

## Manual for Including Video Files in a Presentation

### I. Methods to Add a Video to a Slide

\* Please note that it can often be frustrating to get a video file to play back properly as part of a presentation. We recommend that you thoroughly vet your presentation inside a Zoom test meeting in the days before your session, until you feel confident that the video segment will play seamlessly during your live presentation.

#### *Method 1: Paste the Video Directly onto the Slide (Recommended Method)*

Simply copy and paste the video file onto the slide, or drag the video file from a file browser window onto your slide. This will create a playback window.

Note that the video must be inserted as a file. Inserting the video as a package object will impede playback during the session.

#### *Method 2: Create a Link to the Video on the Slide*

When pasting the video file onto the slide, select the “Link to File” option. This will create a link to the local file on the slide.

If you would like to embed the link inside a photo, icon, or other graphic on your slide, so that clicking the graphic launches the video, use the following procedure: First, select the graphic to be used. Select “Insert” from the menu, then “Hyperlink...” A dialog box will appear. Navigate to your video file, select it, and press the “OK” button. A link to your video file will now be embedded in the selected object.

#### *Method 3: Switch to a Standalone Player to Run the Video*

For this method, simply have the video ready as a file on your computer. During the presentation, you will need to temporarily stop the slide show and switch to your preferred media player application to show the video.

### II. Playing the Video while Presenting with Zoom

*Important Note for All Methods:*

After clicking the “Share Screen” button in Zoom and before selecting which application to share, look for two checkboxes along the bottom left edge of the window that read “Share computer sound” and “Optimize Screen Sharing for Video Clip.” Be certain to enable both of these options.

#### *Method 1: Playing Videos Pasted Directly onto a Slide*

To begin sharing your video content, simply click on the playback window for your embedded video.

#### *Method 2: Accessing a Linked Video on a Slide*

Clicking the link to the video will launch a new window, in which playback will automatically begin. However, since the new window is not currently being shared via Zoom, you will need to switch focus. Move your mouse to the top edge of the screen and select “New Share” from the pulldown menu. In the window that pops up, select your active video file and click “Share.” When playback is finished and you are ready to return to your slides, again click “New Share” at the top of the screen and reselect your slide show application.

#### *Method 3: Switch to a Standalone Player to Run the Video*

Have your media player application open in the background before your presentation begins. When it is time to share the video segment, move the mouse cursor to the top edge of the screen and select “New Share” from the pulldown menu. A window will open, from which you can select your media player application. Select it, and then click “Share.” From there, simply open and play the video file as usual. When you are ready to return to your slides, again click “New Share” at the top of the screen and reselect your slide show application.