COMPUTER ARTICLE

How to create a PowerPoint presentation that will play video clips on any computer

IPS Terblanche FC(Orth)
Senior Specialist, Department of Orthopaedics, University of Stellenbosch

Reprint requests:
Dr IPS Terblanche
Department of Orthopaedics
University of Stellenbosch
PO Box 19063
7505 Tygerberg
Tel: 021 938-9266
Fax: 021 931-5494
Email: holde@sun.ac.za

The following is applicable to PCs or laptops using Microsoft systems.
The difference between a professional presentation and one that is merely adequate is sometimes the proper use of multimedia. A picture tells a thousand words and video clips tell even more. Nothing is more frustrating or breaks the flow of a presentation more than a video clip that does not play. Therefore most presenters use their own laptops. This presents its own set of problems, i.e. it is time-consuming, laptops don't recognise projectors, and so on.

So how do you link video files to your PowerPoint Presentation (PPP) in such a way that it will play on all computers?

Video clips are linked to a PPP; therefore you must put the video file in the same folder as the PPP. Then you can move the PPP to another computer. The **Package for CD** option can do this for you.

Another important reason video clips will fail to play on a PC other than your own is that PowerPoint cannot play the video clip format (or codec). When created, videos are compressed using **co**mpression/**dec**ompression algorithms. These are called codecs for short. If your computer doesn't have the codec that was used when the video was created, PowerPoint won't play the video. You will need to find out what codec was used then install it on the system.

Video files come in several formats. The formats that generally work well in PowerPoint are:

- AVI
- WMV
- MPG (or MPEG)

(See Table).

Video clips can easily be converted to an acceptable format using any Video Converter that is readily available on the Web.

PowerPoint for the Mac plays MOV (Quicktime) files; but PowerPoint for the PC doesn't. So, if the presentation was created on the Mac, your video might not play because it is an MOV file.

Where to start?

To save a presentation as a package, follow these steps:

1. Start PowerPoint 2003 or PowerPoint 2007.
2. Create your PPP.
3. Link your video clips to your PowerPoint presentation (make sure they are converted to the in the correct format).
   - For PowerPoint 2003, click **File**, and then click **Package for CD**.
   - For PowerPoint 2007, click the **Microsoft Office Button**, point to **Publish**, and then click **Package for CD**.

   Note: This process packages the presentation for either a folder or a CD.

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File format	Extension	More information
Windows Video file	.avi	Audio Video Interleave. This is a multimedia file format for storing sound and moving pictures in Microsoft Resource Interchange File Format (RIFF) format. It is one of the most common formats because audio or video content that is compressed with a wide variety of codecs can be stored in an .avi file.
Movie file	.mpg or .mpeg	Moving Picture Experts Group. This is an evolving set of standards for video and audio compression developed by the Moving Picture Experts Group. This file format was designed specifically for use with Video-CD and CD-i media.
Windows Media Video file	.wmv	Windows Media Video. This file format compresses audio and video by using the Windows Media Video codec, a tightly compressed format that requires a minimal amount of storage space on your computer's hard disk.

4. In the **Name the CD** box, type the name for your folder or your CD.
5. Click either the **Copy to Folder** button or the **Copy to CD** button.
   - If you click the **Copy to CD** button, the file will be copied to the CD.
   - If you click the **Copy to Folder** button, PowerPoint copies the files together with a name and a location that you specify.
   - If you click the **Copy to Folder** button you can save this folder to your memory stick.
6. **To play this presentation on another computer**, open Folder and select the **Play** icon.

Read more:

1. http://www.ellenfinkelstein.com/powerpointtips/powerpoint_tip_insert_video.html#ixzz1QOO84ZpL
2. http://office.microsoft.com/en-us/powerpoint-help/about-packaging-and-copying-a-presentation-to-cd-HP005272756.aspx
3. http://support.microsoft.com/kb/828504