

Hyperlinking vs. Embedding Videos in PowerPoint

WHAT IS HYPERLINKING?

Hyperlinking is an element in an electronic document that links to another place. Typically, you click on the hyperlink to follow the link or path. When you hyperlink to a video, you are creating a path, or “directions,” to the video and the video player application.

WHEN WOULD YOU HYPERLINK TO A VIDEO?

1. To see the controls in the Windows Media or QuickTime Players, such as play, pause, stop, rewind, find, mute, and the scroll bar. You do not see these controls in an embedded clip.
2. When making dual-platform projects.
3. When making web pages: you need to stream clips from *unitedstreaming* in order to protect the content (see page 23 for directions).

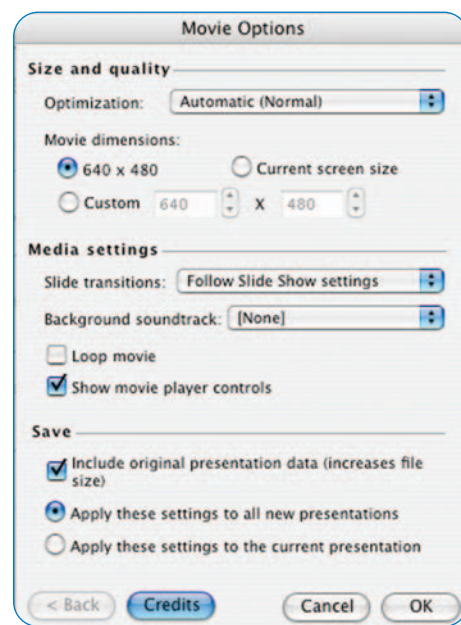
WHAT IS EMBEDDING?

Inserting the downloaded video within the application so it plays in the frame/slide of the application.

WHEN WOULD YOU EMBED A VIDEO?

1. If you want the video to play full screen automatically (without needing to resize the video).
2. If you do not want to see the control panel of the media player.
3. If you wish to add text boxes that serve as visual cues while the video is playing.
4. If you need easier navigation through a multimedia presentation (especially for younger audiences who may be using the presentation during independent time).

A word of caution: Whether you use the hyperlink or embed procedures, you still must have copies of the video clip files in your project folders for these functions to work properly. An embedded video clip file will almost always be larger than the size that has been allocated in the PowerPoint application settings (see below), and when this happens, the embedded image on the slide merely acts as a placeholder with a link to the video file.



Creating a Hyperlink to the Video in Word or PowerPoint

Before beginning this tutorial, be sure to download the video clips to a designated folder.

In the same folder, save the new document that will contain the hyperlinks to the video files.

USING A PC

1. To insert a hyperlink, start by highlighting text or selecting the picture or clip art image on the page that you wish to use for the link..
2. Go to “Insert” > “Hyperlink.”
3. Click “Browse for File.” Then click “Select” (different versions of PowerPoint may give you a different message).
4. Navigate to where you saved the downloaded clip.
5. If you do not see the video in your folder, click on the pull down menu at the bottom of the screen that says “Files of Type.” Select “All Files” to show all files in your folder.
6. Double click on the video.
7. Click “OK” when finished to close your hyperlink window.
8. The selected text should now be underlined and colored. To test your link, position the mouse over the link. The cursor will change to a pointing finger. Left click to activate the link and open the media player. In PowerPoint, you will need to go to the “Slide Show” view in order to test your links.

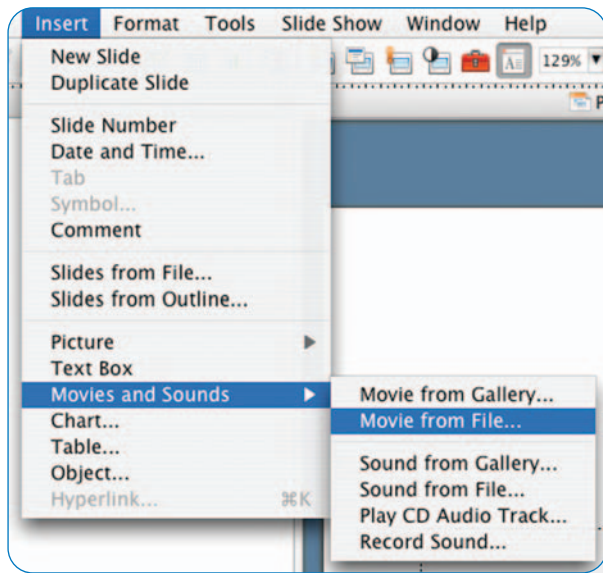
USING A MAC

1. To insert a hyperlink, highlight the text you wish to link.
2. Go to “Insert” > “Hyperlink.”
3. Click “Document” tab and then click “Select” (different versions of PowerPoint may give you a different message).
4. Navigate to where you saved the downloaded clip. Double click the selection or click “Open” or “Save” when finished. Before beginning this tutorial, be sure to download your video(s) to a designated folder. In the same folder, save the new document that will hyperlink to the video(s).
5. Click “OK.” (*Note: You’ll see your link in the top “Link to” field.*)

Embedding unitedstreaming Video into PowerPoint

Before beginning this tutorial, be sure to download your video(s) to a designated folder. In the same folder, save the new document that will have the embedded video(s).

1. To insert a video, go to “Insert” > “Movies and Sounds” > “Movie from File” (No text is needed to insert the video.)



2. Navigate and select the video.
3. Click “OK.”
4. Decide whether you wish to have the video play automatically or not.
5. To resize your video:
 - > Click once on the video.
 - > Position the cursor over one of the four corner handles of the image, hold down the mouse button, and drag to resize the image as needed.
6. To test your video clip, go to “Slide Show” > “View Show.” When you position the cursor over any part of the video image on the slide, the cursor will change from an arrow to a pointing finger. If you chose the option to start the video manually, left-click to start the play.

