


Adding Images, Audio and Video to PowerPoint

Instructional Technology

Presented By: Terence Peak

Topics



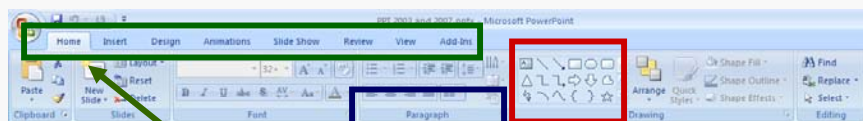
- 🔊 Image Editing
- 🔊 Inserting Video & Audio Clips

What you will Need



- ❶ Before you begin this tutorial, click here:
<http://support.uiwtx.edu/MediaTraining/Tutorials.html>
- ❷ Download the Zipfile For PowerPoint.zip
- ❸ The .zip file contains all of the documents necessary to complete the exercises outlined in the instructions.

The Ribbon



Tabs: 8 tabs representing common related activities

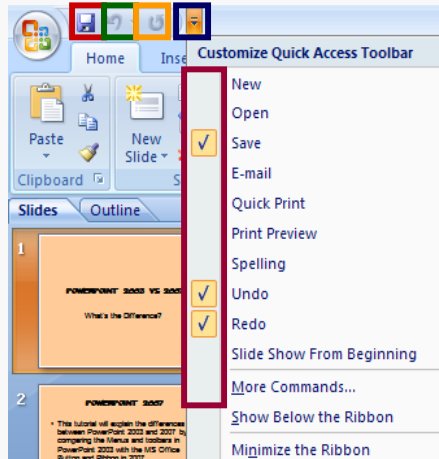
Groups: Sections containing Related items or tasks.

Commands: Buttons, boxes or menus relating to specific functions within PowerPoint.

- ❶ All menus are located within tabs on the **Ribbon**
- ❷ The three parts of the Ribbon are **Tabs, Groups, & Commands.**

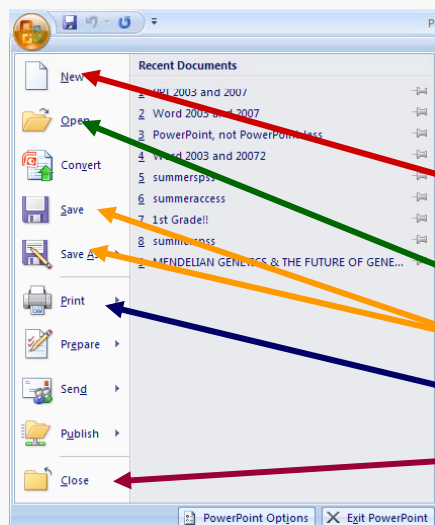
Quick Access Toolbar

- ❶ Located next to the MS Office Button, the **Quick Access Toolbar** offers one-click access to the most widely used office functions.
- ❷ By default, there are 3 buttons **Save**, **Undo**, and **Redo**.
- ❸ Click on the **arrow** next to the toolbar, to open the **Customize** menu
- ❹ Click the **checkbox** next to each feature to add and more options to the toolbar
- ❺ **This is a New Feature**

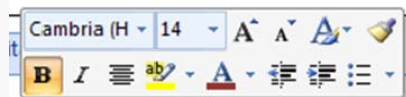


The MS Office Button

- ❶ The **MS Office Button** replaces the **File** menu.
- ❷ It is the access point to:
 - ❶ **Create New presentations**
 - ❷ **Open**
 - ❸ **Save**
 - ❹ **Print**
 - ❺ **Close**



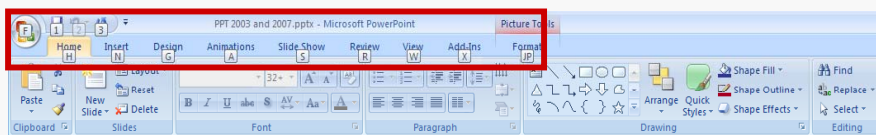
The Mini Toolbar



- ❶ The **Mini Toolbar** is a menu of frequently used formatting tools that appears when text is highlighted in a presentation.

❶ ***This is a New Feature.***

Key Tips



- ❶ **Key Tips** are shortcuts to tab and menu options on the Ribbon. ***This is a New Feature.***
- ❶ Push the **alt** key to show the Key Tips, then push the corresponding letter on the keyboard to activate it.


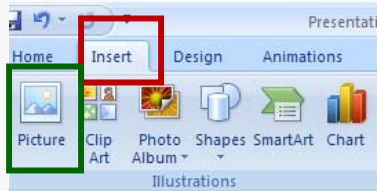



Image Editing Technology

Microsoft PowerPoint has a built in image editor so that pictures can be resized, cropped and re-colored.

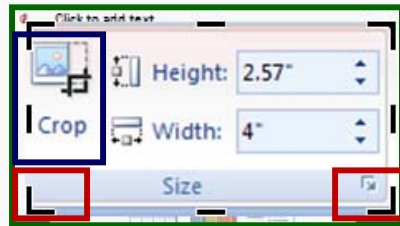
Insert Image



- 1 Click the **Insert** tab
- 2 Choose **Picture**
- 3 Locate the **Images** file
- 4 Choose an image

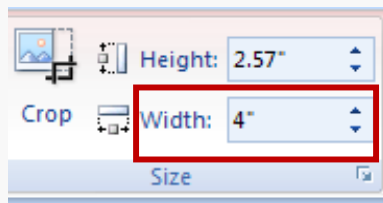


Cropping



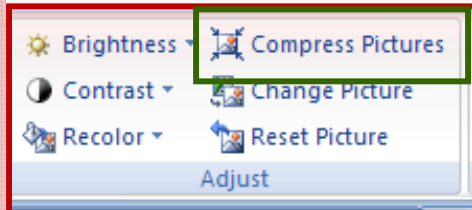
- ① Double-click the image
- ① The **Drawing Tools format menu** appears
- ① Locate the **Size group**, and click the **Crop** icon
- ① Move the mouse to the **corner toggle (small black L shape)**
- ① Drag the mouse to crop the image

Resizing



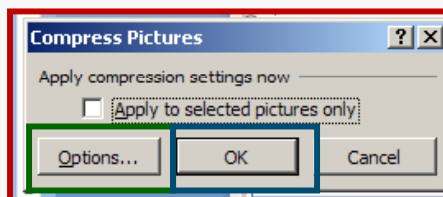
- ① Double-click on the image again
- ① Click on **width** and change the width to **4"**

Compress Pictures

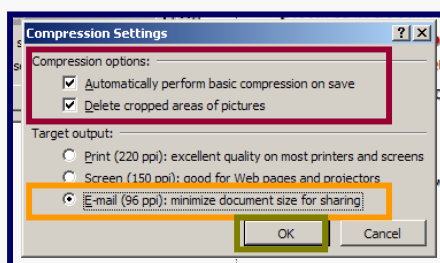


- 1 This is a great way to reduce the overall size of the PowerPoint file
- 2 Double-click on the image
- 3 Click **Compress Pictures** on the **Adjust** group

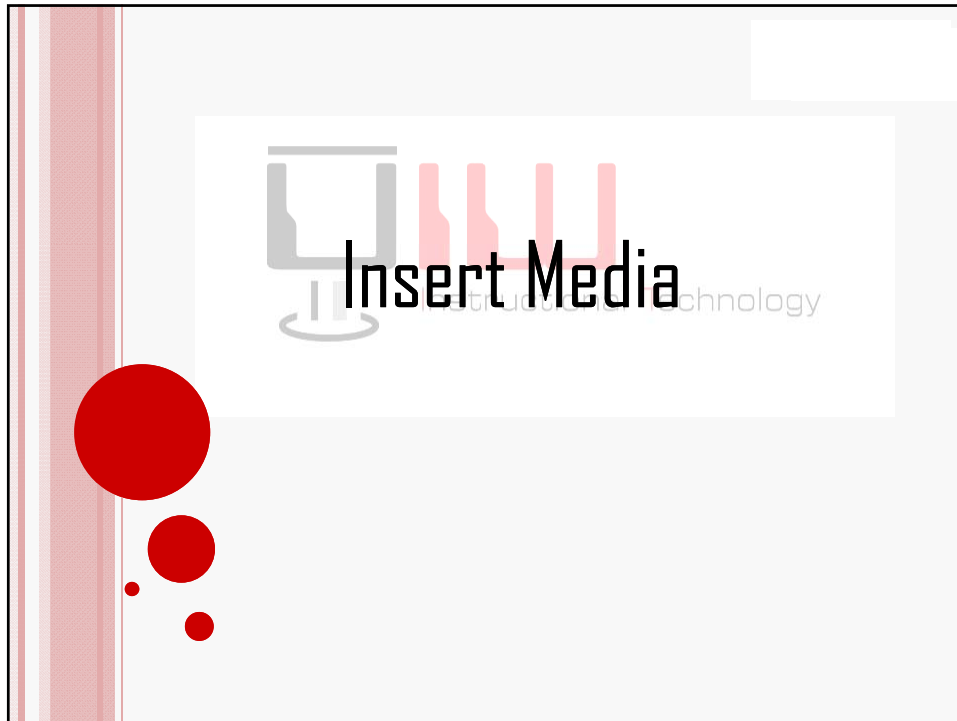
Compress Pictures



- 1 On the **Compress Pictures** menu, click **Options**
- 2 The **Compression Settings** menu opens, click **E-mail**
- 3 Under **Compression Options**, choose **BOTH** options



- 4 Click **OK**
- 5 On the **Compress Pictures** menu, choose **OK**



Before you Begin Adding Media

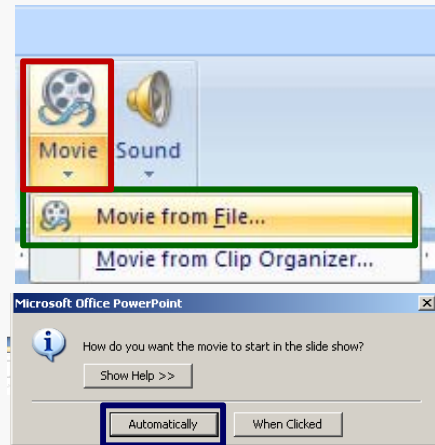


- ① Create a folder. The path to the folder should be as short as possible. i.e. **(C:\MyPresentation)**.
- ① Save the presentation to the folder.
- ① Copy sound and movie files to the folder.
- ① Insert the sounds and movies into your presentation *from that folder*.
- ① When you move the PPT file to another computer, move all the movie and sound files too. As long as you put them in the same folder as the PPT file, the links will usually not break.

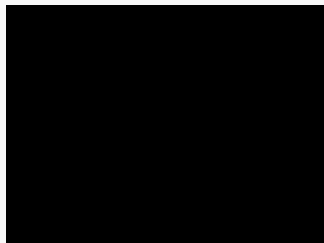
Insert Movie



- ➊ Insert a **new slide**
- ➋ On the **Home tab**, locate the **Media Clips group**
- ➌ Click **Movie from File**
- ➍ Navigate to the **Video folder** and choose “**Trunk Monkey**”
- ➎ Click **OK**
- ➏ Choose **Automatically**



Insert Movie (Video)



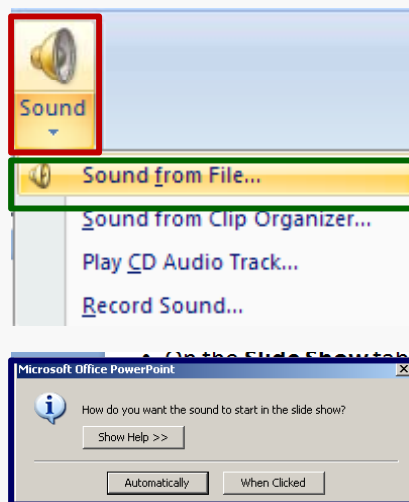
- ➊ The inserted movie appears as in the middle of your slide.
- ➋ The movie will play in the **Slideshow** mode

Sound Options



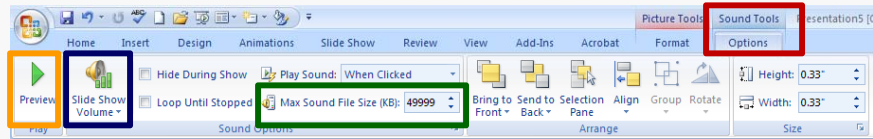
- ④ When a sound or movie is added to a slide, there are four playback options:
 - ④ **Automatically:** Media starts when the slide opens.
 - ④ **When Clicked:** Media starts when the slide is clicked.
 - ④ **Play across one slide:** Sound plays once or can play in a loop until the next slide is selected.
 - ④ **Play across multiple slides:** Sound plays through as many slides as necessary, or until the sound ends.
- ④ Multiple media items play in the order in which they were added to a slide.

Insert Sound From File



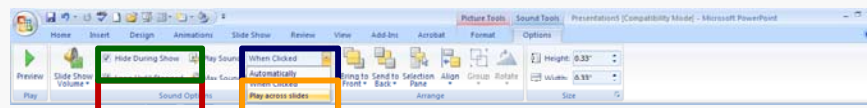
- ④ Click the **Insert tab**
- ④ Locate the **Media Clips group** and click **Sound**, then **Sound from File**
- ④ Navigate to the **Audio folder** and choose a sound
- ④ Choose **Sound start option**
- ④ The inserted sound appears as an icon in the middle of your slide.

Sound Options



- ① Click the **Sound icon**, and the **Sound Tools Options tab** opens
- ① Change **Max Sound File Size** to **50000**
- ① Set **Slide Show volume** to **Medium**
- ① Click **Preview** and adjust the volume as needed

Playback



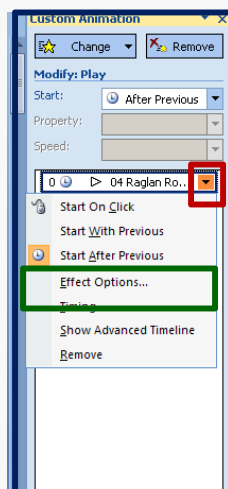
- ① If you do not want to see the sound icon, click the **Hide During Show checkbox**
- ① Click the **Loop Until Stopped** checkbox and the sound will play until the presenter stops the sound
- ① **Click the Play Sound menu** and choose **Play across slides**, and the sound (or music) will play until the end

Custom Playback



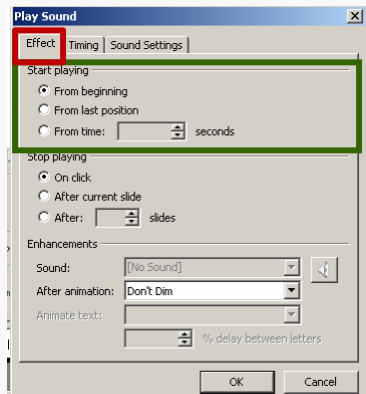
- ❶ Locate the **Animations** tab & click **Custom Animation**.
- ❷ The **Custom Animation task pane** opens on the left of the screen.

Custom Playback



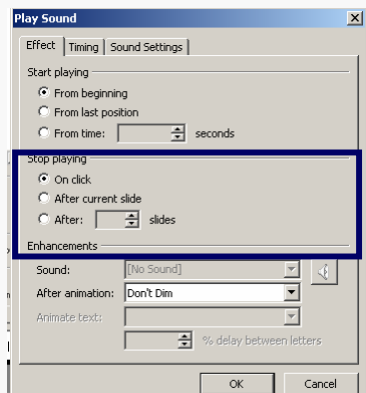
- ❸ Click the **arrow** to the right of the sound on the **Custom Animation** menu
- ❹ Click **Effect Options**.

Custom Playback



- ➊ On the **Effects** tab, choose a **Start and Stop** option
- ➋ **Start Playing:** Set time for the sound to begin
 - ➊ Click **From beginning** to start immediately
 - ➋ Click **From last position** to start from the last track played on the CD.
 - ➌ Click **From time** to start after a time delay, then enter the delay time

Custom Playback



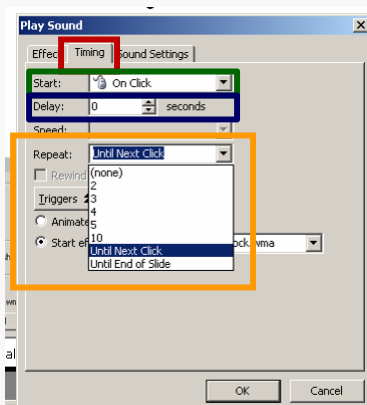
- ➋ **Stop Playing** Sets the timing in seconds *or* slides the sound will stop playing
 - ➊ **On click** stops the sound file with a mouse click.
 - ➋ **After current slide** stops the sound at the end of a slide.
 - ➌ To play the sound for several slides, click **After**, then enter the number of slides.

Custom Playback



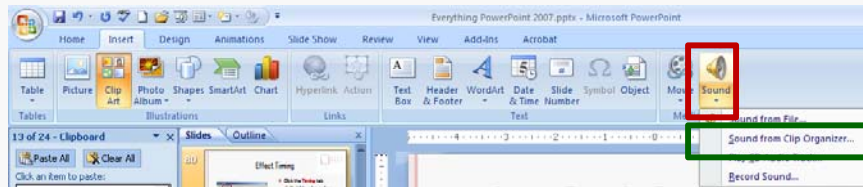
- ④ Click the **Sound Settings** tab
- ④ The **length of the sound file** is displayed under Information

Custom Playback



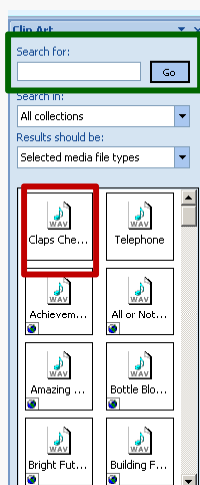
- ④ Click the **Timing** tab
- ④ **Start** Sets when or how the sound file will begin
- ④ **Delay** sets the time (seconds) delay after the mouse click until the sound begins
- ④ **Repeat** sets the number of times the sound repeats
- ④ Timing options are best used for very short sound files, such as a sound effect

Insert Sound – From Computer



- ➊ Insert a new slide
- ➋ On the Insert tab, click on the icon for **Sound**
- ➌ Choose **Sound from Clip Organizer**
- ➍ The **Media Clip task pane** opens on the right

Insert Sound – From Computer



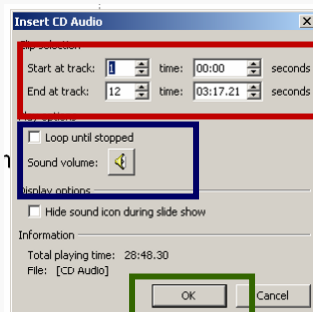
- ➎ **Choose** or **Search for** a clip
- ➏ Choose a **Start Option**

Insert Sound – From CD



- ➊ Insert a new slide
- ➋ *Insert the CD into your computer*
- ➌ On the Insert tab, click on the icon for **Sound**
- ➍ Choose **Play CD Audio Track**

Insert Sound – From CD



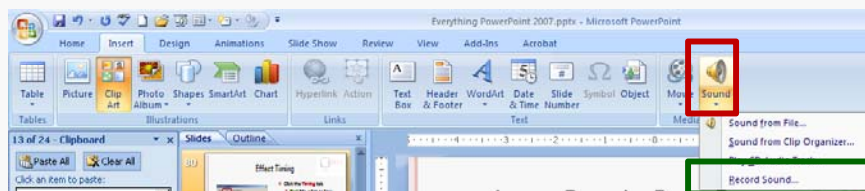
- ➎ Set the **begin** and **end track** settings
- ➏ Set **play options**
- ➐ Click **OK**
- ➑ A CD icon appears as an in the middle of your slide.

Insert Sound – Record Sound



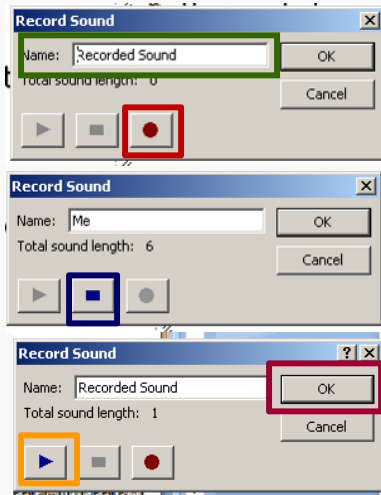
- 🔊 Before recording:
 - 🔊 Rehearse the dialogue that will be added to the slide
 - 🔊 Plug a *working microphone* into your computer
 - 🔊 Test the microphone
- 🔊 **You may not edit what you record**

Insert Sound – Record Sound



- 🔊 Insert A new **Slide**
- 🔊 On the Insert tab, click on the icon for **Sound**
- 🔊 Choose **Record Sound**

Insert Sound – Record Sound



- 1. Type a name for the sound in the **Name section**
- 2. Click **Record**
- 3. When finished click **Stop**
- 4. Click **Play** to ensure that the recording is satisfactory
- 5. If the recording is not, delete the sound icon (**speaker**) and try again
- 6. If good, click **OK**

Questions?



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