

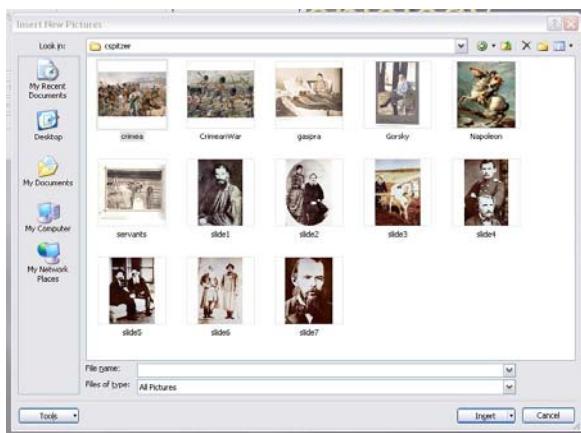
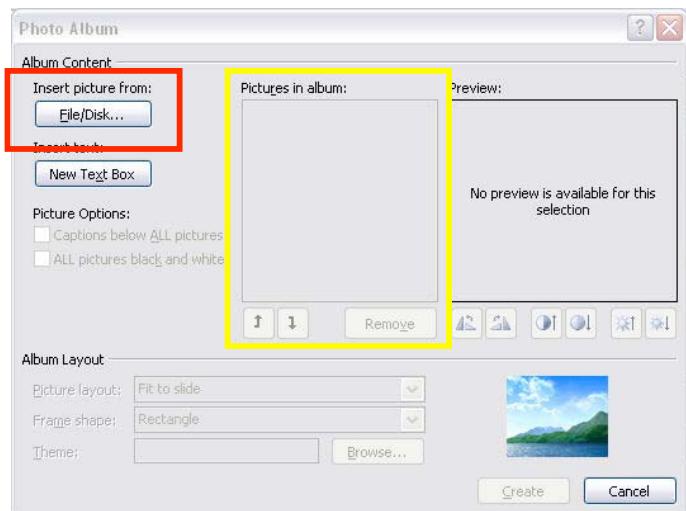
## Add a picture album from a file or disk

1. On the **Insert** tab, in the **Illustrations** group, click the arrow under **Photo Album**, and then click **New**

### Photo Album.



2. In the **Photo Album** dialog box, under **Insert picture from**, click **File/Disk**.
3. In the **Insert New Pictures** dialog box, locate the folder that contains the picture that you want to insert, and then click **Insert**.  
Or, you can select all pictures at once by highlighting them all, then clicking **Insert**.



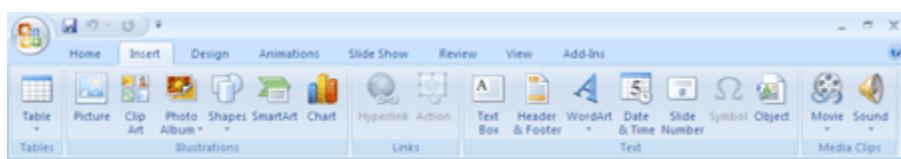
If you want to change the order in which the pictures are displayed, under **Pictures in album (Boxed in Yellow above)**, click the file name of the picture that you want to move, and then use the arrow buttons to move it up or down in the list.

4. In the **Photo Album** dialog box, click **Create**. This will generate a presentation for you with your images, in the order you wanted. .

## Add a sound file

To prevent possible problems with links, it is a good idea to copy the sounds into the same folder as your presentation before you add the sounds to your presentation.

1. In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
2. Click the slide to which you want to add a sound.
3. On the **Insert** tab, in the **Media Clips** group, click the arrow under **Sound**.



4. Do one of the following:
  - Click **Sound from File**, locate the folder that contains the file, and then double-click the file that you want to add.
  - 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.

**TIP** You can preview a clip before adding it to your presentation. In the **Clip Art** task pane, in the **Results** box that displays the available clips, move your mouse pointer over the clip's thumbnail. Click the arrow that appears, and then click **Preview/Properties**.

## Record a narration before a presentation

When you record a narration, you run through the presentation and record on each slide. You can pause and resume recording.

1. In Normal view, select the slide that you want to start the recording on.
2. On the **Slide Show** tab, in the **Set Up** group, click **Record Narration**.



3. Click **Set Microphone Level**, follow the directions to set your microphone level, and then click **OK**.
4. Do one of the following:
  - To **embed** the narration, click **OK**.
  - To link the narration, select the **Link narrations in** check box, click **Browse**, click a folder in the list, and then click **Select**.
5. If you selected the first slide to begin the recording on, go to step 6.

If you selected a different slide to begin the recording on, the **Record Narration** dialog box appears. Do one of the following:

- To start the narration on the first slide in the presentation, click **First Slide**.
- To start the narration on the currently selected slide, click **Current Slide**.

6. In Slide Show view, speak the narrative text into the microphone, and then click the slide to advance to the next slide. Follow this process for each slide that you want to add narration to. Click the black Exit screen.
7. The narration is automatically saved, and a message appears asking if you want to save the timings for the presentation as well.

## Add a movie

To prevent possible problems with links, it is a good idea to **copy the movies into the same folder as your presentation** before you add the movies to your presentation.

1. In Normal view, click the slide to which you want to add a movie or animated GIF file.
2. On the **Insert** tab, in the **Media Clips** group, click the arrow under **Movie**.



3. Do one of the following:
  - Click **Movie from File**, locate the folder that contains the file, and then double-click the file that you want to add.
  - Click **Movie 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.

## Choose between Automatically or When Clicked

When you insert a movie, you are prompted with a message asking how you want the movie to start: automatically (**Automatically**) or when you click the movie (**When Clicked**).

- ↓ To automatically start the movie when you show the slide, click **Automatically**. You can pause a movie while it is playing by clicking it. To continue playing the movie, click it again.
- ↓ To manually start the movie when you click it on the slide, click **When Clicked**.

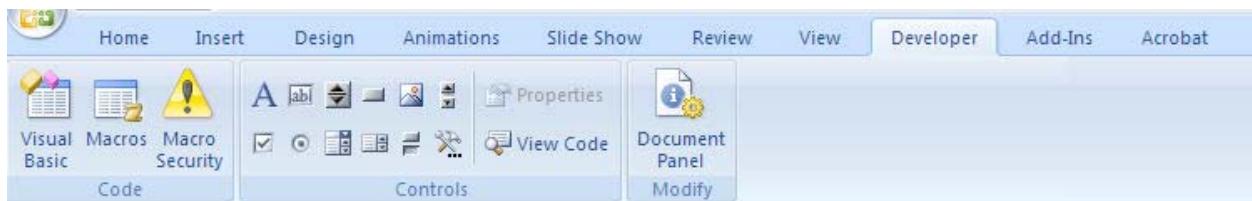
When you insert a movie, a pause trigger effect is added. It's called a trigger because you have to click something specific within the slide to play the movie. For example, in a presentation, you click the movie frame to pause the movie and click it again to resume playing it.



## Add a YouTube movie

Before you can embed a YouTube video into a PowerPoint 2007 presentation, you'll need to make sure that the **Developer** tab, as shown in the image below, is present on the PowerPoint ribbon.

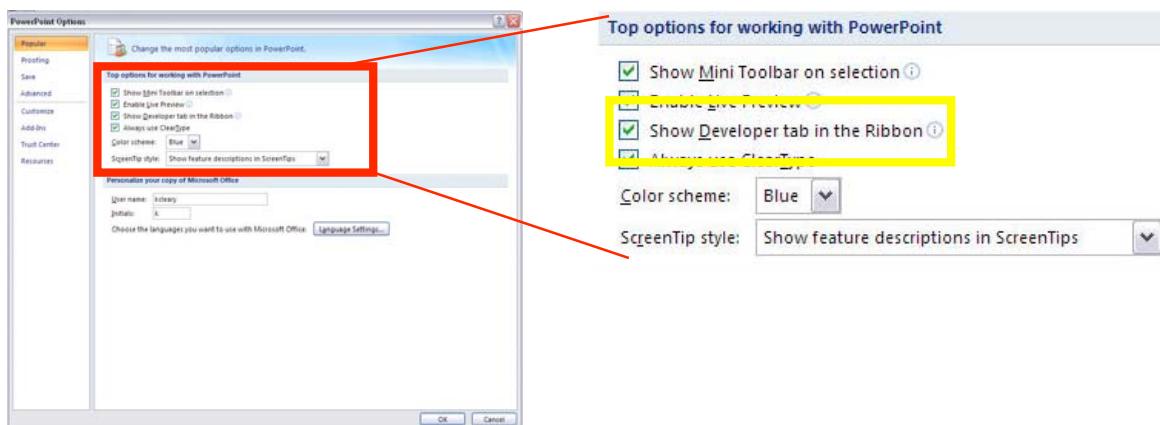
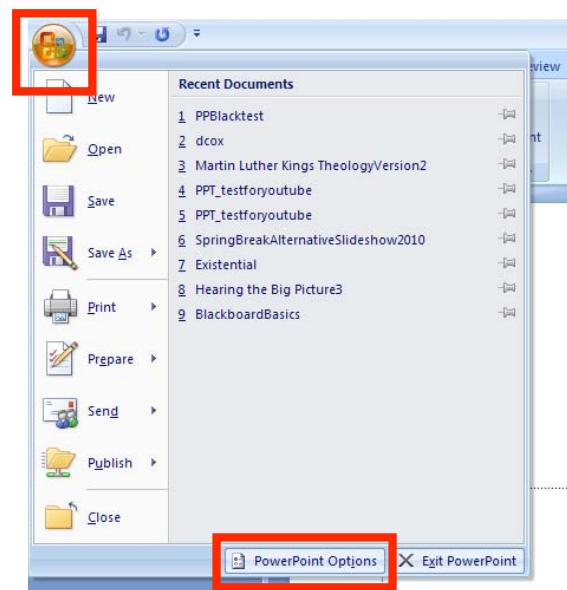
### Accessing the Developer Tab



If this tab isn't shown, you can add it quickly by performing the following steps.

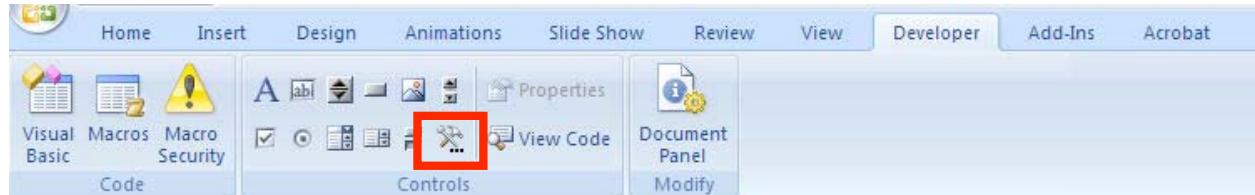
First, click on the **Office** button to open up the main menu of PowerPoint. At the very bottom of this menu is a button entitled **PowerPoint Options**. Click on this to continue.

Once the **PowerPoint Options** window opens, select the **Popular** category and put a check in the box next to **Show Developer tab in the Ribbon**. Click **OK** to exit, and the **Developer** tab will now be present on the PowerPoint ribbon. Note that the **Developer** tab may not appear in the exact same location on your ribbon as it does in this screenshot. Its location will depend on how you have personally customized your own PowerPoint ribbon.

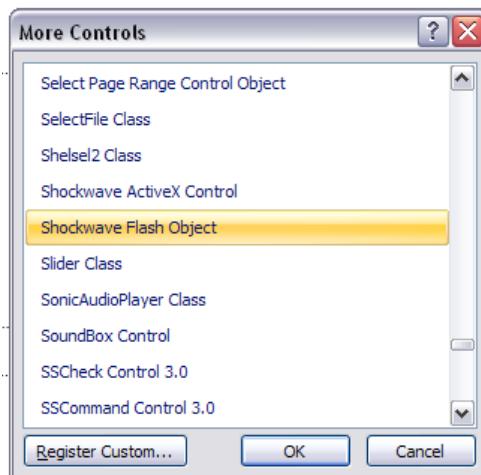


### Embedding a YouTube Video

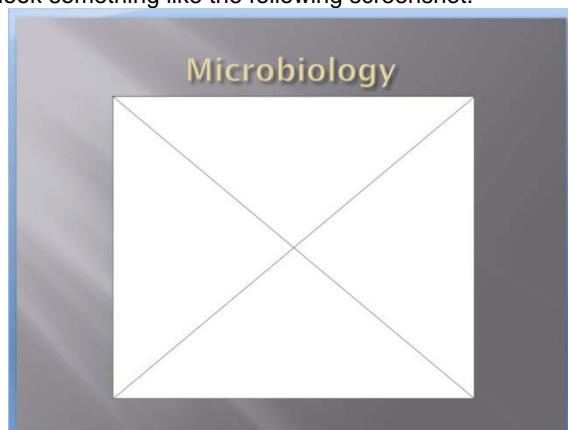
Now, we want to move on to the fun part and actually embed the video. First, navigate to the slide where you wish to add the YouTube video. Open the **Developer** tab and click on the **More Controls** button as shown in the screenshot below.



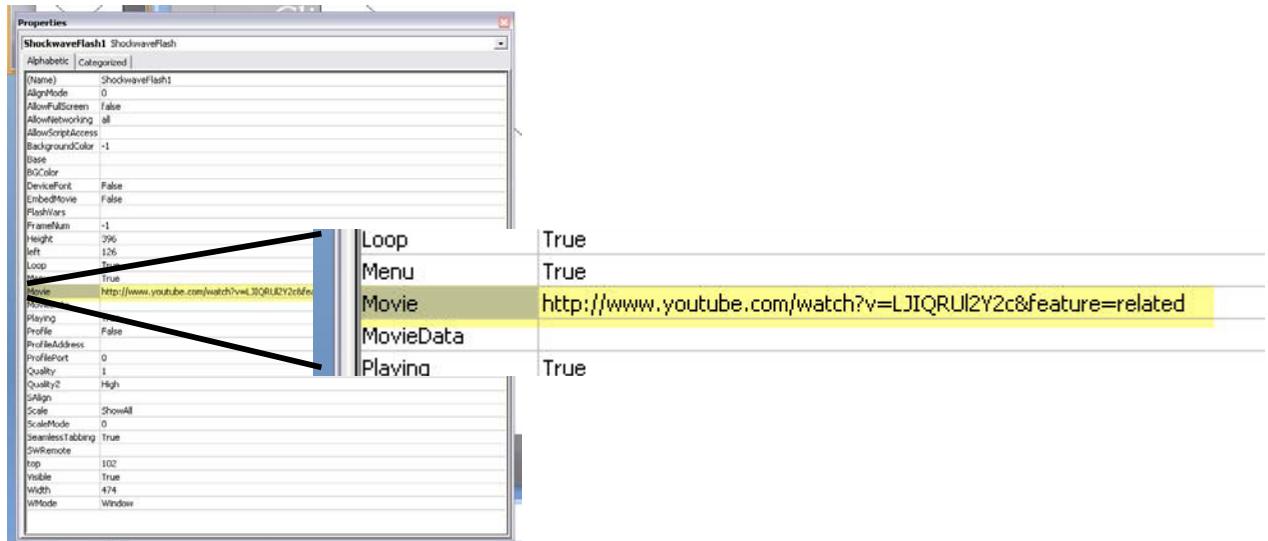
The **More Controls** window will now open and display a long list of controls that you can add to your PowerPoint presentation. Scroll through the list and select **Shockwave Flash Object** as in the following image.



Click **OK** to continue. Once you click **OK**, it may seem like nothing has happened, but don't get frustrated yet! Before you can go any further, you need to use your cursor to draw a rectangular image somewhere on the slide. This rectangular object will eventually hold the YouTube video, so try to draw it accordingly. Don't worry too much if it's not perfect; we can always go back and resize it later. When you complete your drawing, your slide should look something like the following screenshot.



The next thing we need to do is associate this object with our YouTube video. With the rectangular object still selected, click on **Properties** in the **Developer** tab of the ribbon. This will open a **Properties** window for the **Shockwave Flash Object** as shown in the second image below. You may need to resize this window in order to better see all the field properties.



In this **Properties** window, we'll have to make a few changes and additions to embed our YouTube video. Although this is optional, it's a good idea to change the title of your object in the **(Name)** field. While not completely necessary, this could help later on if you plan to embed several videos within one presentation. The most important addition to make is to add the URL of the YouTube video to the **Movie** field. You will have to make a couple of changes here to ensure that your video plays correctly. In our example, we are adding a video from ZSL that gives close-up footage of a baby giraffe. The original URL of this video on YouTube is: <http://www.youtube.com/watch?v=27mxaepkYB4>

Before adding this URL to the **Movie** field, delete the "watch?" text and replace the "=" that follows the "v" with a "/" (back slash) character. The resulting URL would look like this:

<http://www.youtube.com/v/27mxaepkYB4>

Once you have that, you're all set. Start your presentation, and when you reach that slide, you will see your video. Use the control buttons like you would with any YouTube video.