How to Embed ENGAGE Videos Into PowerPoint

- 1- Go to the ENGAGE section of the PRB website: <u>http://www.prb.org/Journalists/ENGAGEPresentations.aspx</u>
- 2- Click on the "download presentation link" at the top of the ENGAGE presentation page. Rightclick and choose "save link as" to save to your computer.
- 3- In PowerPoint, click the "Insert" tab at the top left of the toolbar.



4- Go to the "Media" section of the toolbar (far right) and click on the "video" button.

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5- This will open a box that allows you to choose files from your computer. Select the video file you just downloaded.

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6- PowerPoint will embed the video on the selected slide.