PowerPoint 2007 and Videos—Tips and Key Points

1. When you create a PowerPoint presentation that includes videos, the videos are treated differently than graphics or clip art. Graphics are *embedded*, so they're actually part of the presentation file. Videos are *linked*, so they're not in the presentation itself.

2. If you want other people to be able to see the videos, put the videos in the same folder as your PowerPoint presentation. If you don't, your video probably isn't going to play on another computer.

3. If you send someone else a PowerPoint presentation to review, you need to send the videos, as well. Otherwise, your reviewer won't be able to view them.

4. Test, test, test. Try to go to the room where you'll be showing the video before you are "live" in front of your audience. That way you can make sure everything's working.

5. To save one step when it's time to show the presentation, save it as a PowerPoint Show. When you do this, the presentation opens automatically in Slide Show view.

6. See the handout from Barb Ruggeri (from the Medical Library) about burning a presentation to CD.

7. If you have the presentation and videos on CD, copy the folder to the desktop of the computer you'll be using. When videos run from CD, the spinning of the CD can be loud, annoying, and a bit slow.

8. When you insert a video, you can choose whether to have it play automatically or when clicked. If you're going to be presenting in a large room where you're not in front of the computer, it's easiest to have videos play automatically. If you want to introduce a video or have it play only after a discussion, choose to play "when clicked" to have more control.

9. Slides with videos seem to act a bit strangely no matter what. Sometimes I have to click twice to advance to a slide with a linked video. Just stay calm and act like all is normal. No one will notice.

10. Barb Ruggeri in our library suggests the following:
    o Go to PowerPoint 2007 Options (from the Office button).
    o Click the Save tab.
    o Delete any text in the "Default file location" field.

    This may help keep PowerPoint from looking to the "wrong" folder when it looks for your linked videos.

    NOTE: I've noticed that deleting the file location text only works until you close PowerPoint, so I'm not sure how helpful this is.