

Video and PowerPoint

Understanding Video: Video Files vs. “Streaming” Video

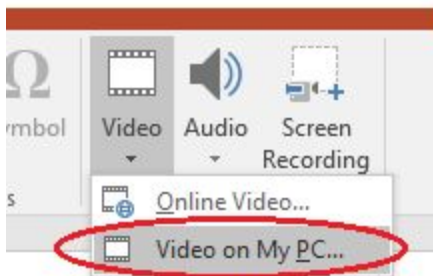
Working with video files is different than “streaming” video from the Internet. First, let’s talk about video files. How do you get video files? If you take a video with your camera, it is saved in a video file. Also, many websites have videos that you can download and save. For example, you can download podcasts as video file from iTunes. Video files can be saved in a variety of formats. These files will have file extensions such as MP4, AVI, MOV, or WMV. You can download video files and store them on your device and play them back later.

Streaming video works differently. Streaming video is video which is stored on the Internet. When you go to a website and click on the video, the video is “streamed” to your device. The video is playing as it is being downloaded to your device. However, the video is not being saved in a file on your device. Streaming video is the way you typically play video from many websites, such as Netflix, Facebook, and YouTube.

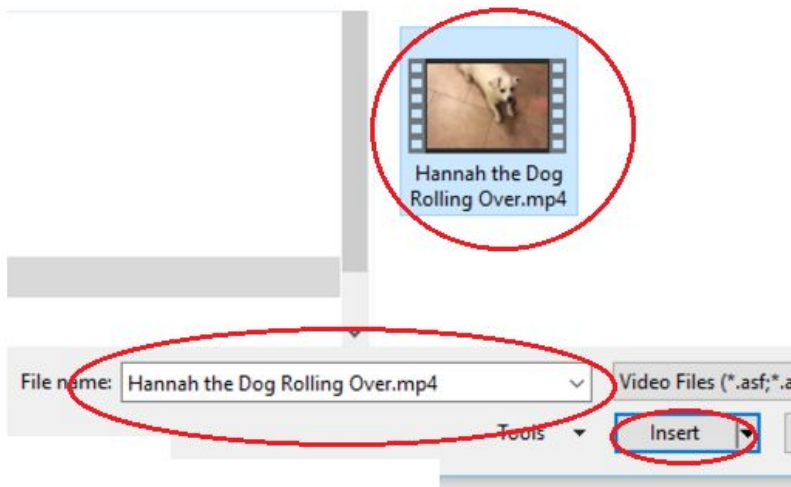
Inserting Video into Your PowerPoint Presentation

For our assignments in PowerPoint, we will insert video **files** into our presentation. Here’s how you do this:

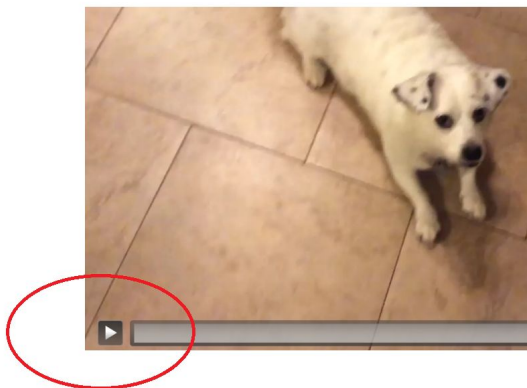
1. Get the video file on your PC or device where you have PowerPoint
2. In PowerPoint, go to the slide where you wish to insert the video, and click the **Insert** tab
3. Click on the downward arrow on the **Video** button and select **Video on My PC**



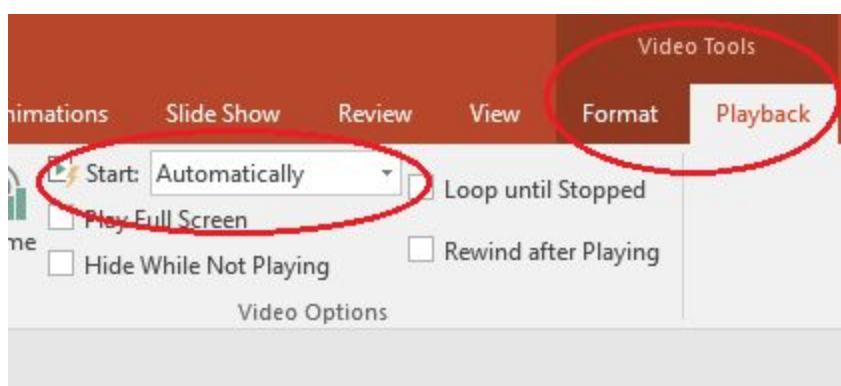
4. Select the file you want to insert and click **insert**.



5. When playing the presentation, don’t forget you will need to actually play any videos you have inserted. To do so, use the play button on the video.



6. When editing your presentation in PowerPoint, you can click on the video and you will see the **Video Tools**. Use **Video Tools** and set your video to Start: Automatically to make the video play automatically when the slide loads. This can be helpful when making your presentation run with timings (see below)



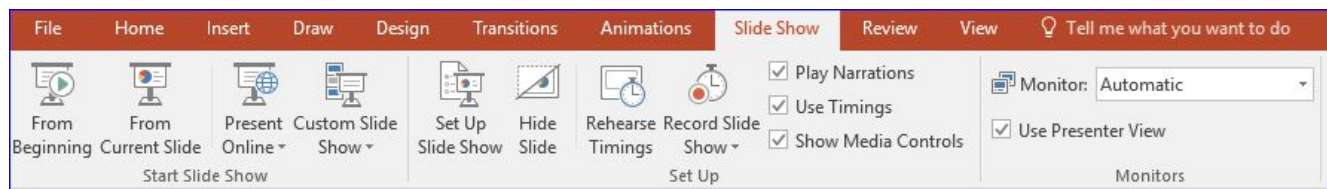
To Set Up Your Presentation to Run Automatically Using Timings

You use the **Slide Show** tab to create timings for your presentation. This will allow you to run the presentation automatically using the timings you create. Here are the steps to set up your presentation to run automatically .

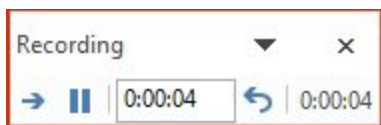
1. Create your PowerPoint presentation.
2. Click on the **Slide Show** tab in PowerPoint.



It will look like this:

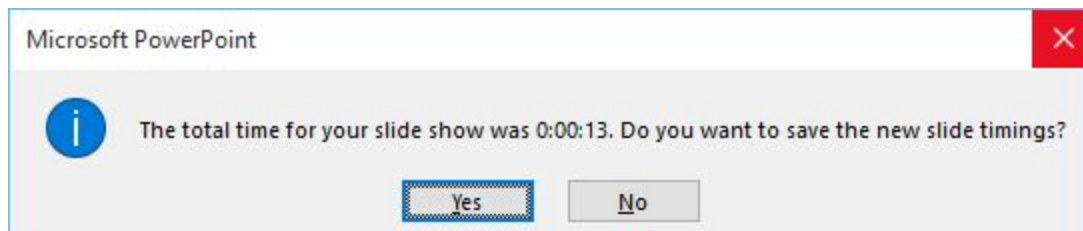


3. Use the **Rehearse Timings** button and play through your presentation. The computer will record the timings as you play the presentation. As you present your presentation, you should see a timer such as this:



This tells you the total time of your video, as well as the time you have been on the current slide.

4. When complete, confirm you want to save the new slide timings



Saving Your PowerPoint as a Video

Why Save as a Video?

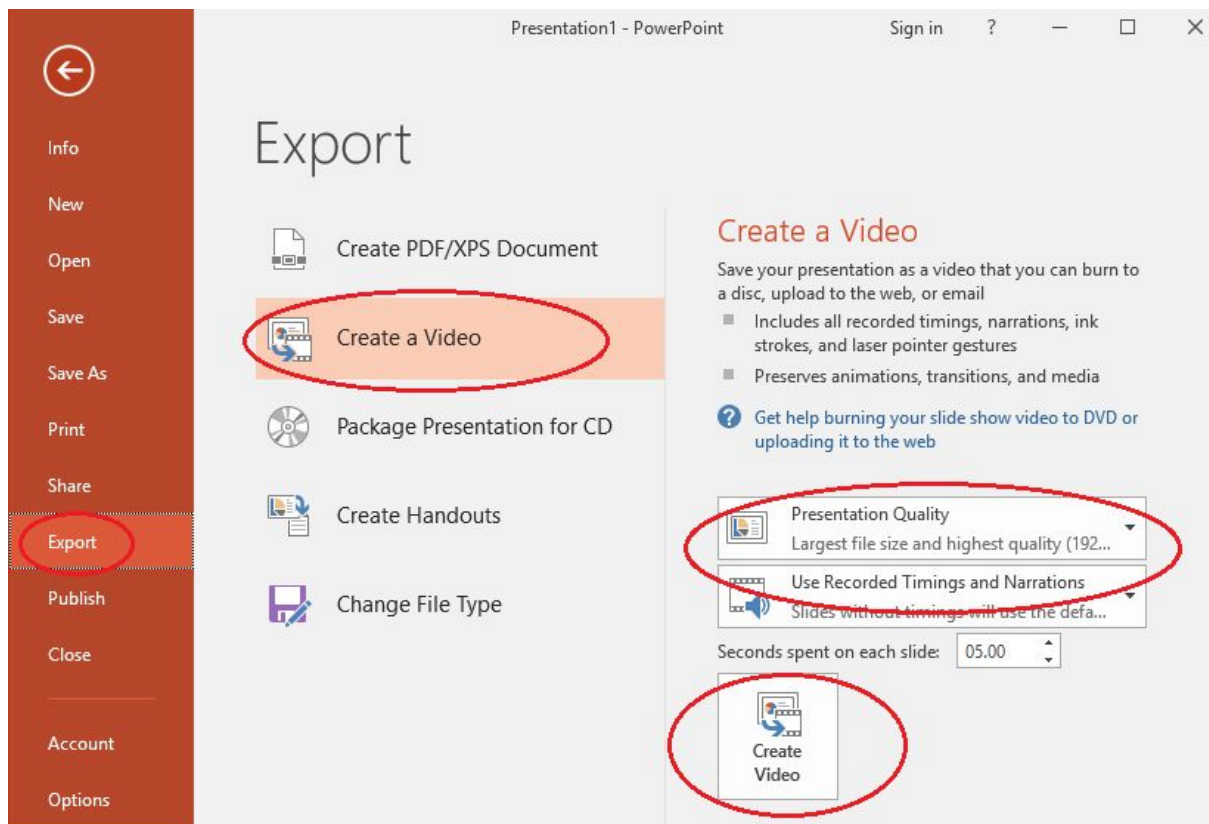
Traditionally, PowerPoint has been used as a tool to help people present live, face-to-face presentations. However, you can also save your presentation as a video. Video files can be useful because they can then be uploaded to many websites and then played as streaming video by others. For example, you can save your PowerPoint as an MP4 and then upload the MP4 to YouTube. Then others can go to YouTube and play your video as a streaming video. Presentations saved as videos can also be useful because most devices have apps which can play video files. If you email someone a PowerPoint file, for example, they would need PowerPoint to view the video. If you email someone the MP4, on the other hand, he/she will more than likely have an app which can play it.

Steps to Save Your Powerpoint Presentation as a Video

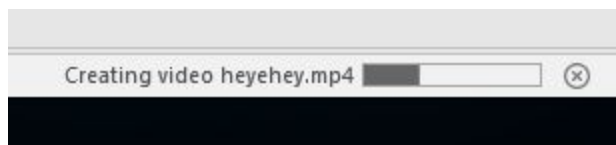
There are several ways to create a video from your PowerPoint presentation. One is to go to the **File** menu and save as an MP4. Another way is to go to the File menu and use **Export** to export your Powerpoint as a video. To use **Export**, follow these steps:

IMPORTANT: Be sure to save your video as a PowerPoint file first. You can edit the PowerPoint presentation later, but you cannot easily edit the video file.

1. Go to **File** menu and select **Export**, and **Create a Video**, as shown below. You can control the video quality and what is included in the video. **Remember, the higher the quality, the the bigger the file size. The bigger the file size, the longer it can take to send the video or upload it on the Internet.**



2. **Be patient.** It may take some time for the video to be created. You will see a progress bar at the bottom of the screen



3. The file will be on your hard drive after the export has completed. Be sure to wait until exporting is complete. You can test your video file by double-clicking the video file in File Explorer in Windows. Make sure it plays correctly. In particular, make sure any video you have in the presentation plays correctly. If you need to edit the video, go back to the Powerpoint, make necessary changes and resave as a Powerpoint. Then Export the video again.