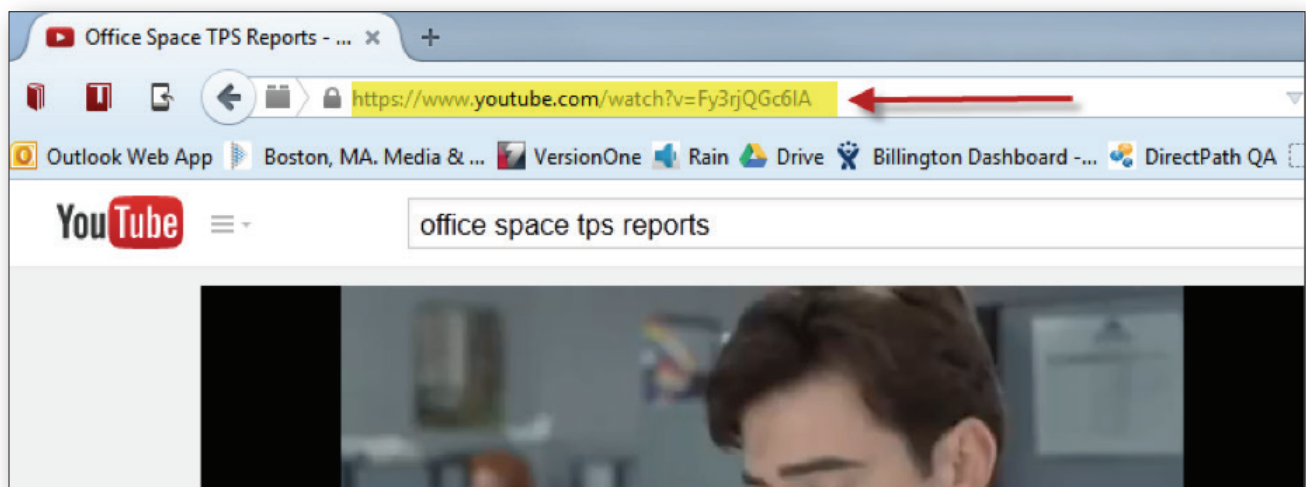


# Using Videos in Presentations

## Downloading and saving videos from YouTube

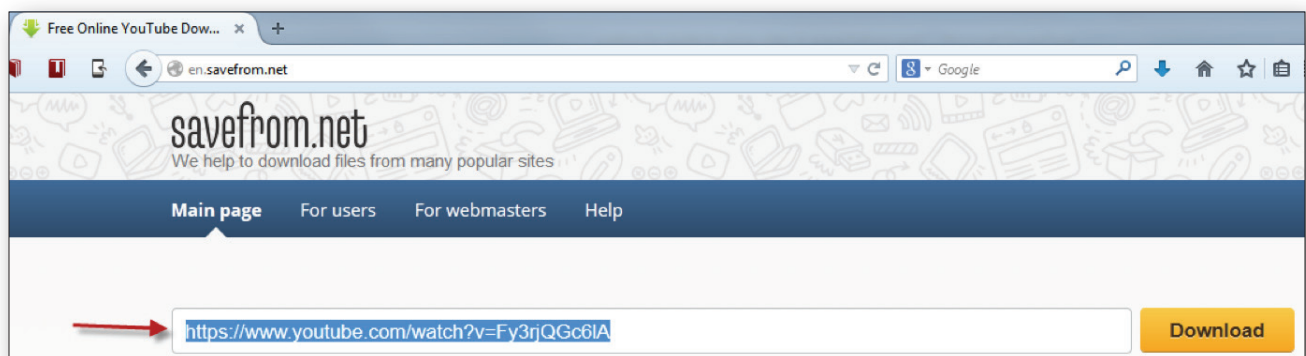
### 1. Start with locating a legally-obtained copy of a video covered under the Motion Picture License.

See the MPL FAQs and the List of MPL Participating Theatrical Distributors & Producers for more details.



### 2. Use a website to obtain download links for the video.

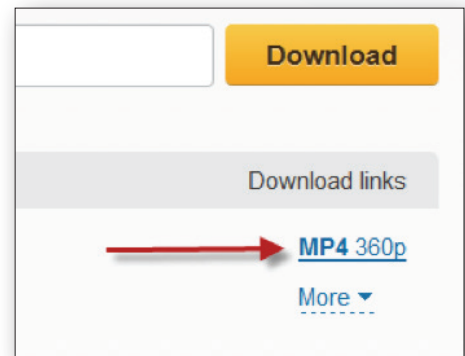
There are a number of websites that will enable you to download a YouTube video by getting you to the link. <http://savefrom.net> is one that is easy to use. Simply paste the URL into the box and click "Download."



When the download links appear, select “MP4 360p” to use it in a presentation.

### 3. Save the video on your computer.

When you click on the link you should get a download dialog box which may give you a choice to open the video or to save it. Select “Save File.” This will download the file to your computer’s downloads directory. You can then open it in QuickTime or other video player on your computer that plays MP4 movies. However, if you are using Microsoft PowerPoint, you need to convert the file to Windows Media Format before putting it into PowerPoint.

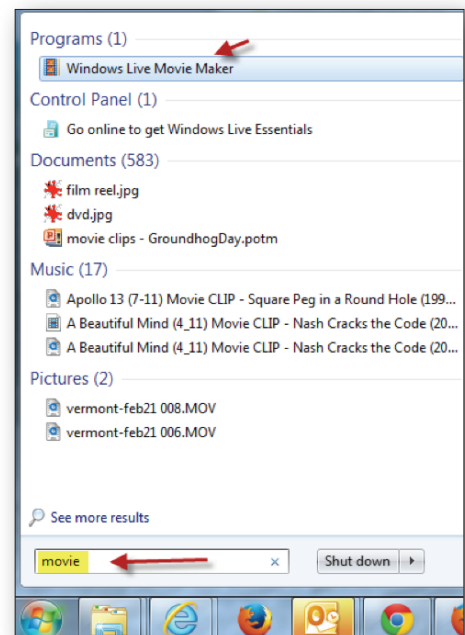


## Trimming and converting videos in Windows Movie Maker (Windows 7 and 8)

Microsoft PowerPoint supports a limited number of video formats. To use a video in a PowerPoint presentation it’s best to first convert it to Windows Media Format (.wmv) before inserting the video. Windows Movie Maker is the best tool for this and is both free and easy to use for windows computers.

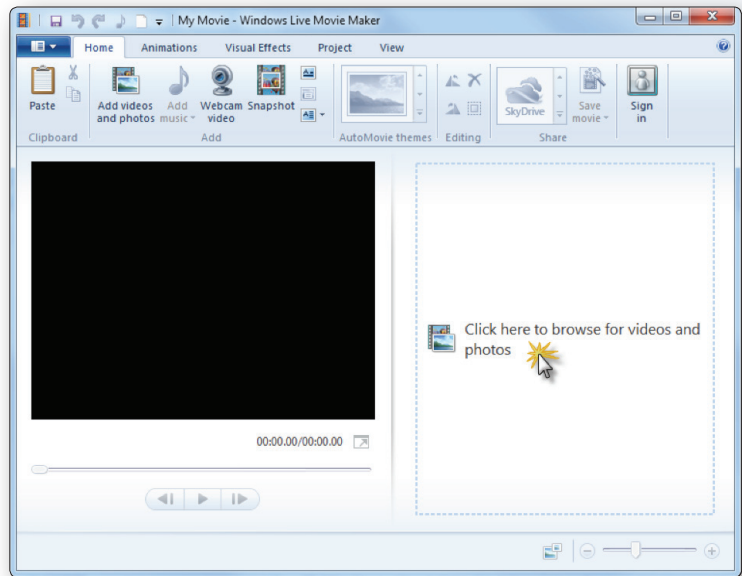
### 1. Open Windows Movie Maker

Windows Movie Maker is installed on most windows machines. Open your “Start Menu” in the bottom left corner of your screen and search for “movie.” You should find **Windows Live Movie Maker** in programs. If not, then you can download it for free from the Microsoft website here: <http://windows.microsoft.com/en-us/windows/get-movie-maker-download>



**2. You will need to find the video file you downloaded in your Downloads directory and import it into Movie Maker.**

Tip: There is usually a link in your browser to the Downloads folder. You can also search for a folder named “downloads” from the start menu.



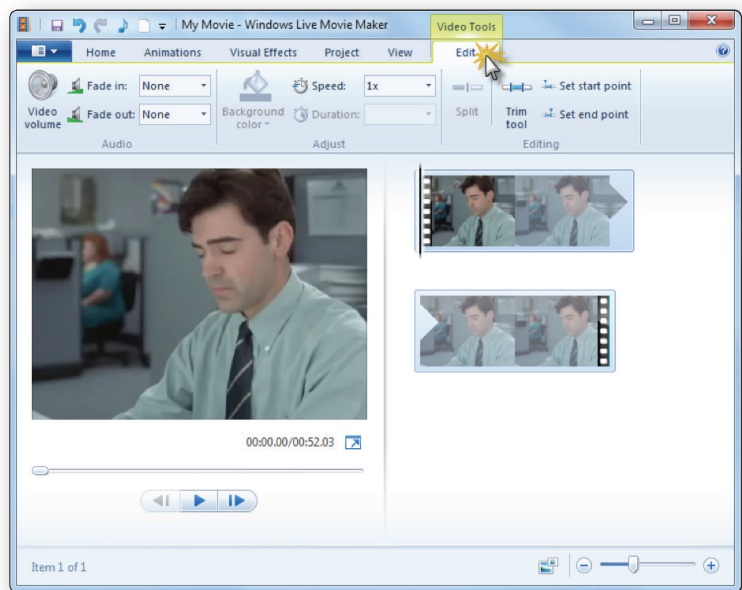
**3. Trim the video if necessary by setting the start and end points using the “Edit” menu.**

By selecting the “Edit” tab in the ribbon it opens the tools necessary to trim the video. Select the “Trim Tool” button to open up the tool.

Once the Trim Tool is open you can set start and end points. You must select “Save Trim” or “Cancel” to get back to the main menu.

**4. Save the Video**

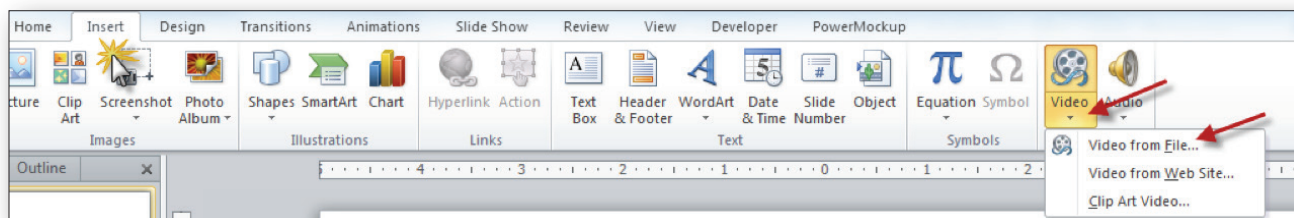
Go to the main menu and select “Save Movie.” You can use the setting “For Computer” for a simple presentation. Type the name of your video and it will save it as a Windows Media file.



## Inserting videos into PowerPoint 2010

### 1. Open PowerPoint and import the Windows Media file you just saved into PowerPoint as a video.

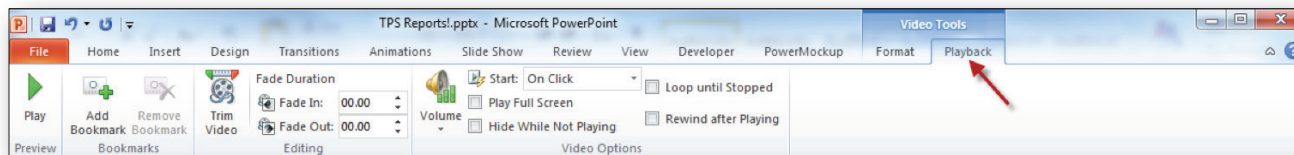
Go to the "Insert" tab and select the drop down under "Video." Select "Video from File."



Locate your Windows Media file you saved from Movie Maker. It will insert the video player into the slide.

### 2. Select the video to handle playback

If you double-click on the video in the slide, a new tab called "video tools" will appear in the menu. From there you can select "Playback" to change the settings. Set the video to start "automatically." You can also trim from this menu if you didn't do it in Windows Movie Maker.



## Have questions?

Contact us by phone at 978-750-8400, option #3 or email at [licensing@copyright.com](mailto:licensing@copyright.com).

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