

To Insert a Video

1. Move to the slide on which you want to add the video.
2. Click on the **Insert** menu and point to **Movies and Sounds**.
3. Choose to do one of the following:
 - a) To insert a video from your Clip Gallery, click **Movie from Gallery**. Then locate and insert the video.
 - b) To insert a video from another location, click **Movie from File**. Then, locate the folder that contains the video. Double-click the video that you want.
4. A dialogue box appears that offers you two options. If you want the movie to play automatically when the presentation moves to that slide, then click **Yes**. If you want the movie to play only when you click during the slide show, then click **No**.