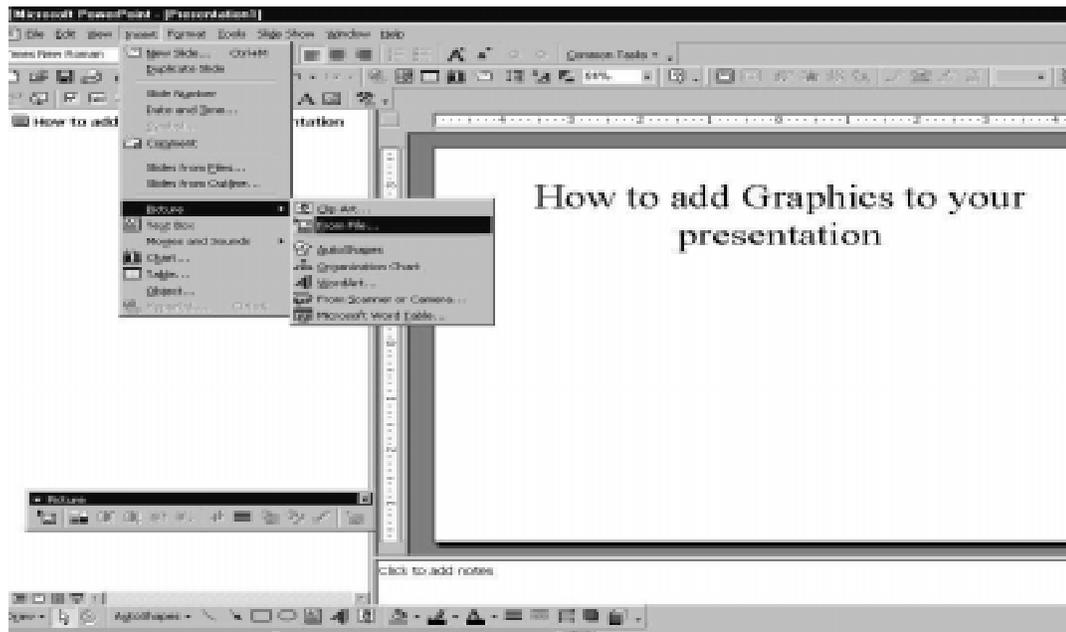


HOW TO ADD PICTURES AND MOVIES TO YOUR POWER POINT PRESENTATION

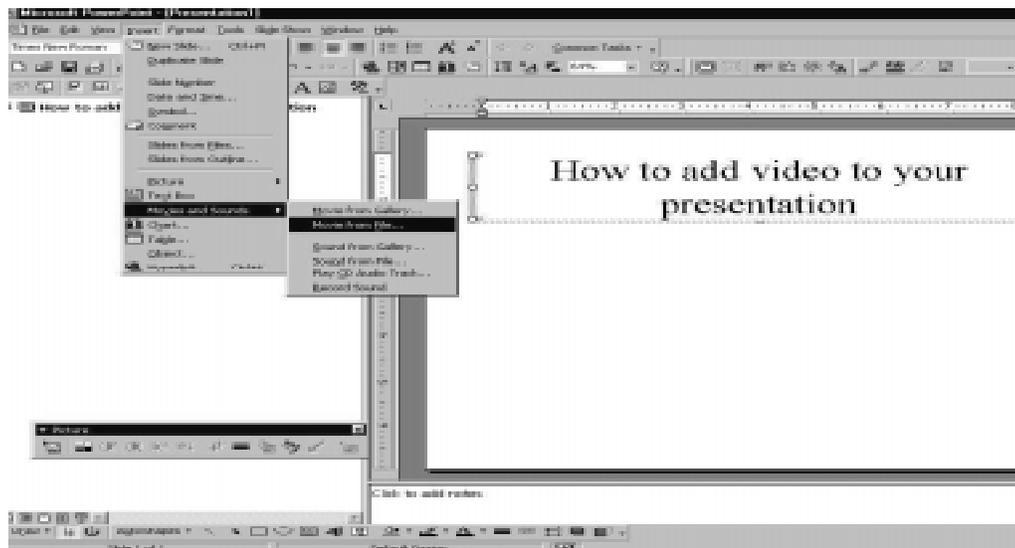
Dr. S S Bhatti

Knowledge of computers is nowadays fast becoming an essential tool for ophthalmologists, particularly when they have to prepare presentations for conferences, seminars etc. This short tutorial walks you through the steps of the procedure to add graphics or videos to your power point presentation.

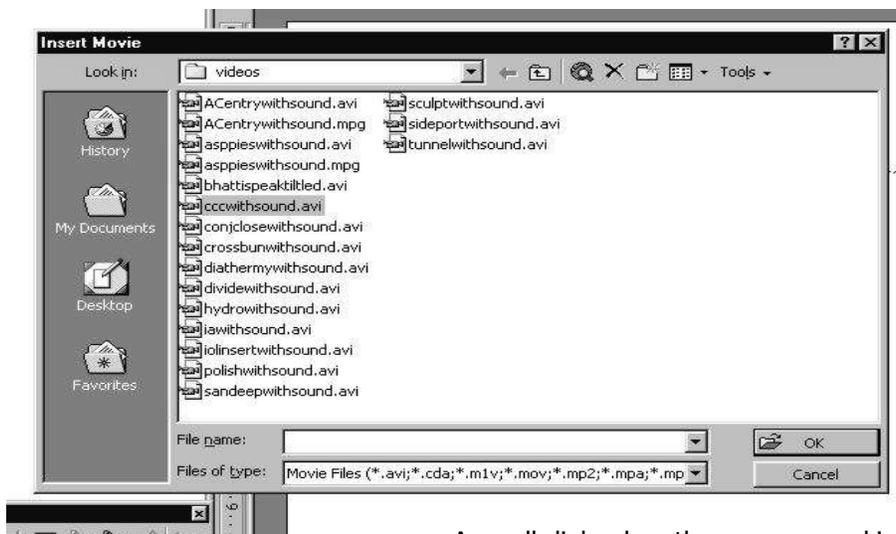
- 1) Open a new power point presentation or an existing one in which you wish to add a graphic, or video.
- 2) click on 'insert' from the main menu, then from the drop down menu that flies out, click on "picture", and then on "from file".



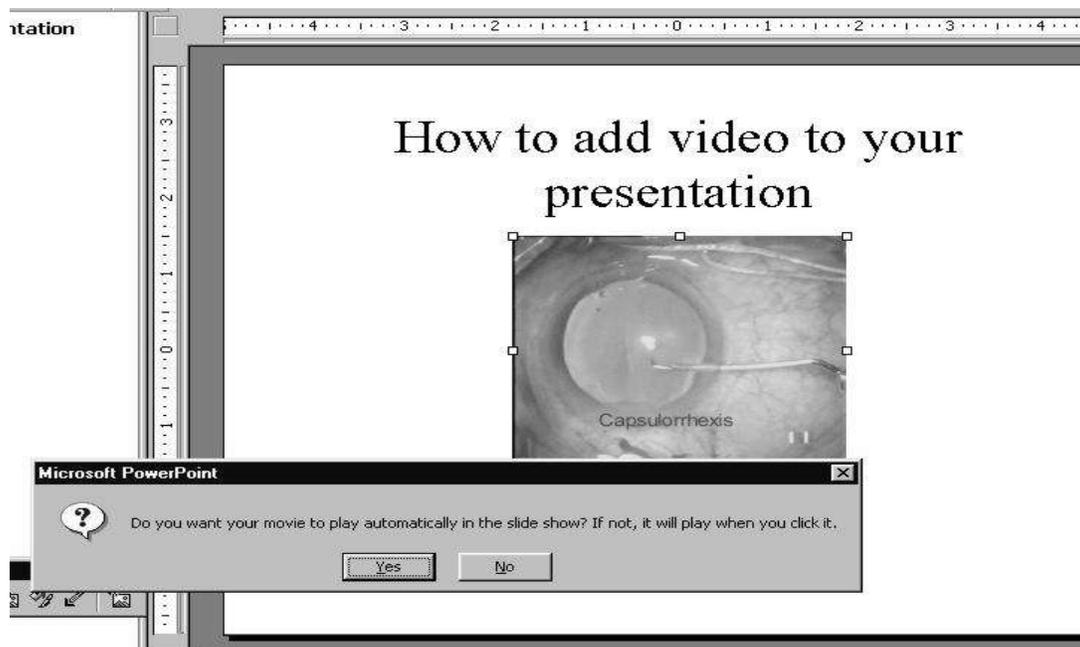
Similarly to add a video to your presentation, click on "insert" then on "movies and sounds" and then on "from file".



The mini explorer window then pops up and you can navigate to the file that you wish to insert into your presentation. Select the file and click OK.



A small dialog box then pops up asking if you want the file to play automatically when the slideshow is run. Click OK.



Voila, your movie is inserted into the presentation and the movie will display when you run the power point slide show.

This is a really convenient way to bundle text slides, photos and even videos into a power point presentation. However, be warned: the resulting presentation does not have the movie files embedded within it but only contains a link to these files. This means that

when you copy your presentation on to a CD for transfer on to another computer, be sure to copy the movie files separately, or better still use the pack and go function to pack your presentation prior to transferring it.

This is, incidentally, the way the multimedia CD accompanying this journal, was made.