

Inserting Multimedia into PowerPoint 2000

Learning to insert digital video and audio clips into your slide shows allows you to begin pushing the limits of the PowerPoint program. The techniques discussed here will allow you to create truly impressive multi-media presentations that can engage your students. One important word of advice before we continue however.

Just because you can doesn't mean you should

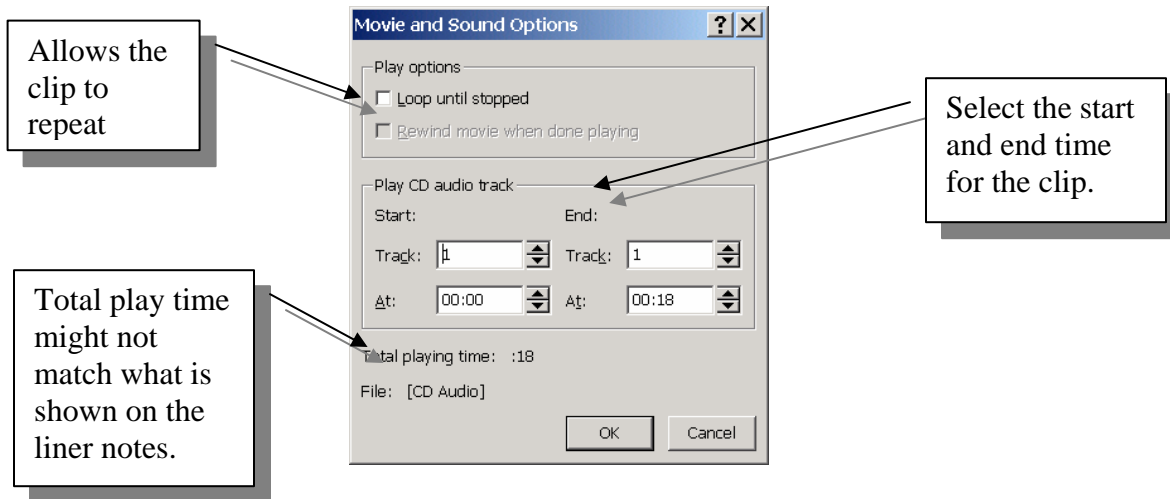
If implemented correctly and with purpose, these features will allow you to create truly wonderful slide shows. Done unnecessarily and you will create long, boring multimedia fiascos. Having said that....let's begin looking at inserting digital media

Inserting Audio the Easy Way

During the course of this workshop we will look at many different ways to insert audio and video clips into PowerPoint. This first technique is probably the fastest and easiest way. While this technique won't work for every situation, it is nearly fool proof.

Playing directly from a CD

This process is fairly simple. You must begin by displaying the slide on which you want the audio clip to be inserted. Once you have done this, select Insert | Movies and Sounds | Play CD Audio Track. After making this menu choice, you will see the Movie and Sound Options dialog box.



This is the easiest way to insert audio and the one that will cause the fewest problems. The down side is that you must have the CD in place to play the audio. This can be especially problematic if you are planning to distribute the show to students, or if you will need to play the slide show on a computer that you are unfamiliar with.

After clicking on the OK button your slide will contain a CD icon. This icon is your cue that music has been added to your slide show. To improve the appearance of the slide, I generally make the icon smaller and move it to the corner of the slide.

Review of Custom Animations

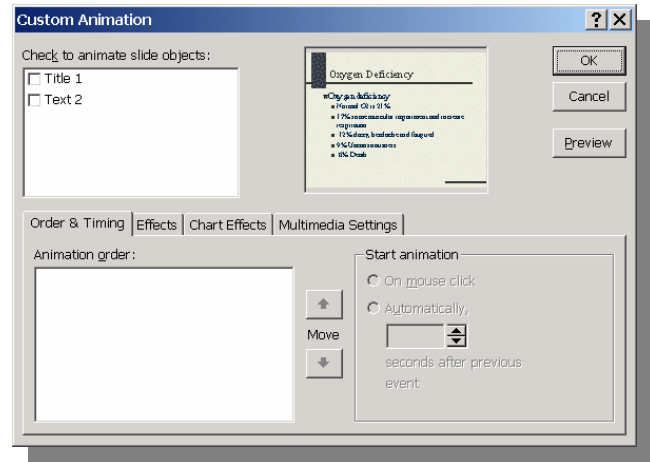
While PowerPoint attempts to automatically configure your media clip to work correctly, chances are you will still need to make a few changes. All of these changes are made in the Slide Show | Custom Animations menu.

The Order and Timings Tab

This tab allows you to choose the items you wish to animate. You don't have to animate every object on a slide. After selecting the objects you wish to animate, you may want to modify the animation order.

Animation order determines the sequence that objects are animated. Generally the title should be animated before the text of a slide.

The dialog box also offers timing options that will allow you to have objects animate automatically.

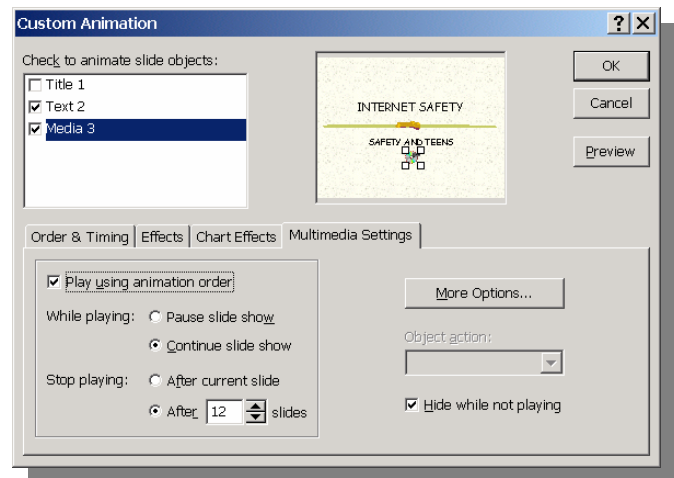


Multimedia Settings Tab

There are two significant options on this screen that we need to discuss. The first of these is **While Playing**. This option allows you to control what the slide show does while the media clip is running. If you want music to play behind several slides, you will want to select Continue slide show.

Stop playing allows you to tell PowerPoint when the media clip should end.

It is worth noting that when I insert media clips into PowerPoint, I typically need to adjust these so that my media clips play correctly.

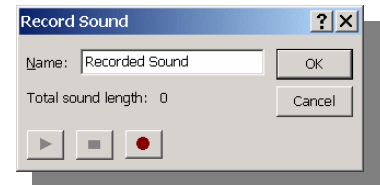


Adding audio other ways

Adding narration to just a few slides

PowerPoint has the built-in functionality required to permit you to digitize audio clips (generally narration) directly into the slide show. The only thing you need is a microphone connected to your computer.

This function is performed using the Insert | Movies and Sounds | Record Sound option. After selecting this option, the record dialog box appears. After you have recorded your audio, clicking on the OK button inserts an audio object into your slide show. The action of this object can be modified using the custom animation feature.



Adding narration to the entire show

It is also possible to add narration to every slide in the slide show. This function is actually performed while showing the slide show. Because the ability to add an audio track to the entire slide show is part of the slide show function, you can actually use it to record a presentation, student comments and questions while presenting the slide show itself. This would allow students not only to review the slides, but also the entire discussion that took place around the show.

To add narration to the entire show, begin by selecting Slide Show | Record Narration. This menu option causes the following dialog box to appear.

Configures the recorder for your microphone. This is an important step!

Manipulate audio quality and the size of the recorded audio clip

Narration files in PowerPoint can either become part of the slide show, or they can be separate audio files. By default, the audio clips you record are embedded directly into the slide show. You should note however that Microsoft suggests that you check the **Link narrations in** box any time you are planning on recording large amounts of audio.

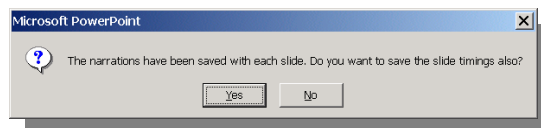
Once you click OK, you will be automatically taken to your slide show. At this point, simply begin speaking into the microphone. Everything you say will now be recorded and attached to this slide. One quick note about recording your narration, when recording your narration, make sure you pause briefly before you begin to speak after changing slides. It seems to take PowerPoint a second or two to begin playing the recorded audio after a slide change.

Pausing the recording

If you should want to pause the recording during the slide show simply right click and select Pause Narration. To continue recording, once again right click and this time select Resume Narration.

Finishing the recording

Recording will stop when the slide show ends, or when you press the <ESC> key. Once the recording stops, you will be prompted with a dialog box. By allowing the slide timings to be saved with the slide show you will have a show that will essentially run by itself in real time.



Editing the recording

It is possible to re-record the audio for any slide, or group of slides in the show that you wish. To re-record you will need to begin by displaying the first slide that contains audio that you wish to re-record. Next, select Slide Show | Record Narration. Then, record the audio track. When you are done, press <Esc> on the slide **following** the last slide for which you want to re-record the audio.

Final notes

This process works fairly reliably and produces good results. You may want to experiment with a couple of microphones before you spend too much time recording. Also, voice narration takes precedence over all other audio in the presentation. Subsequently, on a slide containing both narration and other sounds, only the narration will play.

Inserting a digitized audio clip

PowerPoint supports audio files through the Windows Media Player. This player is capable of handling the following audio types.

Common Video Formats	File Extensions
Windows Media Player Format	.wav, .wma
Moving Pictures Experts Group (MPEG)	.mp3
Musical Instrument Digital Interface (MDI)	.mid
UNIX formats	.au, .snd

To insert a file of these types, use Insert | Movies and Sounds | Sounds From File ... At this point you will receive a dialog box asking you the name of the file you wish to insert. After selecting the file and clicking OK, you will be asked if you want the media clip to play automatically. As with other inserted audio clips, you may wish to review the object settings in Slide Show | Custom Animations to ensure that the clip will play as you intend.

Creating a digital audio clip

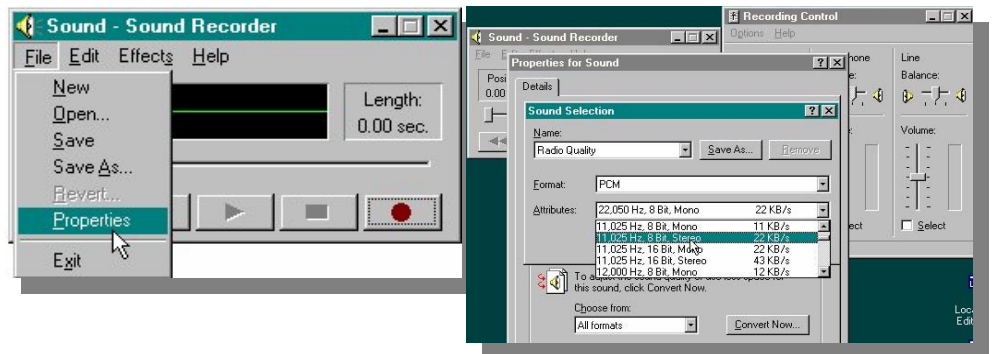
There are a **many** different ways to create a digital audio clip. While there is absolutely no way to discuss every piece of software that can be used to make audio an audio file, I can show you one way. The technique that I'm going to discuss is not even necessarily the best way to create an audio file. The reason I'm going to show it to you is because everyone has this combination of software. It comes with every Windows 9x, NT, 2000 computer system available. I'm also going to show you this software because these same principles apply to all digitizing software.

To begin, you will need to open three different windows applications, CD Player, Sound Recorder and Volume Control. Typically these options are found in the Programs | Accessories | Entertainment. With these programs started, there are a couple of configuration issues that you need to consider.

Sound Recorder

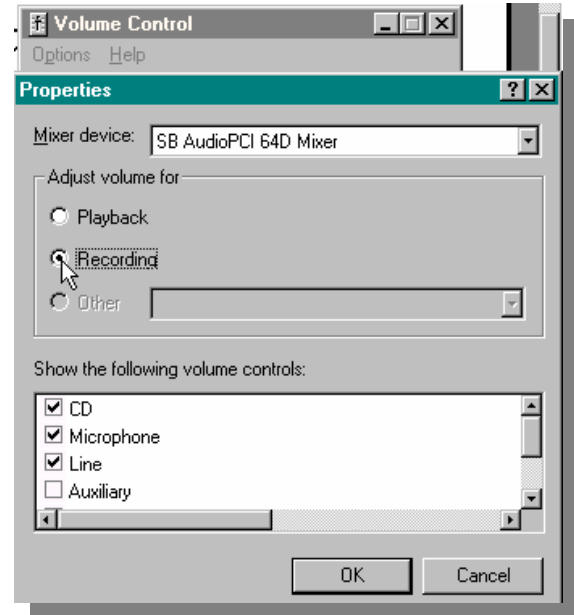
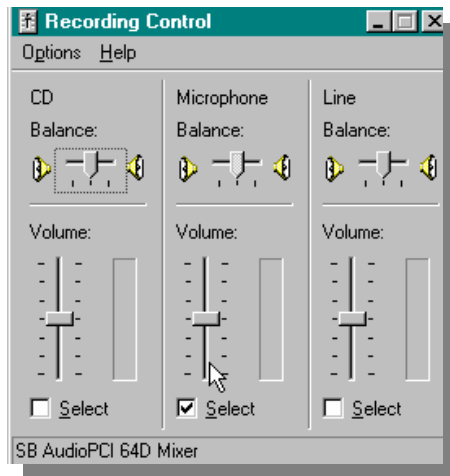
The built in sound recorder program that comes with Windows creates standard .WAV files. The only down side is the size of the file that you can record. It appears that the maximum size of the file you can create is about 1.4MB (or essentially the size of a floppy disk). Because of this, you may need to change the quality of the recorded sound to enable you to record the amount of

sound you need. Remember, higher quality means larger .WAV files. The range for Sound Recorder is around 6 seconds at best CD quality to perhaps 65 seconds at telephone quality.



Volume Control

This is the part of the process that everyone misses. A computer has the ability to receive audio input from one source at a time. You need to tell your computer which source you wish to use. Failing to set this option correctly prevents you from recording any audio. Select **Options | Properties**. From the properties, select **Recording**. Once you have selected this option, you will see the Recording control dialog box. From this box click to select the desired audio input device.



Setting the volume control is a bit more of an art than science. Generally I start somewhere in the center and move up or down based on the movement of the record level or quality of the recorded sound.

Inserting Video

Now video insertion can be just as simple as inserting audio, however since video is a bit more complex, there is more that can go wrong. There are basically three major types of video that you can encounter. MPEG (.MPG), Video for Windows (.AVI) and QuickTime (.MOV). Just as with audio clips these files can be obtained in a variety of ways. They can be downloaded, digitized from your own video tape, or purchased just like you buy clipart.

Each of these video types has its advantages and disadvantages. Unfortunately this is neither the time nor place to discuss them. Suffice it to say that the format that the video is in MAY effect the way in which you have to insert the clip into a PowerPoint slide show. How will you know? Well, without making this more complicated than necessary....here is the rule. If the clip doesn't run correctly the one way, try one of the others.

Video using the built-in media player

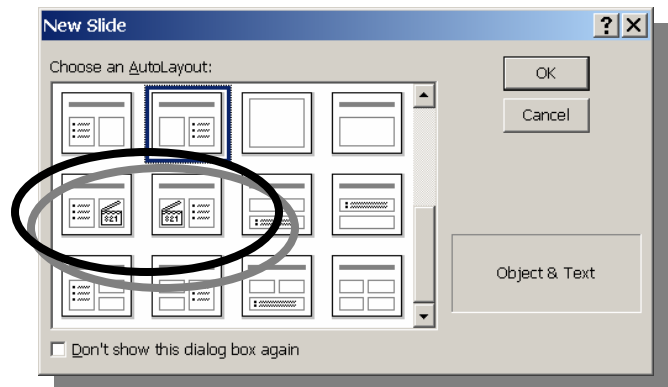
PowerPoint uses the Microsoft Windows Media Player. If you plan on using these techniques, you might want to avoid upgrading to Media Player 7.0. Based on some of our testing, this version of media player doesn't always work correctly. There are two techniques that utilize this player. I always try these first because they provide the most seamless integration of video into your slide show. Should you try one of these techniques and find that it doesn't work, skip to the section on inserting video as an object. Don't bother to try the other built in media player technique, because it won't work correctly either.

Inserting video onto a media clip slide

This is the easiest way to insert a video clip because there is a placeholder on the slide designed specifically for movie clips. Inserting movies in this slide type is similar to inserting clipart into a slide with the clipart placeholder.

To insert a video using this technique:

1. Begin by selecting one of the two text and media clip slide types.
2. Next, as with any slide template, follow the directions on the template. Double click on the media clip placeholder.
3. From the dialog box that appears, select the desired video and click OK
4. You will now see a picture appear on your screen. This image is actually the first frame of your video clip



Inserting video on any slide layout

Video clips can be inserted on any slide layout regardless of whether there is a built in placeholder for the video clip. This process is virtually identical to the way we inserted audio clips earlier.

To insert a video clip using this technique:

1. Begin by copying the video clip into your working folder on your desktop.
2. Next, Insert | Movies and Sound | Movie from file
3. From the dialog box that appears, select the desired video and click OK
5. As in the previous technique you will now see a picture appear on your screen. This image is actually the first frame of your video clip.

Testing your video file

To play your video file, you must be in slide show (presentation) mode. When you arrive at the slide that contains your video clip, simply click on the picture and your video clip will begin playing, or you can have it automatically play using custom animations

Inserting video as an object

In the event that the internal video player doesn't work, or if you want more precise control over the playing video, you must insert the video file as an object. This process will actually launch a separate video player on top of PowerPoint. While this allows you to show the video, it is not seamless. You actually see a new video player window open on top of your slide show. It's not awful, the technology is just more noticeable. This process, as with most things in PowerPoint, can be done several ways. I'll show you the way I think is the easiest.

1. Begin by copying your video file into your working folder on the computer
2. Now open Slide Show | Action Button. From the list that appears select the icon in the lower right corner. It's the one that looks like the video camera.
3. Your mouse pointer will now switch to a plus symbol. Simply click it on the screen. This will create a action button that you will use to start the video later
4. After a brief pause the Action Settings dialog box will appear on the screen. From this dialog box, click on the radio button next to the Hyperlink option.
5. Now, in the drop down menu next to hyperlink, choose Other File....
6. Finally select the video clip from the dialog box

Playing a video inserted as an object

Playing this type of video is almost like playing everything else we have looked at this far. Just click on the action button your created in step two above. After a brief pause the video player will open. Now click the play button on the video player and your video clip will be displayed. After the clip is finished, don't forget to close the video player by clicking on the close program button (X).