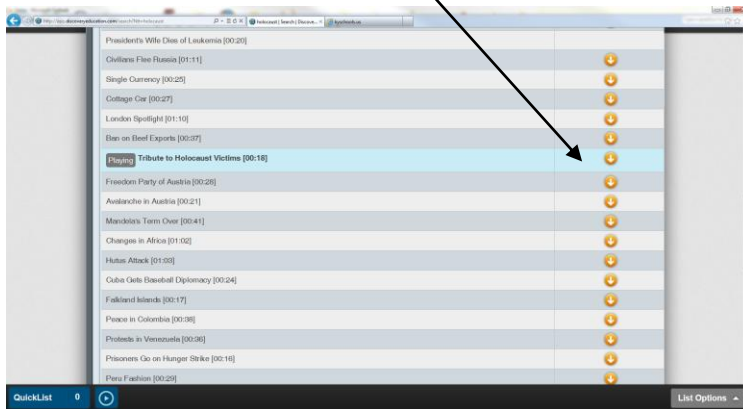
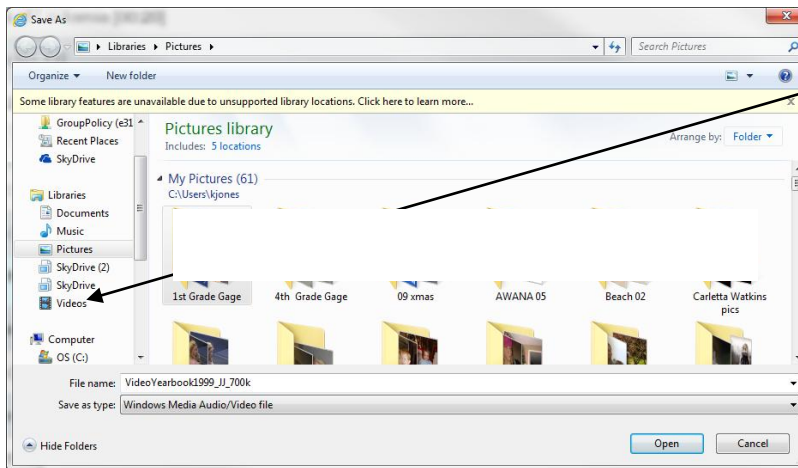


Embedding an Encyclomedia Clip into Powerpoint

1. Open the video you wish to download.
2. In the upper right hand side of the screen, right click on the “download” link.
3. The video you wish to download will appear in a list, along with other videos you have previously downloaded. Scroll down to the video with which you are currently working.
4. Right Click on the yellow download arrow, and select ‘Save Target As’



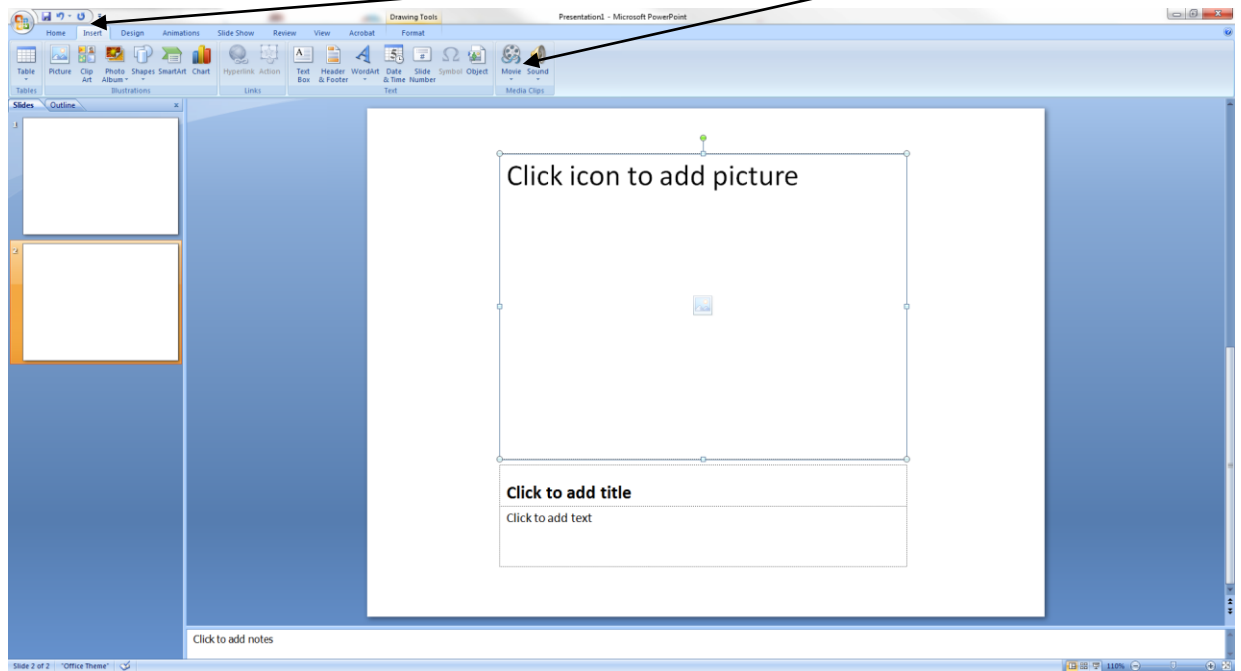
5. The next screen will pop up with the video name and file type. Select the folder you wish to save your video in (preferably your videos folder or a specific folder for a specific content area)



Embedding Video in Powerpoint

1. Go to the slide where you wish to insert the video.

2. While on the slide, click on the “Insert Tab” and select the tab “Movie”



3. Select “Movie from File” and browse out to the folder where you saved the Encyclomedia clip.
4. Click on the video you wish to insert and click on o.k.
5. You will be prompted with a question, “How do you want the movie to start in the slide show? Automatically or When Clicked” If you select “automatically” the movie will start as soon as the slide appears on the screen.
6. At this point, you can resize the size of the video clip to fit/fill your slide.