

## **Inserting Toolkit Video Clips into a PowerPoint Presentation**

You may want to include video clips from the *Toolkit* in your own PowerPoint training presentations. Here's how to do it.

### ***Directions for PowerPoint 2010***

**[NOTE: PowerPoint 2010 allows you to “embed” video instead of just “inserting” it into your presentation. Following the 3 steps below results in the video clip being EMBEDDED in your presentation, and your file size will greatly increase. However, by embedding the clips into the presentation, there is no need to take special steps to save or “package to CD” the way you need to do in older versions of PowerPoint]:**

1. In **Normal** view, click the slide in which you want to embed a video.
2. On the **Insert** tab, in the **Media** group, click the arrow under **Video**, and then click **Video from file**.
3. In the **Insert Video** dialog box, locate and click the video that you want to embed, and then click **Insert**.

**TIP:** You can also click the **Video** icon in a content layout to insert a video.

### ***Directions for PowerPoint 2003/2007***

**Note:** Instructions specific to PowerPoint 2007 are surrounded by \*asterisks\*

#### **Insert the movie file:**

1. Insert the Toolkit CD into the CD-Rom drive of computer.
2. Open your PowerPoint presentation.
3. In Normal view, display the slide on which you want to place the video clip. You can also insert a new slide by selecting **Insert (\*Home\*)** and **New Slide**.
4. Select **Insert** and **Movies and Sounds (\*Movie\*)**. Then, choose **Movie from File**.
5. A **Look In (\*Insert Movie\*)** dialog box appears. Select your CD drive to search for the video clip (probably your D:/ drive). Double-click the file you want to add.

To view a tutorial in Flash on how to insert clips into PowerPoint, see the file “PowerPoint\_tutorial.html” on your CD. Or you may go to [www.crmlearning.com/toolkittutorial](http://www.crmlearning.com/toolkittutorial).

#### **Choose how to open the movie during your presentation:**

When you insert a movie on a slide, you are prompted with a message asking how you want the movie to start.

- To automatically start the movie when you show the slide, select **Automatically**.
- To start the movie when you click it on the slide, select **When Clicked**.

You can pause a movie while it is playing by clicking it. To continue playing the movie, click it again.

## **Saving PowerPoint Presentations with Video Embedded: “Package a Presentation for CD”**

**Below, you will find instructions on how to save your PowerPoint presentations that have video clips inserted into them. If you always plan to have the *Toolkit* CD-ROM in your CD drive EVERY time you give your PowerPoint presentation, there is no need to follow these directions.**

However, if you wish to embed the video into your Presentation and don't want the *Toolkit* CD-ROM in your drive, here is how to “package” your presentation and copy it to another CD OR to your hard drive.

The Package for CD feature in Microsoft Office PowerPoint 2003 allows you to copy one or more presentations along with supporting files onto a CD. The PowerPoint Viewer is included by default on the CD and will run the packaged presentations on another computer even if PowerPoint is not installed.

This packaging feature was called **Pack and Go** in previous versions of PowerPoint. If you have PowerPoint 97 or earlier, please consult the "Help" section in PowerPoint for information on how to use Pack and Go.

**If you still have questions after reading this tutorial, PLEASE consult Microsoft PowerPoint's Help section, either online or in the software. CRM Learning cannot provide technical support for Microsoft PowerPoint software.**

### ***Directions for PowerPoint 2002/2003***

**Tip** *You can also use the following procedure to package one or more presentations into a folder on your computer instead of onto a CD. Instead of clicking **Copy to CD** in step 8, click **Copy to Folder**, and then provide the appropriate folder information.*

1. Open the presentation that you want to package. If you are working with a new presentation that has not been saved, it is recommended that you save the presentation.

2. Insert a CD into the CD drive.

#### **Notes:**

- You will need one of the following types of CDs: a blank recordable CD (CD-R), a blank rewritable CD (CD-RW), or a CD-RW with existing content that can be overwritten.
- If you use a CD-R, make sure that you copy all of the files that you need to the CD the first time. After the files are copied, you cannot add more files to the CD.

3. On the **File** menu, click **Package for CD**.

4. In the **Name the CD** box, type a name for the CD.

5. To specify the presentations that you want to include, as well as the play order, do any of the following:

- To add more presentations or other files that are not included automatically, click **Add Files**. Select the files that you want to add, and then click **Add**.
- By default, the presentations are set up to run automatically in the order in which they are listed in the Files to be copied list. To change the play order, select a presentation, and then click the arrows to move it to a new position in the list.

**Note:** By default, the presentation that is currently open is already in the **Files to be copied** list. Files that are linked to the presentation, such as graphics files, are included automatically but won't appear in the **Files to be copied** list. In addition, the Microsoft Office PowerPoint Viewer 2003 is included by default, so that you can run the packaged presentation on a computer that does not have Microsoft PowerPoint installed.

- To remove a presentation, select it, and then click **Remove**.

6. To change the default settings, click **Options**, and then do any of the following:

- To exclude the PowerPoint Viewer, clear the **PowerPoint Viewer** check box.
- To prevent presentations from playing automatically, or to specify a different automatic play option, click an option in the **Select how presentations will play in the viewer** list.
- To include TrueType fonts, select the **Embedded TrueType fonts** check box.
- To require a password to open or edit all packaged presentations, under **Help protect the PowerPoint files**, enter the password that you want to use.

7. Click **OK** to close the **Options** dialog box.

8. Click **Copy to CD**.

### ***Directions for PowerPoint 2007***


You can save your packaged presentation to either a CD or a new folder on your computer or other media, such as a USB drive. PowerPoint's *Package for CD* feature allows you to include your linked files, and its *PowerPoint Viewer* ensures your presentation will operate most computers.

### **Using Package for CD**

PowerPoint's *Package for CD* dialog box will assist you with packing up your presentation. You can save your packaged presentation to either a CD or a new folder on your computer or other media, such as a USB drive. If you want to add security to your presentation, you can specify passwords to open or modify the file.

1. Open the PowerPoint presentation you wish to save.



2. From the *Office* button , select **Publish** » select **Package for CD**  
The *Package for CD* dialog box appears.

3. If you are saving your presentation to a CD, In the *Name the CD* text box, type a name for your disc.

NOTES: Presentations saved to a folder will title their folder in an upcoming step. This will not change the name of your presentation.

4. In the *Files to be copied* section, verify that the desired presentation is selected.

NOTE: By default, your linked files are included.

5. To include files not linked to your presentation (like **Toolkit** video clips),
  - a. Click **ADD FILES...**  
The *Add Files* dialog box appears.
  - b. Use the *Look in* pull-down list to locate and select the desired file.

- c. Click **ADD**.  
The *Package for CD* dialog box refreshes, showing the file(s) you've added.
    - d. To add more files, repeat steps a-c.
  6. To copy presentations to a CD,
    - a. Insert a blank CD-R or CD-RW, or a CD-RW that has information that can be overwritten.  
  
NOTE: If a Windows dialog box appears providing options for using the CD, close the window or click **CANCEL**.
    - b. In the *Package for CD* dialog box, Click **COPY TO CD**.  
A window will appear asking you if you want to save linked files with the presentation.
    - c. To save linked files to your CD, click **YES**.  
To keep the files in their linked locations, click **NO**.  
  
NOTES: Clicking NO will cause links to not work when presenting on another computer. The progress is displayed in the *Copying Files to CD* dialog box. When all files have been copied, a dialog box appears asking if you want to copy the files to another CD.
    - d. To repeat the process with another CD, click **YES**.  
To finish copying presentations to CDs, click **NO**.  
The *Package for CD* dialog box reappears.
    - e. Click **CLOSE**
  7. To copy presentations to a folder,
    - a. Click **COPY TO FOLDER...**
    - b. The *Copy to Folder* dialog box appears.  
NOTE: PowerPoint creates a new folder for the presentation and files.
    - c. In the *Folder name* text box, type a name for the folder which will contain the presentation.
    - d. To navigate to and select the desired location, click **BROWSE...**  
**OR** In the *Location* text box, type the path where the folder will appear.
    - e. Click **OK**. A window will appear asking you if you want to save linked files with the presentation.
    - f. To save linked files to your CD, click **YES**.  
To keep the files in their links' destinations, click **NO**.  
  
NOTES: Clicking NO will cause links to not work when presenting on another computer. The presentation is saved to the specified folder.
    - g. Click **CLOSE**.