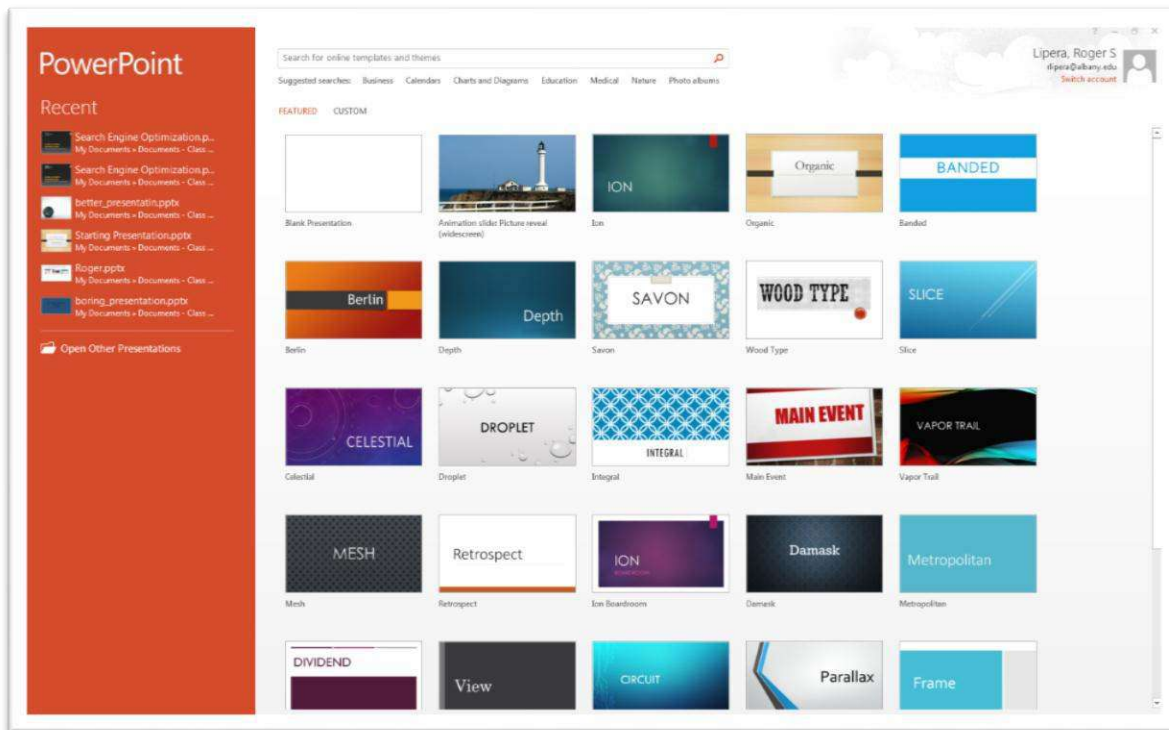




Working with Video in PowerPoint 2013

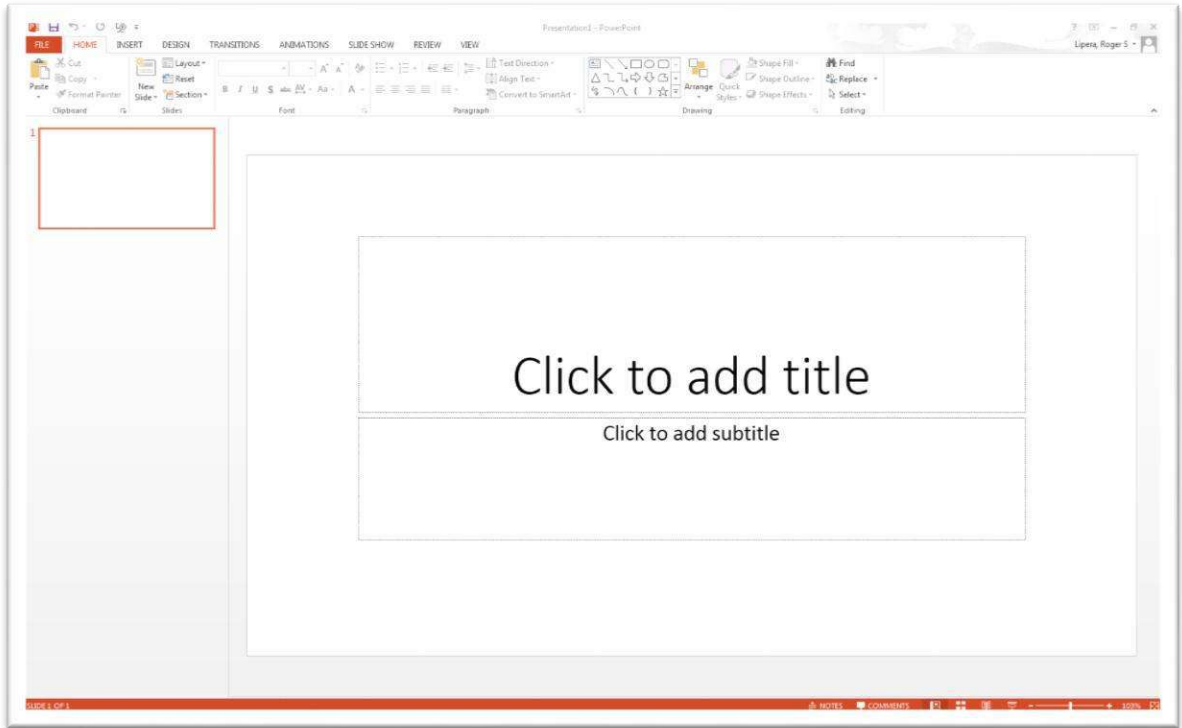
Adding video to a PowerPoint presentation can be very useful. In this handout we will explore many of the program's video options.

When you start PowerPoint your screen will resemble the illustration below.

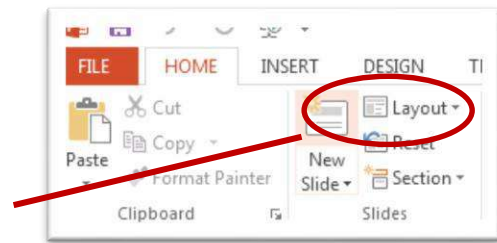


Click the Blank Presentation option.

A blank slide will be displayed. Your screen will resemble the example below.

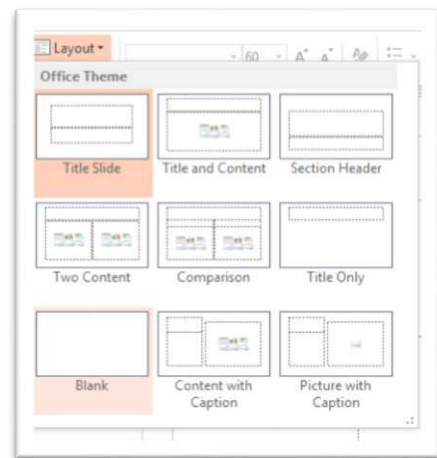


Make sure the Home tab on the ribbon is selected, then click the Layout button in the Slides zone.



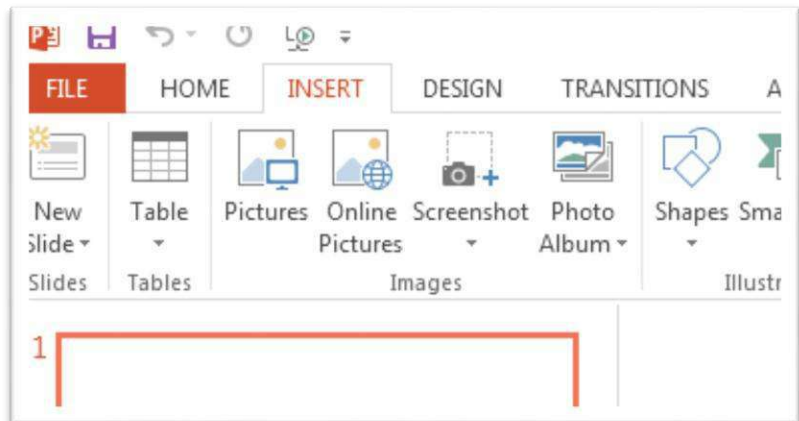
Select the Blank layout from the panel. This layout will be easiest to work with right now.

You will now have a blank slide.



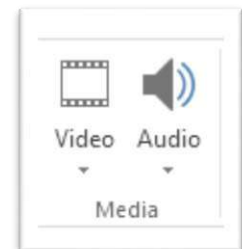
Click the Insert tab on the Ribbon.

All of the insert options will be displayed on the Ribbon.



Find the Video button in the Media section of the Ribbon. It is at the right hand end.

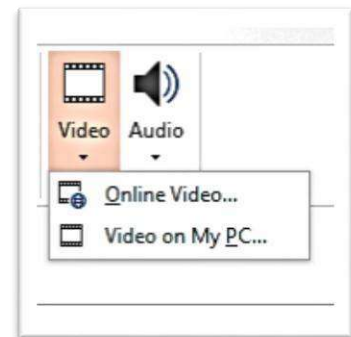
Click the Video button.



You will now have the option of inserting video from an online source or from your own computer.

If you elect to obtain a video from an online source you should be aware that those sources are very limited. It does not necessarily mean that you can insert video from YouTube, Vimeo, or similar resources.

It does mean that you can insert video that you have stored on your Skydrive account, possibly Facebook, but not much else. You will be asked to login with your Microsoft account. If you are a student or on the staff or faculty of UAlbany, you already have a Skydrive account. If you are not in one of those groups you can establish an account at skydrive.com. Your Outlook or Hotmail login may also serve the purpose.



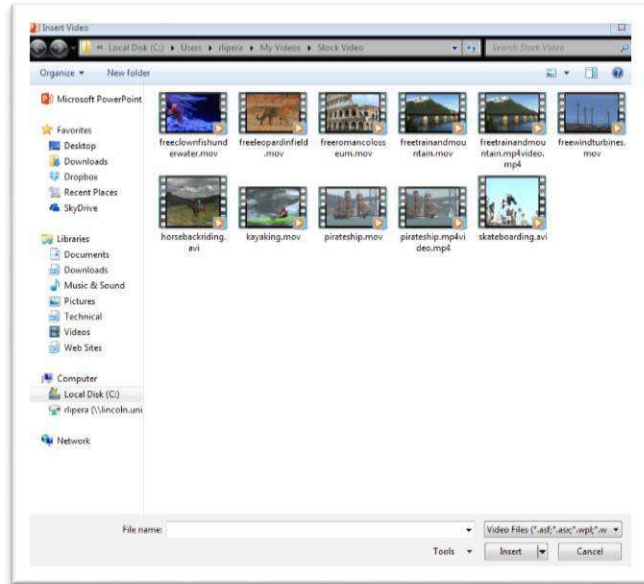
Because there are too many variables to address regarding online video, we will instead use video that is already on your computer.

Click the Video on My PC. Note that if you are a Macintosh user the label will be different.

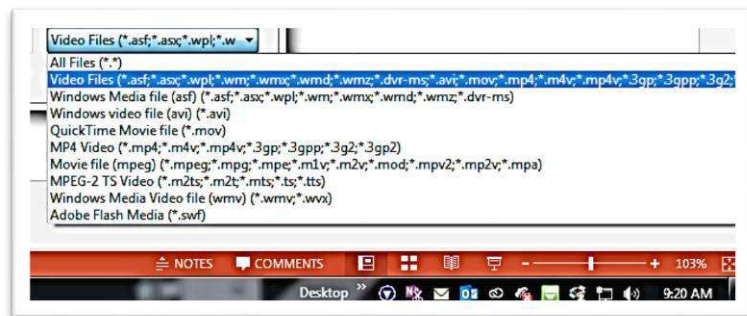
Navigation to the location in which your video is stored.

Select the video you wish to use.

Click Insert. You may also double click the video.

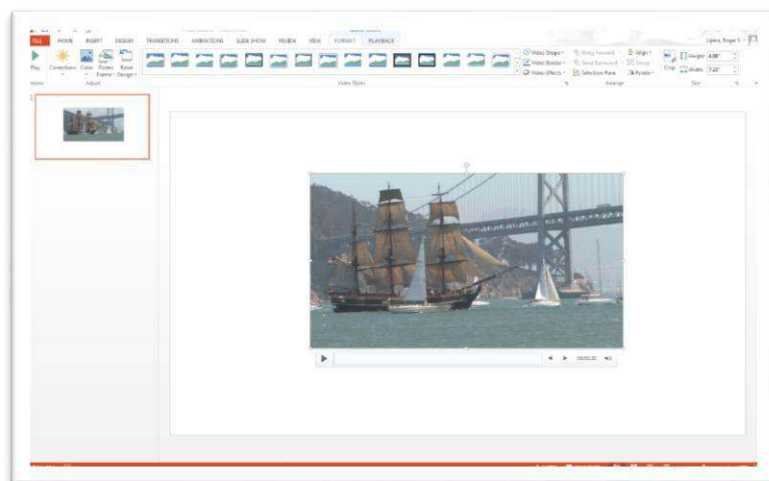


Note that there is a very wide range of video formats that you can insert into PowerPoint. Included are WMV, AVI, MOV, and MP4. You can click the Video Files button in the lower right corner to see the entire list of acceptable formats.



Your video will now be inserted into the slide.

The size of the inserted video will depend on the resolution of the clip. Clips that are low resolution or in standard definition formation will probably appear smaller in the slide.



Video clips in high definition or a higher resolution will almost certainly appear larger. The size of the inserted clip is calculated by PowerPoint so that it will be displayed as large as possible and still look good.

If the video clip is larger than you prefer, you can resize it in exactly the same manner as how a shape or image is resized.

Grab a resizing handle in a corner, top or bottom, of the centers of one of the sides. Drag the handle to change the size of the clip.

The resize handle at the center of the top can also be used to rotate the video.



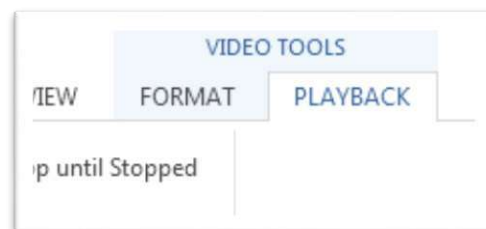
When the video clip is selected a control bar appears below the clip. This control bar, illustrated below, has a play/pause button, volume controls, advance and rewind buttons, and a timer. This allows to test and check the clip.



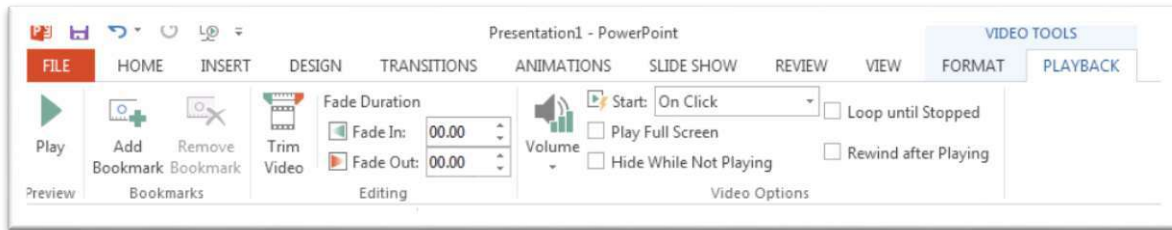
The clip can be edited within PowerPoint. This reduces the need to use external video editing programs.

Select the video. A Video Tools tab appears.

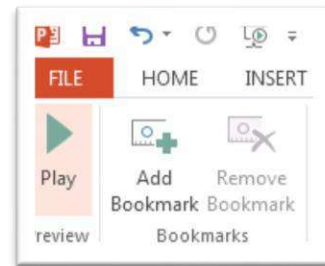
Click Playback.



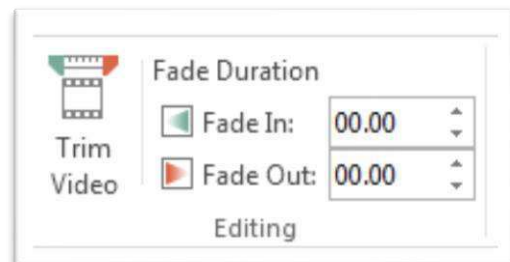
The Ribbon now changes to display your video editing options.



In the Preview and Bookmarks section you can test the video to see how it will actually look during the presentation, and you can set markers that are used for timing purposes. Bookmarks can work as triggers to coordinate the playing of a video with other events.

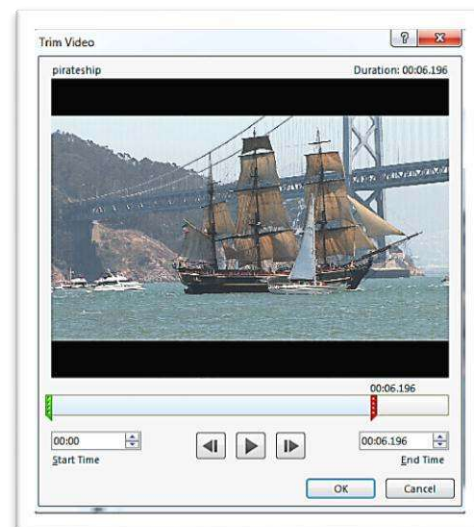


The Editing section of the Ribbon has controls for setting the rate of a Fade In and a Fade Out.

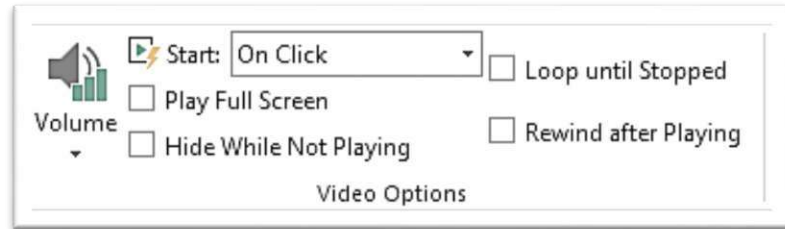


Click the Trim Video button to open the Trim Video panel. Controls on this panel allow you to set the start and stop points of the video. This can be done by adjusting the green and red markers or by setting the time counters. Controls also allow you to start, pause, rewind, and fast forward the video.

Click OK.



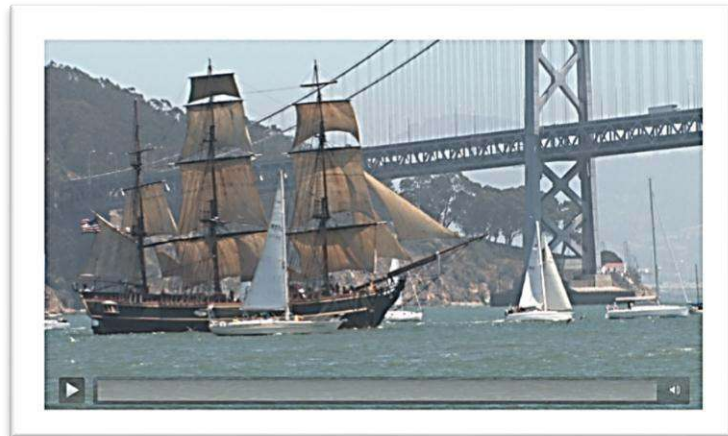
In the Video Options section of the Ribbon you have settings for the sound playback level, and the action that will cause the video to start.



Check boxes are available that allow you to cause the video to play full screen and to have it loop continuously until stopped. The Rewind after Playing check box will cause the video to show the first frame when it has completed playing.

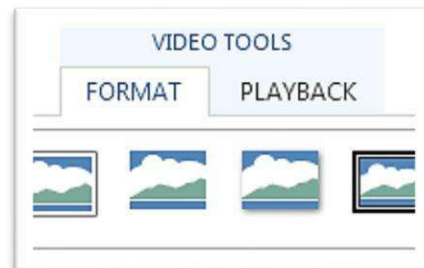
The Hide While Not Playing can be a bit tricky to use. When that check box has been selected the video will not be shown on the screen unless it is playing. This can cause a great deal of confusion in some circumstances. Be prepared to experiment with this setting.

During the presentation of your PowerPoint project a video control bar will appear at the bottom of the video if you hover your mouse pointer over the video. This is shown on the right. The video control bar has a play/pause button and a sound control.

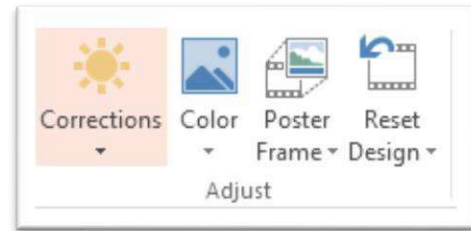


Your video is now required to have a “plain vanilla” appearance. Like images, your video can be customized in many ways.

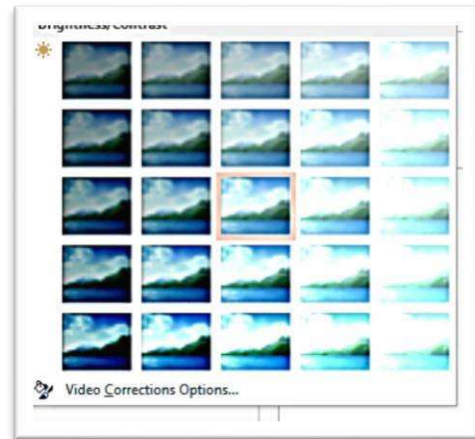
Select the video, then click Format under the Video Tools tab.



The Adjust section of the Ribbon, toward the left end, has options that you can use to customize or correct the video.

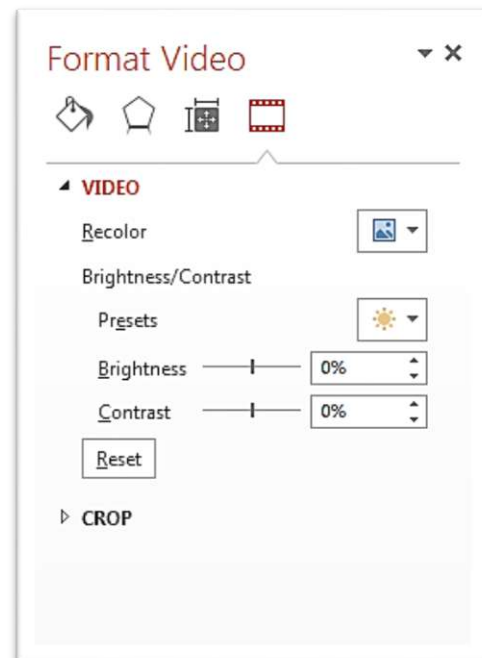


The Corrections button causes a panel to appear with options for adjusting the brightness and contrast of the video.



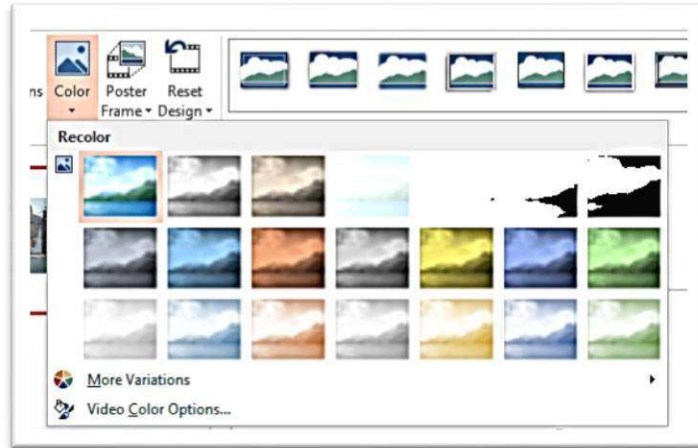
If you select the Video Corrections Options link at the bottom of the panel the Format Video panel opens on the right side of your screen.

The Format Video panel has controls that allow you to precisely edit the video. There are options of recoloring, setting custom borders, cropping, shadow effects, and much more.



The Color button in the Adjust section of the Ribbon opens the Recolor options panel.

Selection any of the recolor options causes the appearance of the video to change. At the bottom of the screen the More Variations link will open a color picker. The Video Color Options link will open the Format Video panel if it is not already open.




Experimenting with the color options can give you fascinating results. As an example, the animation-like effect on the right was created by clicking one of the selections in the top right corner of the Recolor panel.



The Video Styles section of the Ribbon has options for further customizing the appearance of your video. This segment is illustrated below.



There are a wide range of shadow and frame effects that you can apply. Clicking the expansion arrow  on the right hand end will cause a drop down panel to appear with a large number of additional options.

The example on the right shows a video with a frame and shadow effect applied that causes it to resemble a photograph.

The controls remain in place and the video will play with the effects applied. In the case of the example on the right, the video will look like a “moving photo.”

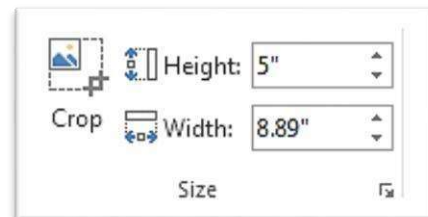


Additional settings in the Video Styles section of the Ribbon allow you to create custom borders, shapes, and effects.

The Arrange section of the Ribbon has options for controlling the position and rotation of the video. These options include controls for setting alignments with other objects and the layering order of objects. You can also group your video with objects.



The Size section of the Ribbon has a crop tool and settings for specifying the size of the video.



The illustration on the right shows the video after it has been cropped.

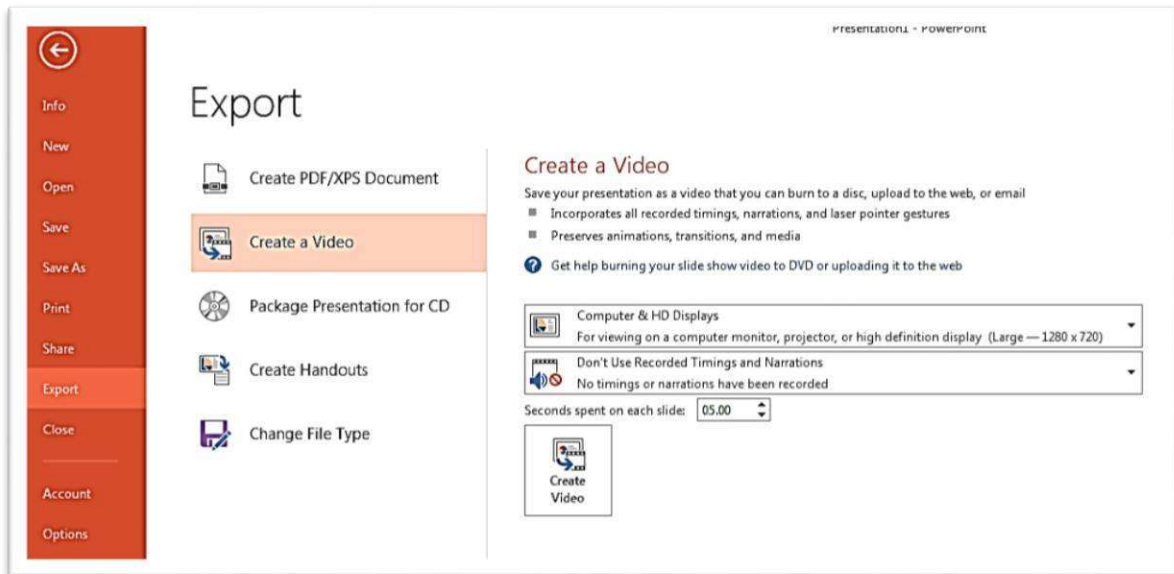


In addition to inserting video into your PowerPoint presentation you can also export the presentation to video.

Click File on the Ribbon.

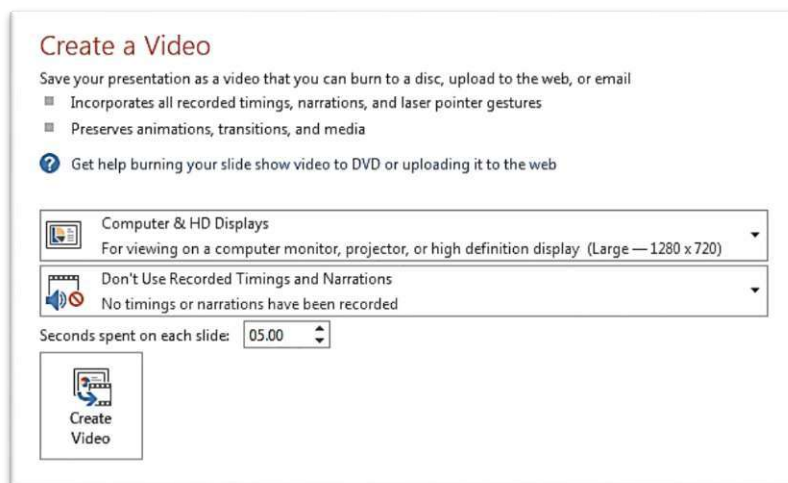
Select Export from the list on the left side of the screen.

Click Create Video in the center section of the panel. The Create a Video panel, shown below, will appear.



The Create a Video has fairly large number of options for you to consider. Among them are:

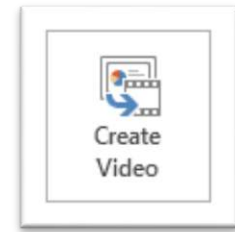
- Selecting the type of display method.
 - You can choose a computer screen-type display, HD display, or others.
- Selecting if you will use timings and narrations.
 - Timings and narrations allow you to make a video that looks almost as if you are presenting it live.



- Slide timing in seconds.
 - If you do not use timing and narration the slides will advance at the rate you specify.

When you click the Create Video button you will be prompted for a file name, file type and location.

Click Save to make the video.



The file type options are MP4 and WMV. Both will create acceptable videos. There is not “right way” or “wrong way.” The decision should be made based on what you intend to do next.

For instance, if you plan to burn a DVD using Windows DVD Maker, WMV is the best choice. If you are sending the video to another computer for further video editing, and you do not know what kind of computer it is or what software will be used, you may want to export the video as an MP4.

If you plan to use the video on the Web, you will many decisions to make, but generally speaking you can start by exporting to MP4.

Your video should run perfectly on a Windows machine if it is a WMV file, especially if you are using Windows Media player.