

U3A Presentation September 2009  
Video, Stills & Sound in PowerPoint

**Getting a film on to your camera**

From Video or DVD

Set up your camera on a tripod or a pile of books and line it up with the TV screen  
If you are using books wrap a piece of paper around the top book for protection and  
put a piece of “blu tack” onto the bottom of your camera and then place the camera on  
the pile. This will keep it absolutely steady.

Play the video until you come to the bit you want to record. Then press the “pause”  
button”. When you are ready, press the “Play” button on the video and the “record”  
on your camera.

If you want to use the sound track from the film don’t forget to make sure that  
everything else is quiet or you will spoil the end result.

**Download to your computer**

Now you need to download the film from your camera to your computer. You can do this  
by connecting the camera directly to the computer or taking out the chip and inserting it  
into a card reader or directly into a Memory card slot on your computer. Copy the film in  
to a directory on your computer.

One important thing to remember is that the film is not actually inserted into the  
presentation. What happens is that the software inserts a link to the film so if you put the  
film into your presentation and then move it somewhere else it won’t work. If you are  
going to run the presentation on another computer you must make sure that the film and  
the presentation are in a common folder before you put the film into the presentation and  
that you copy the whole folder onto your CD or memory stick.

When I tried adding my film to Power Point in Office 2003 I had a problem and had to  
use Windows Movie Maker to convert the film file type. All you have to do is Import  
your movie clip, drag it into the “Story Line” and then “Save Movie File”. This will  
create a file with the extension of “.wmv”; use this version for your presentation. I don’t  
know why that happened as it worked fine in Office 2007 and the help in 2003 says that  
you can use “.avi” files in Power Point. If you don’t have Movie Maker you can  
download it from Microsoft’s web site.

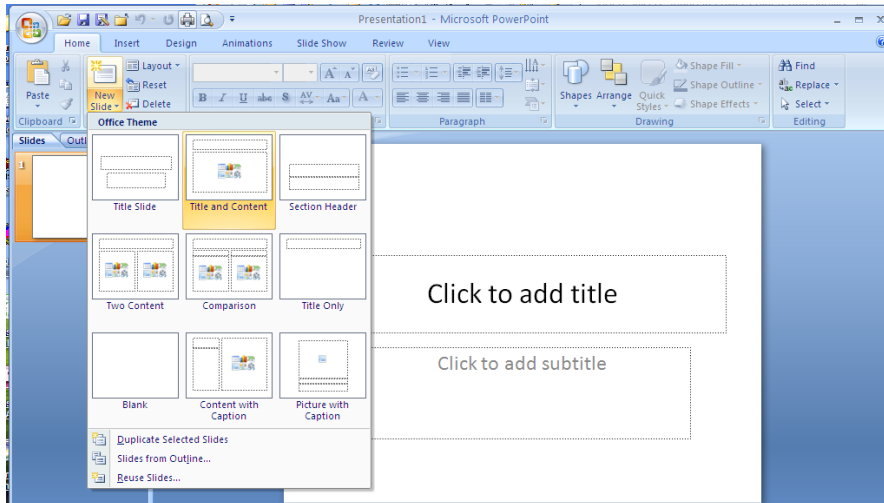
**Adding a film to a presentation**

Create a slide for the film

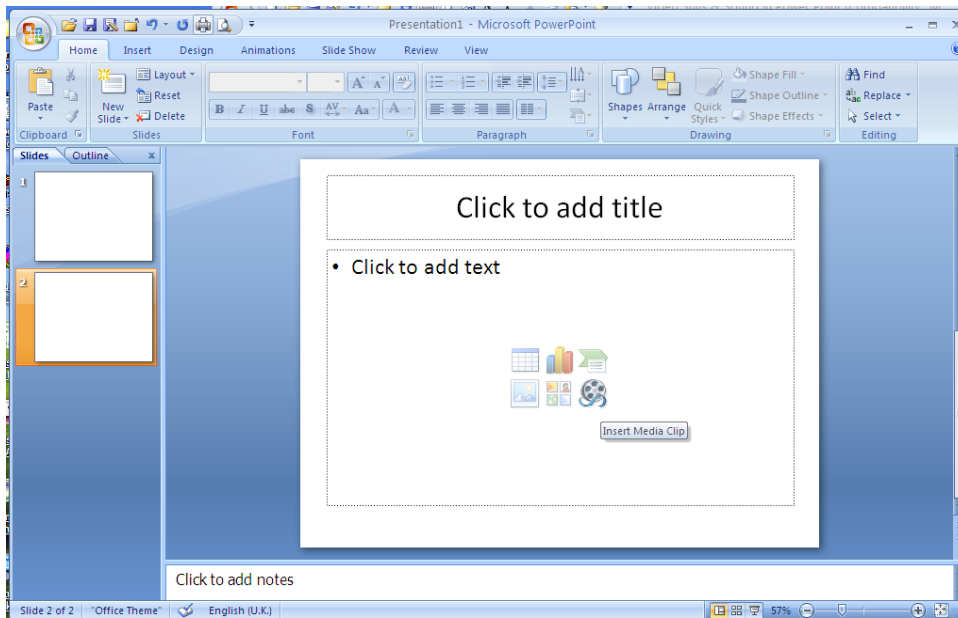
This can be a blank slide or a “Title & Content” template

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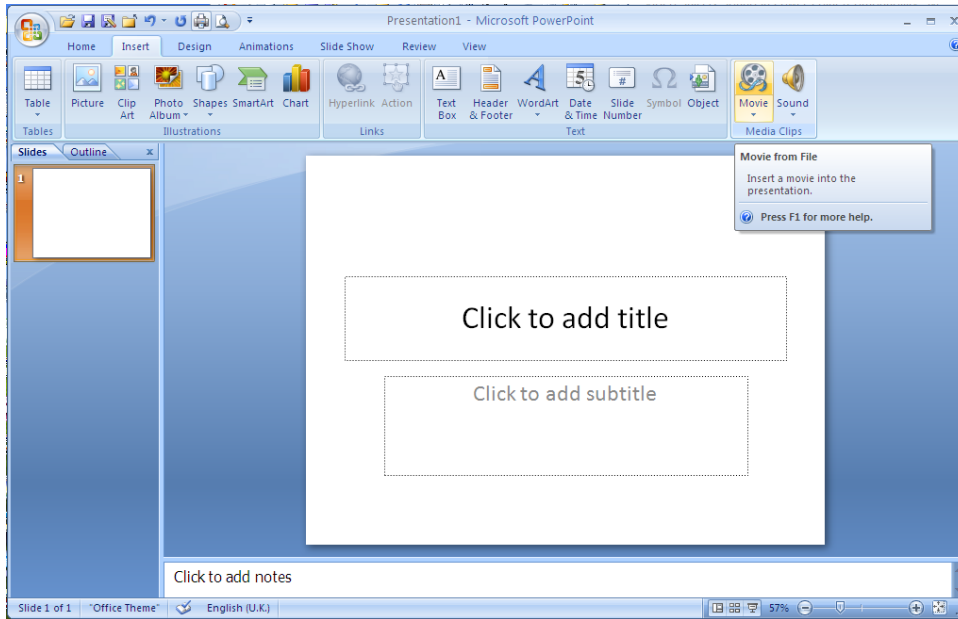


You then click on the “Insert Media” icon

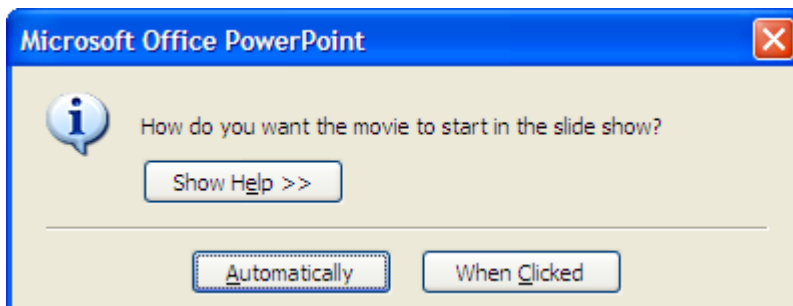


Or click “Insert” and then choose “Movie”

## U3A Presentation September 2009 Video, Stills & Sound in PowerPoint



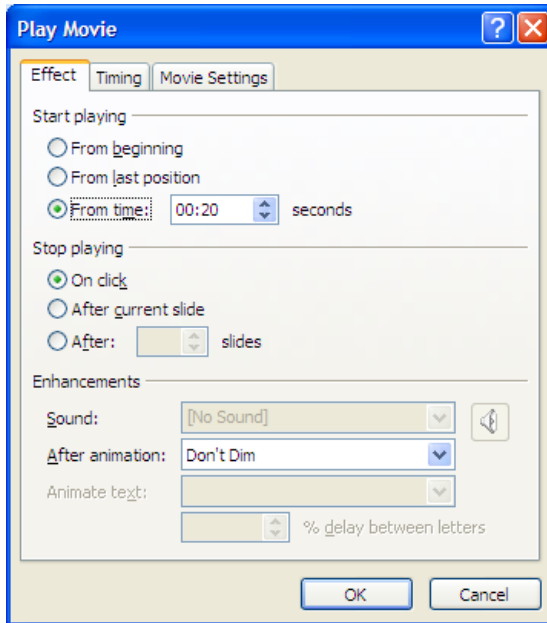
Choose your film. You will then be presented with an option to run the film automatically or start on a mouse click



It is probably best to take the “When clicked” option as this gives you more control over the presentation. This will start from the beginning of the movie. If you choose to start the movie automatically you can control the start point.

Click on the film and then Custom Animations and then the “down arrow” next to the start animation and then take the “Effects” option

## U3A Presentation September 2009 Video, Stills & Sound in PowerPoint



Click the “From time” button and enter the second that you want the film to start. The “Stop” time is controlled manually by a “Click” or after the slide.

### **Adding Music to a movie**

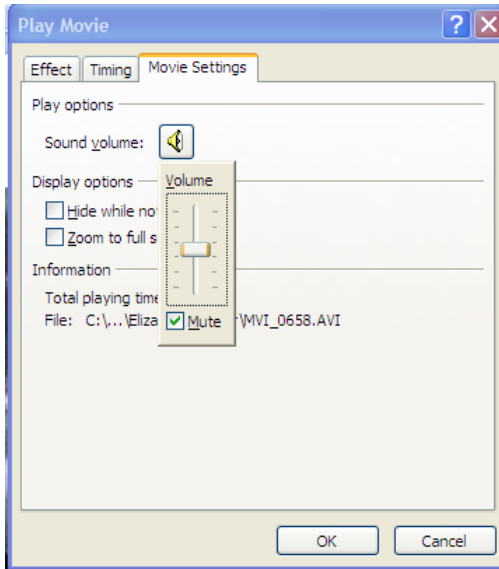
You might have a film that has no sound, a film with extra sound that you don’t want to play or you may prefer to have a music background rather than the film soundtrack.

First you need to download you piece of music from CD to your computer so that you can put it into the same folder as the presentation in order to be able to transport it to another machine.

Insert the CD. Take the “Rip music from CD” option. The system will default to downloading the music into the “My Music” folder. You can change this in the “Tools” but it is easier to move the file afterwards.

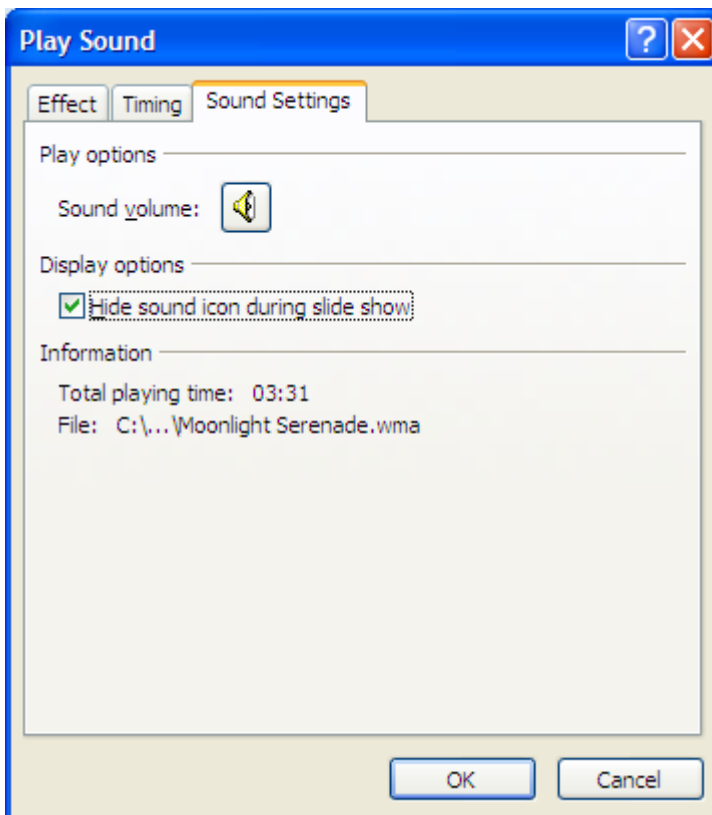
After you have inserted the film click on “Animations” and “Custom Animations” and then click the down arrow next to the “Start of film”. Take the “Effect Options” and then “Movie Settings”, “Volume” and click the sound icon and then tick the “Mute” button.

U3A Presentation September 2009  
Video, Stills & Sound in PowerPoint



Now take the “Insert” option and insert “Sound” “From file” and pick your piece of music. Choose the “Run Automatically”.

Click on “Animations” and “Custom Animation” and set your piece of music to appear with the previous slide. Also take the “Effect options” and “Sound Settings” and hide the icon



When you start your piece of file the soundtrack will play until you end the film.

U3A Presentation September 2009  
Video, Stills & Sound in PowerPoint

## Stills

### From a camera

If your camera has the facility to take progressive shots then you can use them to show movement in almost slow motion.

I took a piece of film of a steam engine.

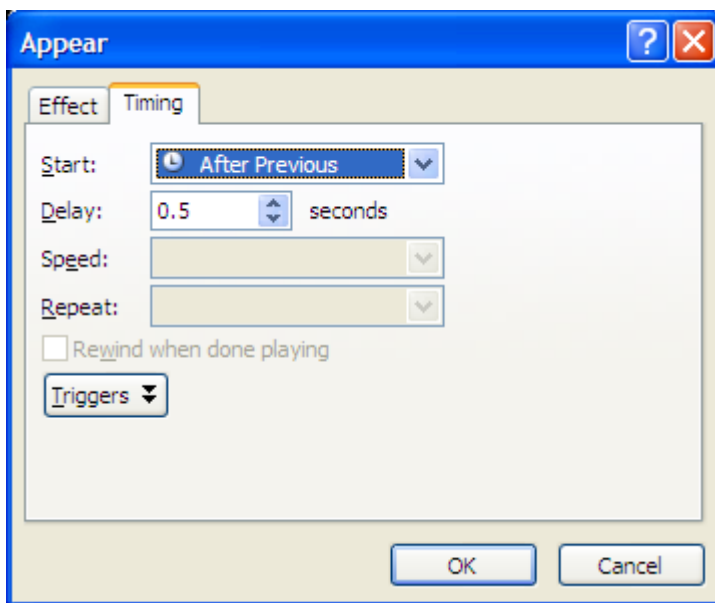
I also took still pictures using the “multiple pictures” option. My camera can take up to 10 pictures whilst the shutter is held down.

You can put the pictures into a presentation as individual slides or you can put them on top of one another and use the animation to make them appear one after the other giving a pseudo slow motion effect.

Insert the first picture as normal and make it whatever size you require.

Insert the second picture, size it so that it is identical to the first one and drag it on top

Choose animations and custom animation and set the picture to appear after the first one and with a delay of half a second.



Continue with as many pictures as you wish. When you show the slide it will run by itself and show the movement

### Stills from a film

Play your film in “Media Player” and then pause the film at selected places then press “CTRL & I” to take a still picture. You will be prompted for a location and file name for the still. This can then be used as a regular picture in a Power Point presentation.

The quality of the picture may not be too good but may be sufficient to demonstrate a particular point.

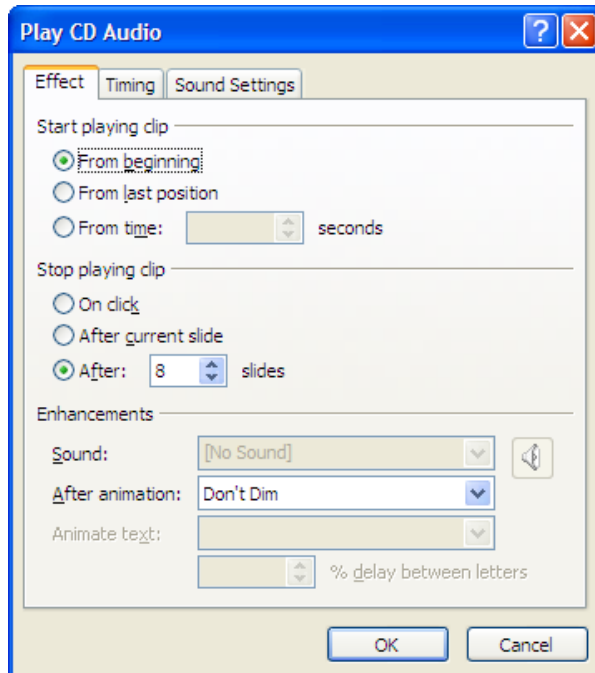
## Sound

In the History Group we have some audio CDs made by Hugh Grainger but although they are OK to listen to on your own they lack something in a group playing.

A good way to enhance them is by adding illustrative pictures.

U3A Presentation September 2009  
Video, Stills & Sound in PowerPoint

Here you set up a presentation and make an introduction slide  
Then add all of the other slides that you want to use to illustrate the talk.  
Note the number that you had added.  
Go back to the first slide and insert “Sound”. Choose “Play CD audio track”.  
Set it to start on “Click” so that you can control the presentation  
Play from the beginning and end after all of the slides.



In order to get the pictures to appear at the correct moment you need to take the “Rehearse Timings” from the “Slide Show” tab.

When you play the presentation if you find that one of two of the pictures do not appear at quite the right time all you have to do is click on the picture and then “Animations”, “Advance slide” and change the time that the slide should appear.

Don’t forget that if you want good quality sound you need a decent set of speakers attached to your PC.

I know that a lot of you go on holidays and take wonderful pictures to show at the Travel Group. Here are a couple of ideas that you might like to consider.

Put a map as the first slide and then insert views on top.  
Insert the picture  
Set the animation  
“Entrance”, “Faded Zoom”,  
Appear “On click” so that you can control the picture  
Add another animation “Emphasis”, “Grow Shrink”  
Appear after the previous with a 1.5 second delay  
Set the speed to “Medium” and the size to 30%  
Add another animation “Motion Path”, “Up”  
Appear after previous with no delay  
Click on the “Motion” line and drag the top to the top left hand corner  
If you want to change the shape of your picture click into the picture

U3A Presentation September 2009  
Video, Stills & Sound in PowerPoint

Click “Format”, “Picture shape” and choose which shape you would like

Repeat with the other pictures, setting them to move to the top right, bottom left and bottom right respectively.

Each picture will appear when you click so you can move your mouse pointer to the respective city to give the impression that the picture is connected to that particular city.

### Changing colours to and from colour/greyscale

If you have taken some nice picture of sunset or sunrise you can use animations to give some surprising effects

You can make a picture change from greyscale to colour

Insert the picture

Right click and copy

Paste the picture into the same slide

Move the second picture exactly on top of the first one

Click on the picture and in “Format” “Re-colour” the picture to “Greyscale”

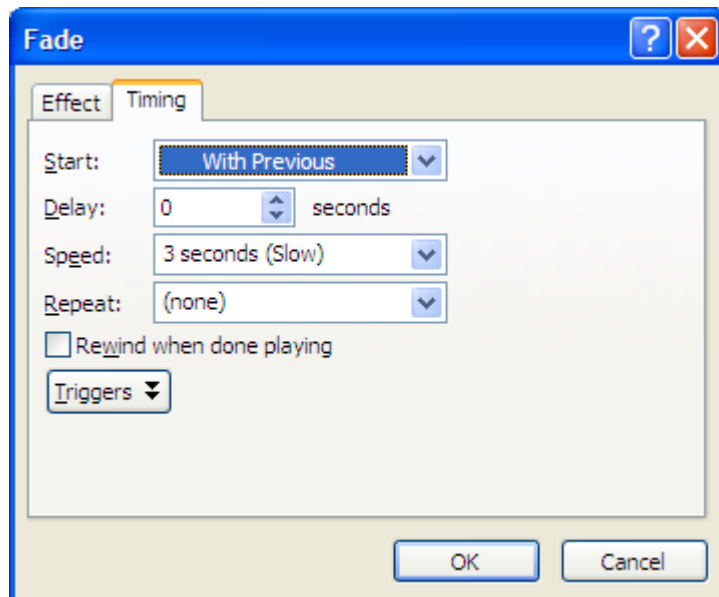
Now right click and take the “Send to back” option

This will put the black & white on the bottom and the colour picture on the top

Click on the colour picture

Set the animation to -

Fade in with previous and set the speed to “Slow”



To change Colour to Greyscale insert your pictures as before but leave out the “Send to Back” bit. Then set up the animations as above.

You can make your greyscale look darker by increasing the percentage of contrast.

To give a “gothic feel” use “Black & White” instead of “Greyscale”

To add even ore effect to a sunrise you can include some sound

U3A Presentation September 2009  
Video, Stills & Sound in PowerPoint

Set your picture to “Sepia” rather than “Greyscale” to give an “early morning” effect, and when you have completed the other animations find a piece of Dawn Chorus” sound and insert it into the slide

Set it to start with previous and with a small delay to give the impression of the birds just waking up

Go into the sound settings and hide the sound icon.

