



Educational Technology

# --Power Point--

## How To...

### *Add a Movie*

#### To add a movie to Power Point:

- 1.) The movie, or portion of the movie that you would like to show **must** be saved on your hard drive.
- 2.) Next open up Microsoft Power Point and the presentation that you would like to add the movie to. Click on the slide that you would like to add the movie to.
- 3.) Now comes the tricky part. Does your movie play supporting Windows Media Player, or does it support some other player (i.e. Real One Player or something else)? If you don't know what player your movie supports find the movie through My Computer>file...>file... and then look at the icon.
- 4.) If you have Windows Media Player:
  - A. Go to the task bar at the top of the screen. Click on Insert; drag your mouse down to Movie or Sound.
  - B. Drag your mouse over to the right and the down to the option that says "From file."
  - C. Now you must find your movie from where it is saved. Once you have selected the movie click ok.
  - D. Then a box comes up saying: "Do you want your movie to play automatically? If not, it will play when you click it."
    - 1.) If you click yes: Your movie will automatically play when you arrive on that slide during your presentation.
    - 2.) If you click no: Your movie will play when you click on the big black box during your presentation.
  - E. Once you decide and click ok, your movie is inserted in a big black box appears on the slide. Click on the box and then go to a corner. Click on the corner and drag the box bigger or smaller according to your preference.
  - F. Congratulations you have installed your movie in Power Point! Now when you get to that slide during your presentation, according to your preferences it will play automatically or you will need to click on it for it to play.
- 5.) If you have another player (i.e Real One Player or something else):
  - A. Go to the task bar at the top of the screen and click on Slide Show. Drag the mouse down to Action Buttons.
  - B. Then drag your mouse to the right. A box will appear with a lot of smaller boxes-the action buttons. You would like the one in the far right hand, lower corner, the one that looks like a movie camera. Click on this one.

- C. Now your cursor turns into a drawing tool. Move the cursor to where you want the action button and then click and drag to create the size of the action button.
- D. After the button is created a box will appear called “Action Settings”
- E. Go down to the third setting titled “Run Program” Click the little circle to the left of the title. Then the area under the title will become white. Now click Browse-on the right next to the white area.
- F. A new box appears titled “Select a Program to Run” You need to change the setting in the bottom box (titled Files of Type) to “All Programs” so that you can find your movie.
- G. Select your movie and click ok.
- H. You have now inserted your movie in Power Point.
- I. The movie action button will appear on your slide and once you come to that slide during your presentation (in Slide Show View) click on the movie action button. Your movie should appear in its own box.
- J. Once your movie is done playing (in Slide Show View) you will need to close that box to return to your Power Point Presentation.

**Notes:**

- The action button that you created can be made as small or as big as you like. You can also change to color of it by clicking on it once and using the functions at the bottom of the screen.
- If you need more help feel free to e-mail us.

*If you have any questions or would like more  
How To's for Power Point feel free to contact us!*