

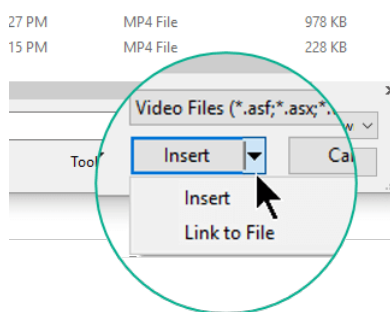


EMBEDDING A VIDEO IN A POWERPOINT PRESENTATION

Insert and play a video file from your computer

Depending on the version of PowerPoint that you're using, you can **insert an embedded video** (the default behavior) or **link to a video file** stored on your computer.

- **Inserting an embedded video** is convenient, but it increases the size of your presentation.
- **A linked video** keeps your presentation file smaller, but links can break. We recommend storing presentations and linked videos in the same folder.



Embed a video stored on your PC

1. In **Normal** view, click the slide that you want the video to be in.
2. On the **Insert** tab, click the arrow under **Video**, and then click **Video on My PC**.
3. In the **Insert Video** box, click the video that you want, and then click **Insert**.

Link to a video stored on your PC

To help prevent broken links, we recommend copying the video into the same folder as your presentation, and then linking to it there.

In **Normal** view, click the slide where you want the link to the video to be in.

1. On the **Insert** tab, click the arrow under **Video**, and then click **Video on my PC**.

2. In the **Insert Video** box, click the file that you want to link to, click the down arrow next to the **Insert** button, and then click **Link to File**.

