

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.

What is Embedding?

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

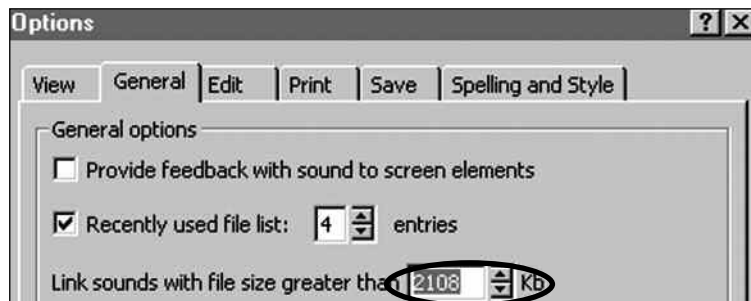
When Would You Hyperlink to a Video?

- 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
- When making dual-platform projects
- When making Web Pages: you need to stream clips from *unitedstreaming* in order to protect the content

When Would You Embed a Video?

- If you want the video to play full screen automatically (without needing to resize the video)
- If you do not want to see the control panel of the media player
- If you wish to add text boxes that serve as visual cues while the video is playing
- 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: It is recommended to save the original video both for an embed and/or a hyperlink. *Why?* if the video file size is larger than the allocated space on a computer (see below), PowerPoint will create a link to the original video you saved. If you did not keep the video and you try to play it on an alternate computer with limited memory settings, it will not play.

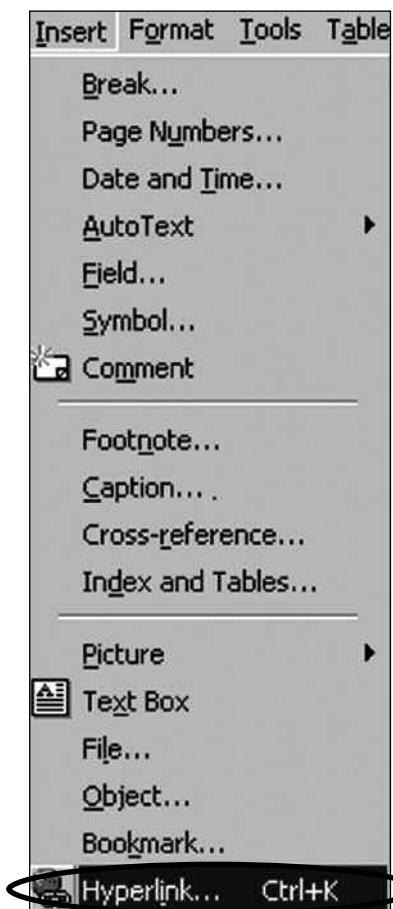


Creating a Hyperlink to the Video (PC)

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).

1. To insert a hyperlink, highlight the text you wish to link.

2. Go to “Insert” > “Hyperlink.”

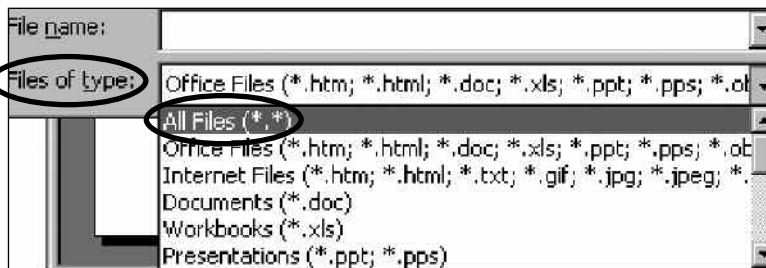


3. Click “Browse for File.” Then click “Select” (different versions of PowerPoint may give you a different message).



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.

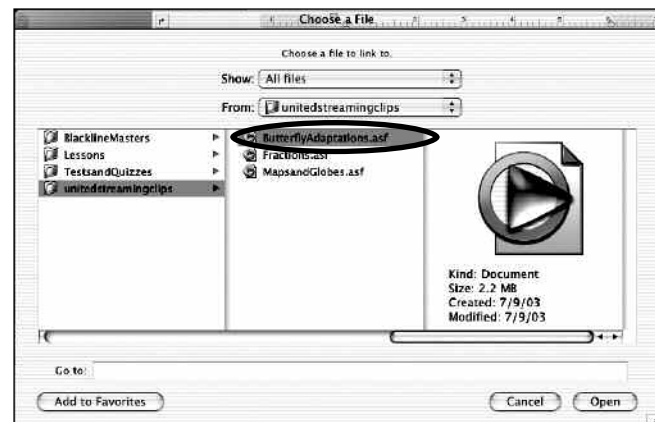
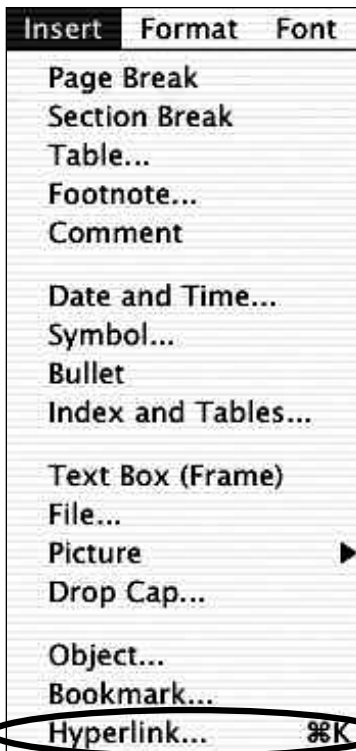
7. Click “OK” when finished to close your hyperlink window.

8. PowerPoint: Your text should now be underlined. To test your link, go to “Slide Show” > “View Show.” Hover your mouse over the link. It will turn into a hand. Left-click to play.

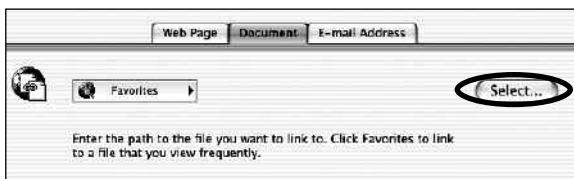
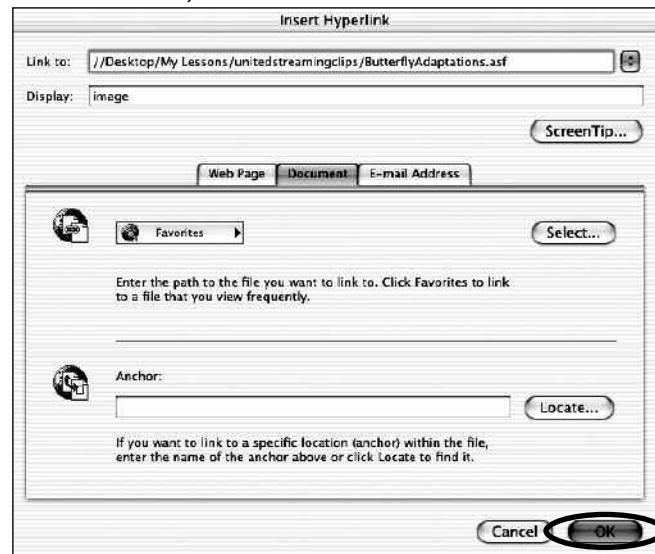
Creating a Hyperlink to the Video (Mac)

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).

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.

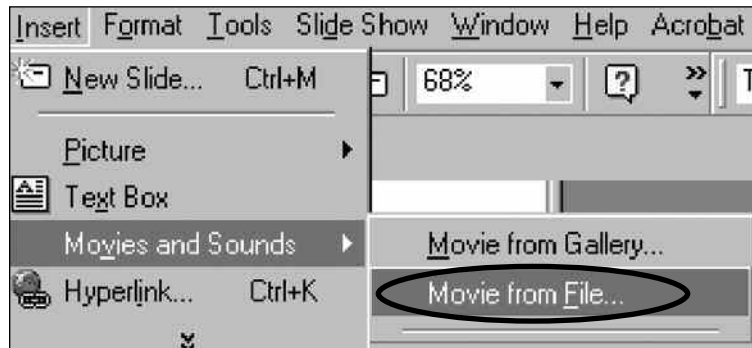


5. Click "OK." (Note: You'll see your link in the top "Link to" field.)

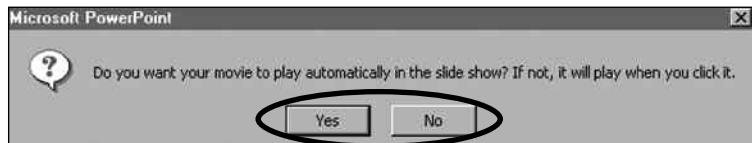


Embedding *unitedstreaming* Video Into PowerPoint

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.
 - Click on one of the four corner boxes of the video still.
6. To test your video, go to "Slide Show" > "View Show." Hover your mouse over the link. It will turn into a hand. Left click to play the video.

