**![C:\Documents and Settings\PeelUser\Local Settings\Temporary Internet Files\Content.IE5\Z5CG9X3J\MC900150711[1].wmf]()Using RealPlayer to:**

* Download videos from the internet
* convert them to WMV format and
* embed them into PowerPoint slides:

**Download Real Player**

1. Go to [www.real.com](http://www.real.com)
2. Download RealPlayer (run, accept, finish)
3. To add a previously downloaded file: Click on the RealPlayer button (top left hand corner)🡪 File🡪 add files to library. Browse to where you have them saved and add them to the library.
4. To download a video on a webpage (Youtube, or any site), hover over the video while it is playing. A “Download this video” button from RealPlayer will appear. Click to download.

**Note:** You can find copyright free videos (including Youtube) using the search function at Creative Commons: <http://search.creativecommons.org/> If you are going to trim a video or modify it at all, check the “modify, adapt or build upon” box.

**Trim video**

1. In RealPlayer, choose the library tab.
2. Double click on a video you would like to trim and/or convert.
3. Pause the video. Hover over the frame to bring up the menu options.
4. Click on **Trim**. Another window pops up.
5. Play the video and pause where you like to start the clip or pull the orange bar, or time bubble. Once you are sure of where you want to trim, hover over the frame and choose **Set Start**.
6. Pull the bar or play until you want to end the clip. Hover over the frame and choose **Set End**.
7. You can also stop at any point and take a picture (jpg)! Click on the **Save Picture**, name it and save it on your hard drive.
8. When you are done, click on **Save Trim**. Name the file and save to your hard drive.

**Convert files to .wmv so you you can embed them in a PowerPoint.**

1. Open file, pause it, hover over the frame and choose **convert**.
2. Click the button under **Convert**.
3. In the pop-up window, choose the menu under **Select a device** and choose **Video Formats.**
4. Choose **WMV.**
5. Choose a place to save the file (browse).
6. Click **Start**.
7. In your PowerPoint, click on **Insert** and choose **Movie**🡪 **Movie from file**
8. Navigate to where you have saved the WMV file.
9. You can set it to start playing **automatically** as soon as the slide appears, or **when clicked**.
10. You can also set the movie to play **full screen** (click box near top left hand side).
11. You are done!

**Troubleshooting:** (adapted from) <http://office.microsoft.com/en-ca/powerpoint-help/my-movie-doesn-t-play-HA010077716.aspx>

* Movies files are always linked (linked object: An object that is created in a source file and inserted into a destination file, while maintaining a connection between the two files. The linked object in the destination file can be updated when the source file is updated.) and are not part of your presentation. Copy the movie files into the same folder as the presentation.
* If the path name of the linked movie file exceeds 128 characters, Microsoft Office PowerPoint 2007 cannot find and play it. Move or copy the movie file into the same folder as the presentation, and then [delete the movie](http://office.microsoft.com/en-ca/powerpoint-help/redir/HA001230320.aspx?CTT=5&origin=HA010077716) and [add it back](http://office.microsoft.com/en-ca/powerpoint-help/redir/HA001230311.aspx?CTT=5&origin=HA010077716) to update the link (path information).