PowerPoint: Adding Audio, Video, and Animation

This document provides instructions for incorporating animation and multimedia into a PowerPoint presentation.

Using Animation

Animation applied to text or objects in your presentation gives them sound or visual effects, including movement. You can use animation to focus on important points, to control the flow of information, and to increase viewer interest in your presentation.

To apply built-in animation,

1. Select the text or object that you want to animate.
2. Go to the Animations tab, in the Animations group, and select the animation effect that you want from the Animate list.

   a. For example, a popular animation effect is having a bulleted list fly in one bullet at a time. To create this effect,
      i. Select the object that contains the bulleted list.
ii. On the Animations tab, in the Animate list, select By 1st Level Paragraphs under Fly In.

b. To have the previous bulleted item change to a different color (to better focus the audience’s attention on the active bullet),
   i. From the Custom Animation task pane, click the dropdown arrow next to the animation effect and choose Effect Options.

   ii. On the Effect tab, click the dropdown arrow next to After Animation and select the desired color/action.

To gain more control over how and when effects are applied, you can create and apply a custom animation. You can apply more than one animation, so you can make a line of text fly in, and then make the text fly out. Custom animations are created in the Custom Animation task pane.

To apply a custom animation,
1. Select the text or object that you want to animate.
2. Go to the **Animations** tab, in the **Animations** group, and select **Custom Animation**. This brings up an animation task pane on the right side of the window.

3. Click the **Add Effect** button and select an effect.

   a. There are four types of effects:
      i. Entrance – Use to make the text or object enter the screen
      ii. Emphasis – Use to add an effect to text or objects already visible on the screen
      iii. Exit – Use to make the text or object leave the screen
      iv. Motion Paths – Use to make the text or object move in a specified pattern
   b. Icons indicate the type of effect chosen.

4. The timing of the animation effects can be modified. Choices include:
   a. Start On Click – The animation effect begins when you click the slide
   b. Start With Previous – The animation effect begins at the same time as the previous effect
   c. Start After Previous – The animation effect begins immediately after the previous effect finishes playing
5. The speed of the effect can be adjusted as well.

6. Right-click the custom animation effect and then click **Effect Options** to specify how the effect is applied to the text or object.

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**Incorporating Multimedia**

PowerPoint allows you to insert sound or movie clips into your presentations. To prevent possible problems with links, it is a good idea to copy the sounds or videos into the same folder as your presentation before they are added to the presentation. (When traveling with your presentation, be sure to take the entire folder, which includes the presentation and any linked sounds or videos.)

**To insert sound on a slide,**

1. **On the Insert tab, in the Media Clips group, click the arrow under Sound.**

2. Do one of the following:
   a. Click **Sound from File**, locate the folder that contains the file, and then double-click the file that you want to add.
   b. Click **Sound from Clip Organizer**, scroll to find the clip that you want in the **Clip Art** task pane, and then click it to add it to the slide.
   c. Click **Play CD Audio Track** to play sound from a CD.
d. Click **Record Sound** to use a microphone to record your own sound/narration.

3. Use the features available in the **Sound Tools** tab to customize your sound options, for example to adjust the volume. This tab is only available when the sound clip is selected.

4. To set additional options, go to the **Animations** tab and click **Custom Animation**.
   
   a. From the **Custom Animation pane**, click the arrow next to the sound object and select **Effect Options**.
   
   b. Advanced options can be set from the **Effect**, **Timing**, and **Sound Settings** tabs.
To insert a movie on a slide,

1. On the **Insert** tab, in the **Media Clips** group, click the arrow under **Movie**.

2. Do one of the following:
   a. Click **Movie from File**, locate the folder that contains the file, and then double-click the file that you want to add.
   b. Click **Movie from Clip Organizer**, scroll to find the clip that you want in the Clip Art.

3. Use the features available in the **Movie Tools** tab to customize your movie options, for example to loop the movie. This tab is only available when the movie clip is selected.

Through the use of a free add-in, you can link to a YouTube Video within your PowerPoint 2007 presentation.

1. Download the add-in from:

2. Once the add-in has been downloaded and installed, you will now have a **YouTube Video** button on the **Insert** tab.

3. Clicking the **YouTube Video** button starts a wizard, which walks you through the steps.
4. A direct link to the video is now included in your slide.

Please note that you **must** have a live Internet connection in order to view the YouTube video in your PowerPoint presentation. The YouTube video is not embedded into the presentation, but simply linked to it on the web.

There is an add-in available (http://presentationsoft.about.com/od/youtubepowerpoint/ss/080102youtube-3.htm) that allows you to download a YouTube video, and then convert it to Flash. Thus, you can embed the Flash video into the presentation (a live Internet connection is no longer necessary).

[Note: When working with audio and video files, be sure to review UIS’ Guidelines and Procedures for Copyright Compliance in the Use of Library Materials available at: http://library.uis.edu/policy/copyright.pdf]