quicktime and Adobe Flash players installed.
- PowerPoint 2010 supports the following video file types (as long as the related player is installed on the computer): Quicktime (.mov, .mp4) and Adobe Flash (.swf)

Embedding Video from YouTube (requires an Internet connection for the presentation)

1. On the Slides tab in Normal view, click the slide to which you want to add a video.
2. Go to the web site that contains the video that you want to link to, such as YouTube*.
3. On the web site, locate the video, and then locate and copy the Embed code.

*On YouTube, find the video you want to use, then click Share, **select the Use old embed code checkbox**, click Embed, and then copy the embed code. **Note:** Before copying the embed code, you may also want to **remove the check for including related videos/show suggested videos**.



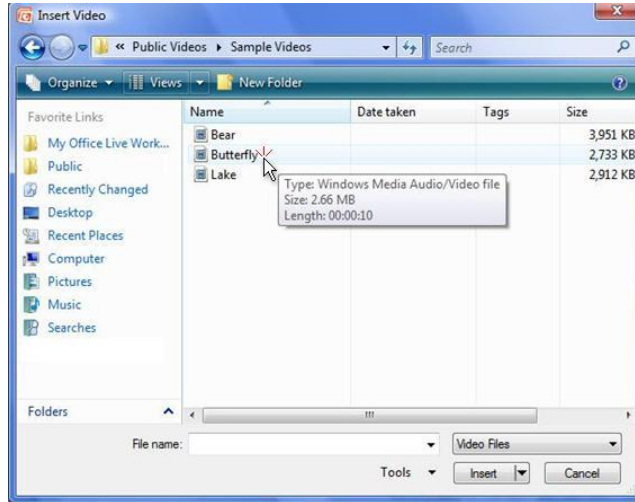
4. Back in PowerPoint, on the Insert tab, in the Media group, click the arrow under Video.
5. Click Video From Web Site.
6. In the Video From Web Site dialog box, paste the embed code, and then click Insert.

If you'd like to see a video demonstration of this procedure, watch this [YouTube tutorial](#) from Musicarta ☺

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Embedding Video from a File (when the video file is downloaded to your computer)

1. In Normal view, click the slide in which you want to embed a video.
2. On the Insert tab, in the Media group, click the arrow under Video, and then click Video from file.
3. In the Insert Video dialog box, locate and click the video that you want to embed, and then click Insert.

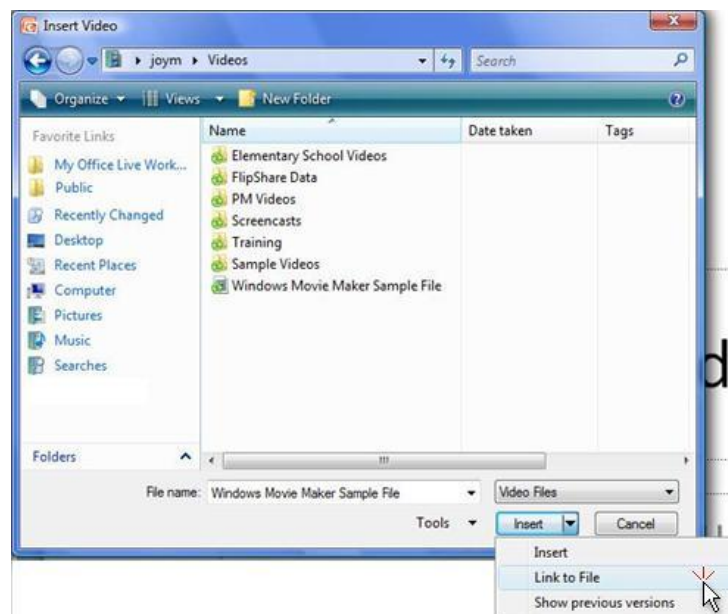


Embedding a Link to a Video (when the video is on an external web site)

Note: Due to problems with broken links, this is the *least* recommended method. If possible, download the video and embed it as a file using the instructions in the previous section instead.

To add a link to a video from your PowerPoint presentation, do the following:

1. On the Slides tab in Normal view, click the slide to which you want to add a video or animated GIF.
2. On the Insert tab, in the Media group, click the arrow under Video.
3. Click Video from File, locate and click the file that you want to link to.
4. On the Insert button, click the down arrow, and then click Link to file.

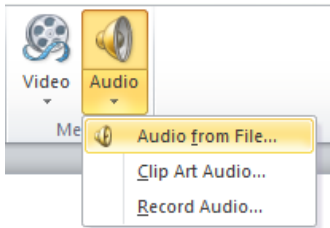


MW Library, March 2012 (video instructions adapted from [Embed Video Tips](#) on Microsoft's web site)

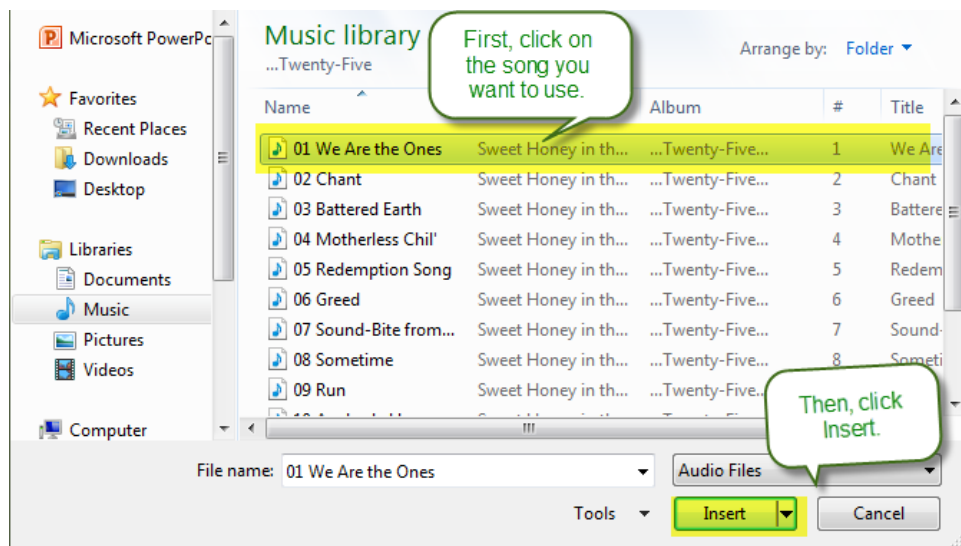
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Embedding Music

1. Save the music file to your computer in a format compatible PowerPoint (e.g.: .wma, .wmv, .mp3)
2. Go to the PowerPoint slide on which you'd like the music to play.
3. Click on the Insert tab on the PowerPoint toolbar, and then select Audio – Audio from File.



4. Locate the music file on your computer, select the desired song/track, and click **Insert**.



At this point, the audio icon should appear on your PowerPoint slide.

On the PowerPoint toolbar, you'll notice that **Audio Tools – Format** tab is active. To adjust playback options, switch to the Playback tab. **Always TEST your audio before your presentation!** You can click the PLAY arrow under the audio icon on your slide OR on the audio playback tab. Finally, make sure to drag the audio speaker icon itself to an unobtrusive spot on your slide so it doesn't distract your audience. For a step-by-step illustration, see [Wendy Russell's instructions](#) on About.com.

