

Inserting Items into Powerpoint

Inserting a Hyperlink

1. Click on the Insert tab
2. Click on Hyperlink
3. In the Address: box, type in the full address of the website you want to link to
4. In the Text to display: box, type in the full link URL (i.e. Google <http://www.google.com>) or the purpose for the link (i.e. full email address)
5. Click OK

Inserting Audio

If inserting a sound clip into Powerpoint, provide a transcript in the Notes section or Alt Tag like an image.

1. Click on the Insert tab
2. Click on Audio
3. Select type of audio to insert
 - a. Audio from File: audio file saved on computer or flash drive
 - b. Clip Art Audio
 - c. Record Audio: record audio to go along with a slide or segment of a slide
4. To have audio play automatically when slide appears:
 - a. Click on the sound clip
 - b. Under Audio Tools at the top, select the Playback tab
 - c. In the Audio Options section, select Automatically from the Start: dropdown menu

Inserting Video

If inserting a video into Powerpoint, make sure video either has captions or provide a transcript in the Notes section or a separate Word document.

1. Click on the Insert tab
2. Click on Video
3. Select type of video to insert
 - a. Video from File: video file saved on computer or flash drive
 - b. Video from Web Site: insert site link to online video
 - c. Clip Art Video

Best Practices

- Have audio clips play automatically when slide appears
- Double-check all content to make sure it is accessible both visually and audibly