

Welcome to “ITS Technology Tips,” where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Remember to visit the weekly [Tech Tips Blog](#) for the latest tips and the [Technology Tips Archive](#), to find all Tech Tips in PDF format, categorized for easy access.

Presenting Video in PowerPoint

Including a video clip in your PowerPoint slide show can provide an engaging means of presenting information. PowerPoint has the ability to play video embedded within a presentation; however it depends on the format of the video. In this week’s tech tip, we’ll cover which video formats you can use as well as how to include your video clips in PowerPoint.

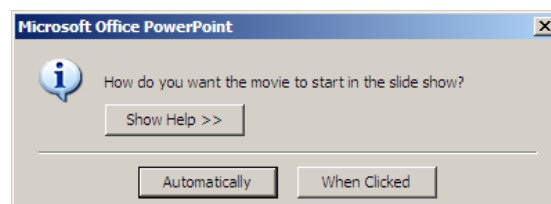
Microsoft PowerPoint - Supported Video Formats

- avi – Windows video file
 - One of the most common formats because it can contain audio or video content
 - Supports a variety of compression formats, also known as codecs
- .mpg or .mpeg – Movie file
 - Standards by Moving Pictures Experts Groups for video and audio compression
- .wmv – Windows Media Video file
 - Highly compressed format – uses Windows Media Video codec
 - Not supported on Mac

Insert a Video Clip

If your video clip is in any of the formats mentioned above, you can follow these instructions to embed your video in PowerPoint. **Note:** If your video clip is not in any of these formats you can hyperlink to the video instead; see *Hyperlink to a Video* instructions below.

1. Choose **Insert > Movies and Sounds > Movie from file...**
2. Browse for video file, select the file, click **OK**.
3. Select “**When Clicked**,” from the pop-up window.



4. Run the slide, then click the video to play it.

If you have trouble getting your video to play in PowerPoint, visit the [Microsoft PowerPoint Support](#) page.

Hyperlink to a Video

If the video you would like to play is online, you can create a hyperlink from PowerPoint to play the video in a Web browser. You can also link to a video on your hard drive from PowerPoint and the video will play in your default media player. **Note:** If you link to a video on your hard drive, you must keep the video file stored locally when the slide show is played.

1. Choose **Insert > Hyperlink**.
2. Select the **Existing File** or **Web Page** option on the left.
3. Type the text for your link in the **Text to Display** box.
4. If you are linking to a file on your hard drive, browse for the file in the Insert Hyperlink window.
5. Locate the file and click **OK**.
6. If you are hyperlinking to a URL, type the address in the **Address** box and click **OK**.
7. Run the slide, then click on the link to play the video clip.

Resources:

Microsoft Office Compatible Multimedia Formats:

<http://office.microsoft.com/en-us/powerpoint/HA012303251033.aspx>

Supported Video Formats – UW-Madison:

<http://kb.wisc.edu/helpdesk/page.php?id=3818>

That's our technology tip for this week. If you have found the information helpful, please drop us a line at Training@luc.edu . If you'd like to go back to our archive of technology tips, please visit us on the Web at <http://www.luc.edu/its/techtips.shtml>.