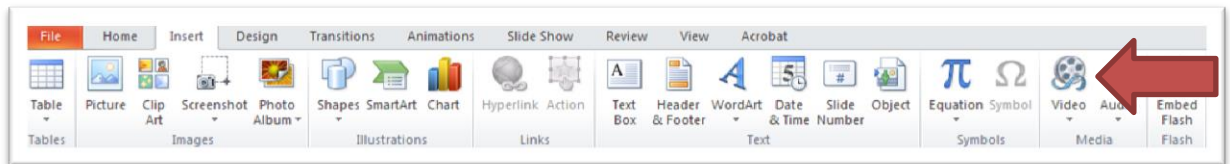


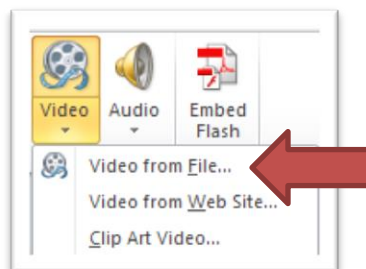
# Adding Videos to PowerPoint

## Adding a Video from Your Computer

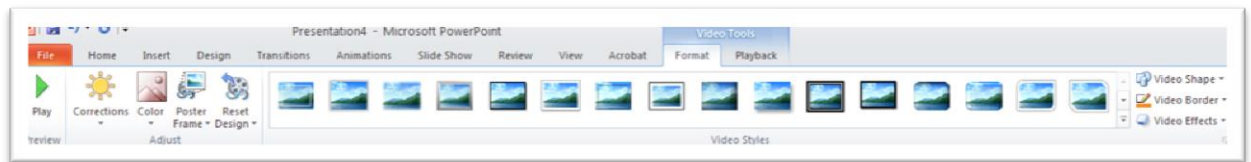
- Go to the slide that you would like to add a video to
- Go to the 'Insert' tab
- Click on the 'Video' drop-down, in the Media grouping



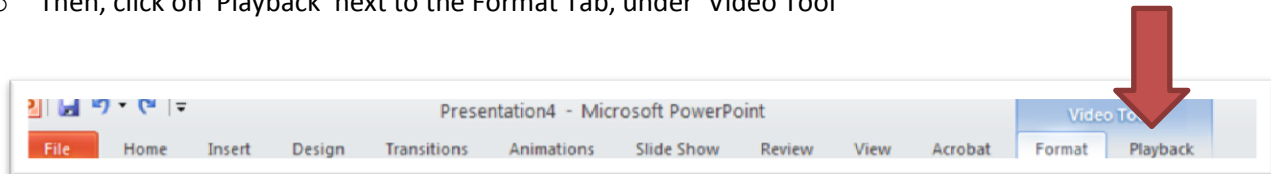
- Select 'Video from file'



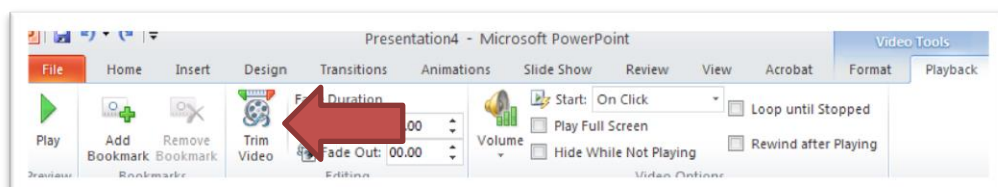
- Find the file on your computer and click 'Insert'
- Double-click the video to have Formatting options appear



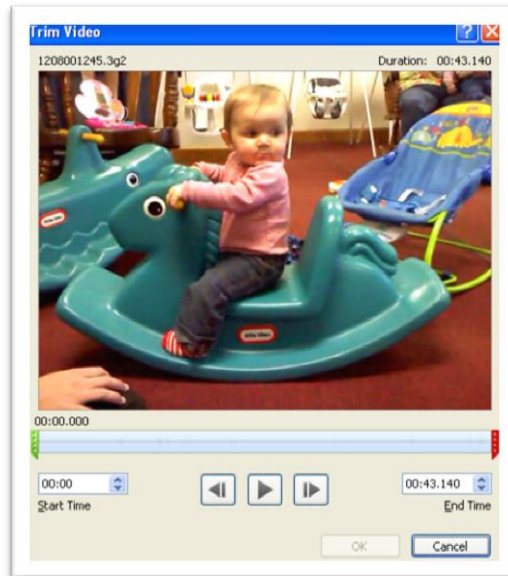
- You can edit it, just like an image
  - Explore the different Video Styles you have, as well as shapes and effects
- Then, click on 'Playback' next to the Format Tab, under 'Video Tool'



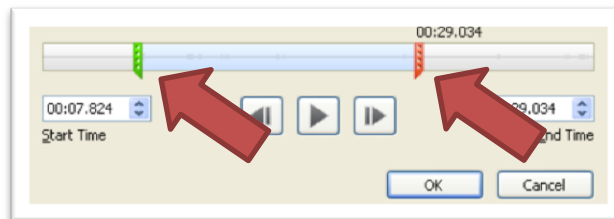
- Now you have the option to Trim the Video.



- Once you click on the 'Trim Video' icon, a new window will pop-up



- Adjust the green and red bars to cut a clip of the video to use.

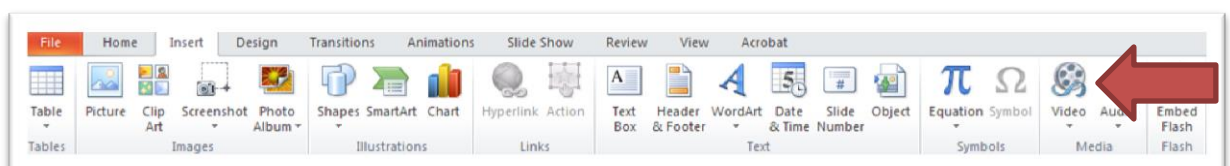


- Click on 'OK' when you are done.

**PLEASE NOTE:** The video file is stored locally. It won't "move" with the file, unless you move it as well and establish a new "connection."

## Adding a Video from a Website (such as YouTube)

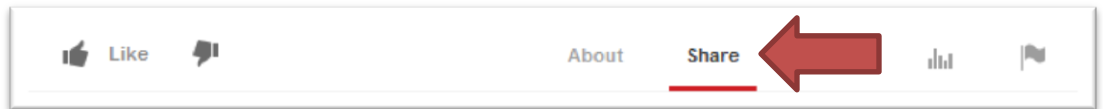
- Go to the slide that you would like to add a video to
- Go to the 'Insert' tab
- Click on the 'Video' drop-down, in the Media grouping



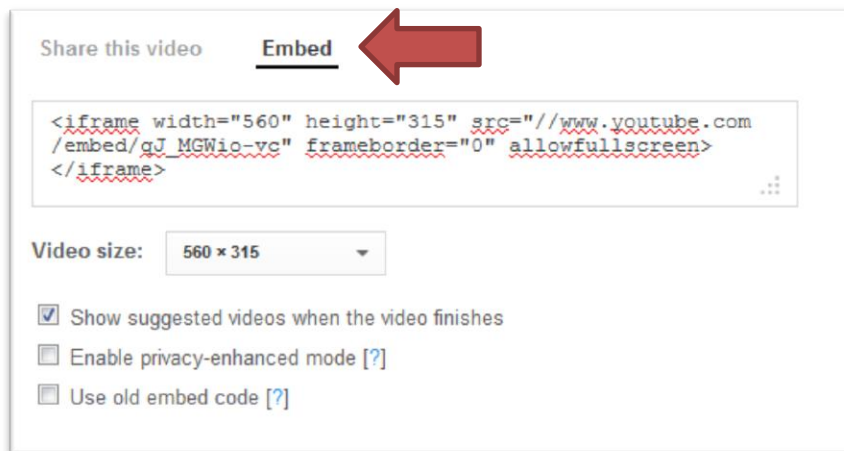
- Select 'Video from website'
  - *If you do not have this option, then it may be Office's compatibility with Windows. You may consider another computer or simply copying and pasting the URL in.*
  - *If it is your own personal video on YouTube, then download the video and embed it using the options above, "Adding a Video from Your Computer."*



- You would need to simply paste the embed code in the pop-up box.
  - To find the embed code of a YouTube video, find the video online.
  - Click on the 'Share' tab under the video.



- Then, click on the 'Embed' tab



- Copy the embed code to past in the pop-up box, within PowerPoint
- *You cannot trim a YouTube video, because it isn't yours.*
- *To view the video, you would need to be connected to the internet.*
- *This type of vide will not affect the size of your file, because it is streaming.*