


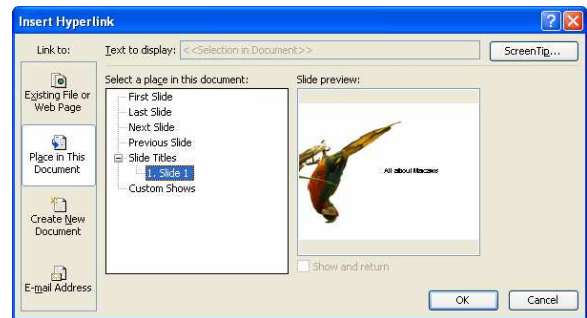
PowerPoint Hyperlinks, Music, & Video

Adding rich media is PowerPoint at its best. Presenters are not confined to showing only that which can fit into the PowerPoint itself. They can use websites, other documents, jump to other slides, and add audio or video.


Hyperlinks – Integrating multiple works

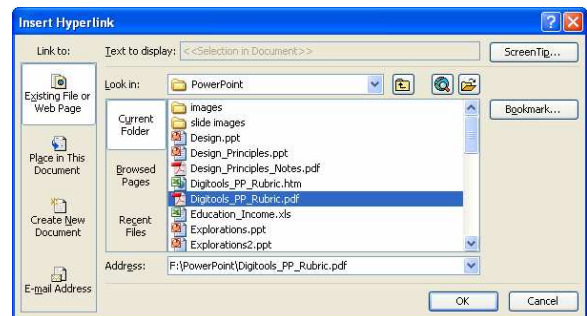
Internal Links – These links take the presenter to other places within the presentation file, and there are several reasons why you might use this feature. One reason might be to have a “table of contents” page that shows multiple topics to be discussed that will not be linear in nature. That is, the presenter may not know exactly what order the information will be presented in.

1. Type the text that you will create the hyperlink to (or use an image or object).
2. Select the text or object.
3. Press the **Insert Hyperlink** button  in the top toolbar.
4. Select the **Place in This Document** option.
5. Make your slide choice and press **OK**.



External Files and Websites – Make links to important documents such as Word, Excel, PDF, and other PowerPoints if the material is absolutely necessary to share.

1. *Save a copy of your document(s) in the same folder as your PowerPoint file and keep them together if you are presenting on a different machine than your own.*
2. Type the text that you will create the hyperlink to (or use an image or object).
3. Select the text or object.
4. Press the **Insert Hyperlink** button  in the top toolbar.
5. Select the **Existing File or Web Page** option.
6. Navigate to your file or **Copy & Paste** the website address into the field.
7. Press **OK** when finished.



Adding Music

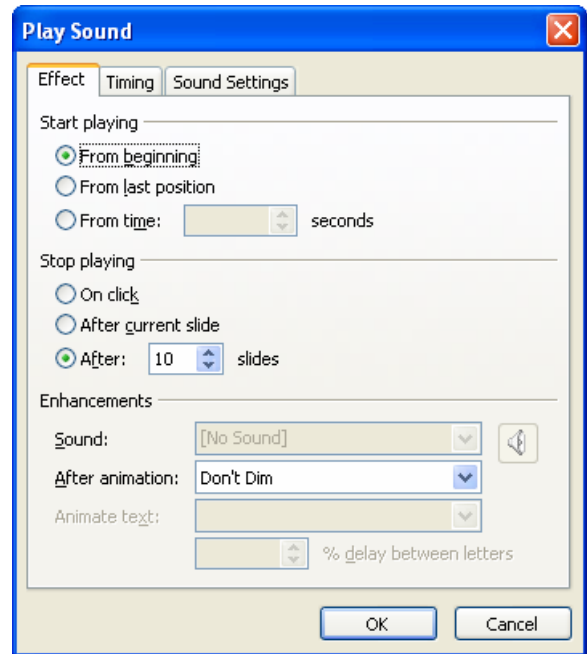
To add music to a single slide, follow these steps.

1. *Save a copy of your music file in the same folder as your PowerPoint file and keep them together if you are presenting on a different machine than your own.*
2. From the **Insert Menu**, choose **Movies and Sounds > Sound from File...**
3. Navigate to and choose your music file.
4. Press **OK**. Then choose whether you want your sound to start automatically or when clicked.



To add music to an entire slide show, follow these steps.

1. Insert the music file to your first slide as described in the previous section.
2. Then open the **Custom Animation** panel by choosing **Slide Show > Custom Animation**. This panel will list the events for the slide as they are to happen (see *Transitions & Timing* handout).
3. Right-click on your music file and select **Effect Options**.
4. Tell the music to stop playing after a specific number of slides. Count your slides in Slide Sorter view.
5. *Optional*. Under the **Timing** tab, you can tell the sound to repeat if it is shorter than your presentation time.
6. Press **OK** when finished.



Video and PowerPoint

Embedding video into a presentation is not difficult but can present two major issues.

1. Video files, unlike images, are not actually embedded within the PowerPoint file. Thus, when you transport the presentation to another machine, the video file *must* move with it. The same is true for audio files.
2. Acceptable video formats vary between Mac and PC. Both platforms accept the raw video format *.avi* but this is uncompressed and a large file size.
 - * **Macs** – best format to use is Quicktime (*.mov*)
 - * **PCs** – best format to use is Windows Media Video file (*.wmv*)

To insert video into a slide, follow these steps.

1. Save a copy of your movie file in the same folder as your PowerPoint file and keep them together if you are presenting on a different machine than your own.
2. Choose **Insert > Movies and Sounds > Movie from File...**
3. Navigate to and select your file.
4. Press **OK**. Then choose whether you want your sound to start automatically or when clicked.
5. You can increase or decrease the size of the video by using the handles on the corners.

NOTE: This will decrease the quality of the video but may be necessary for your viewers.

TIP: If your video is not the correct format for your platform, use a **Hyperlink** to connect to the file. An outside program on your machine will open the file and play your video.

