

Inserting movies (.wmv files) into PowerPoint

- 1) On a new blank slide in PowerPoint go to the “Insert” menu at the top and choose “Movies and Sounds”
- 2) A drop down menu will appear, choose “Movie from file”
- 3) A browser box will appear. Choose the movie file you wish to insert and click “OK”
- 4) A box will appear asking when you would like the movie to play during a slideshow. Choose either “Automatically” or “When Clicked” depending on your preference.
- 5) Your movie file will appear as a box on your blank slide. You can adjust the size of the movie box by dragging the corners to fill the entire slide, and thus the entire screen.
- 6) The movie file you inserted must always be associated with the PowerPoint file wherever you are showing it. Therefore, save the original movie file into the same folder as the PowerPoint file and move both files together onto other computers or storage devices.
- 7) Digital video from handheld cameras can be uploaded and saved as .wmv files using Windows Media Maker or a similar program and inserted into PowerPoint in this manner.

Inserting images (.jpeg or .bmp files) into PowerPoint

- 1) On a new blank slide in PowerPoint go to the “Insert” menu at the top and choose “Picture”
- 2) A drop down menu will appear, choose “From file”
- 3) A browser box will appear. Choose the picture file you wish to insert and click “Insert”

- 4) Your image will appear on your blank slide. You can adjust the size of the image by dragging the corners.
- 5) More than one image can be put on a slide by simply repeating the steps above while on the same slide in PowerPoint
- 6) Radiographs, ultrasound images, nuclear scintigraphy images, and digital photos can all be saved as .jpeg files and inserted into PowerPoint in this manner.