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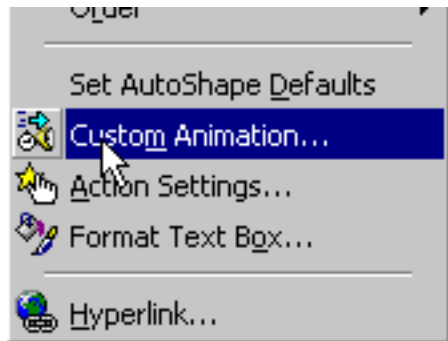
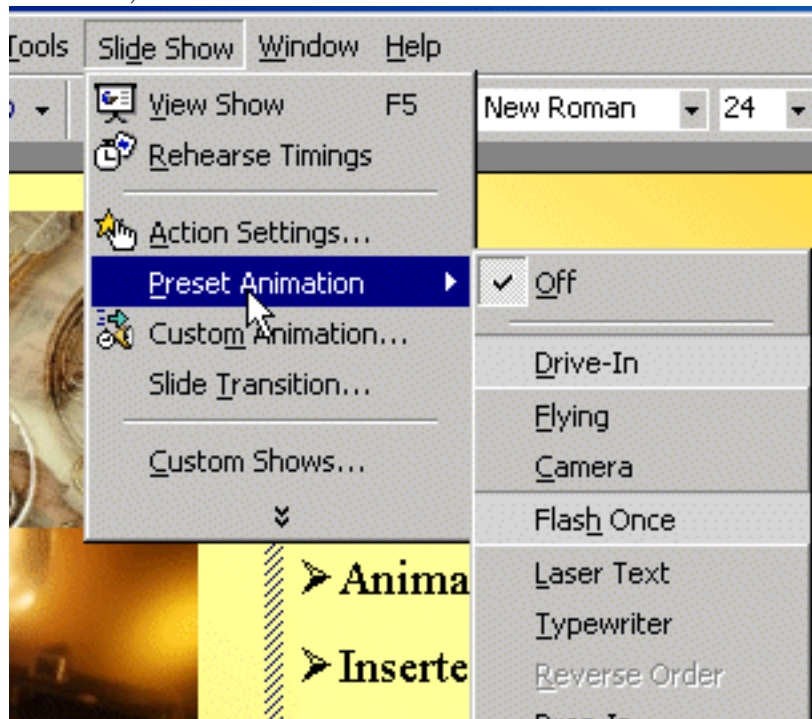
# Animation/Web: MultiMedia in your PowerPoint - Animation

There are two ways to animate things on your PowerPoint :

- Use the tools from within PowerPoint, or
- Create an animation using other tools, and embed that animation into PowerPoint.

The latter can be accomplished through GIF animators like Jasc's Animation Pro (bundled with Paint Shop Pro), or Microsoft's Image Composer. True video can also add animation to a PowerPoint, but that gets its own section here.

PowerPoint provides preset animations - select an area to animate, and go to the "Slide show" menu item. This is fine if you're in a hurry, but it applies primarily to text animation, and offers only the most generic of animations. Better to use "custom animations."



Enter the "Custom animations" by menu, or by right-clicking any option and selecting "Custom animations" from that menu. The resultant window gives a complete list of every object on the slide. In the top window, check off all items you wish to animate. Then click on the "Order and Timing" tab and place the items in the order you wish them to happen. If you want several things to happen at once, that's possible, but give them a general order here by clicking on anything you want to



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# Presentation/Web: MultiMedia in your PowerPoint - Video

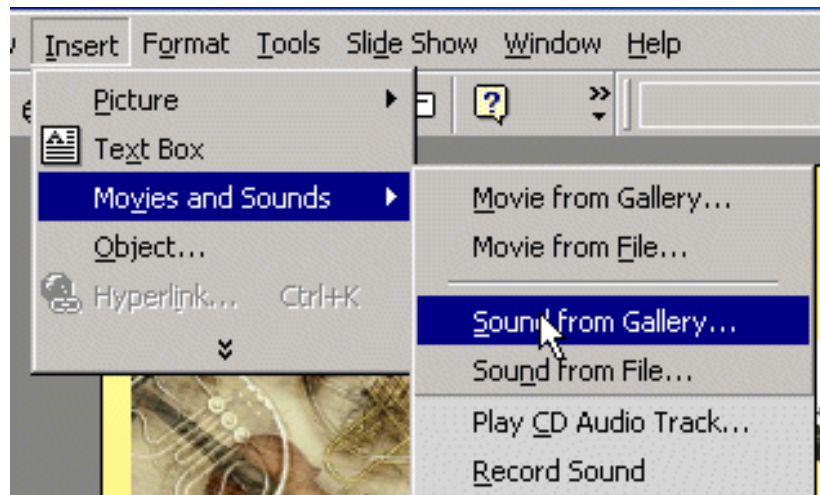
To get a complete discussion of video file formats, see [Video File Formats](#). All formats mentioned there (MPG, AVI, RAM, MOV) will play in PowerPoint, though, like sound files, they're not all on equal footing (see below). Remember that video files must be handled and transferred separately - embedding them in your PowerPoint presentation does not embed them in the PowerPoint file, but merely places a reference to the video file in the presentation - the video file must exist separately, and the pathway to the file must be identical when run as it was when the slide was created.

In addition, since it's generally assumed you will be creating your own videos for insertion, care must be taken with various concerns unique to digital video - compression and *codecs*, screen size, file size, etc. - see the discussion of choices under [Movie!](#) in [Studio DC10plus](#).

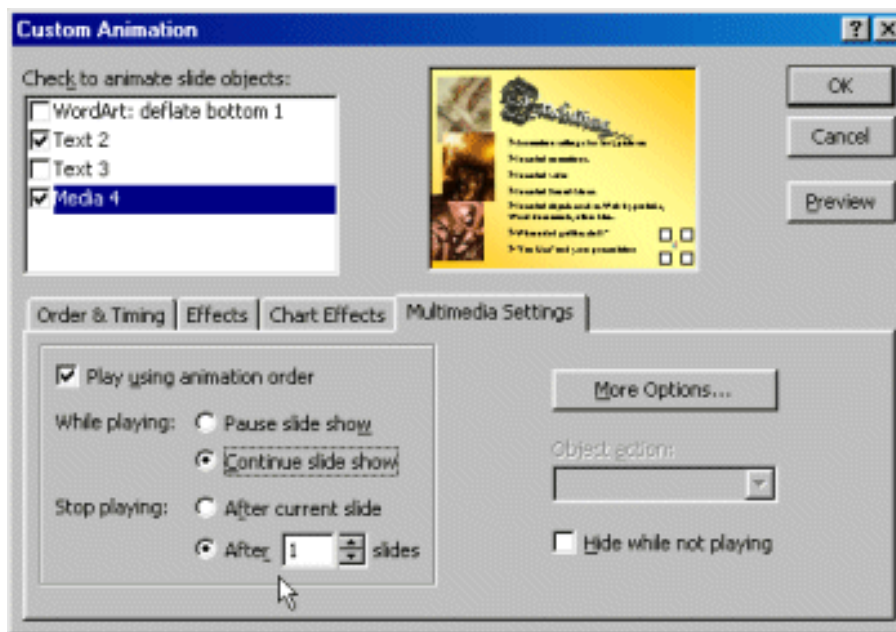
As with certain sound formats, care must be used when inserting Real Media (RAM) files, since they require Real Player to run which must be present on the computer running the PowerPoint presentation. As mentioned in [Sound and Music](#), call of Real Player halts execution of the presentation until the file is played, causing PowerPoint animation settings to do unpredictable things if used in conjunction with the video files. In contrast, MOV (beginning with PowerPoint 2000), MPG and AVI files are handled seamlessly from within PowerPoint, which does not disturb other settings. AVI files, unfortunately, have special problems associated with compression algorithms (see [Video File Formats](#)), so care must be taken to be sure files will play if you intend for the presentation to run on a computer other than your own.

Video and sound are handled almost identically in PowerPoint, except, of course, that video files cannot be used as start-up sounds (which can only be sound WAV files) and background from CDs. It's easiest to use the "Insert/Movies and Sounds" option from the menu.

"Movies from Gallery" is a misnomer - there are virtually no video files in the "Movies from Gallery" - they're generally animated GIFs. The selection there is quite limited, and most will add little to your PowerPoint presentation. It is best to use your own video, digitized using [Studio DC10plus](#) or other capture systems. You may use



either video you have shot yourself, or, if you have permission for use or such use is covered under "Fair Use", captured or downloaded videos from other sources.



Videos can be used to span several PowerPoint slides (possibly as an embedded commentary). Use the "Multimedia Settings" tab in "Custom Animation" - select the media file, and click on "Continue slide show" and enter the number of slides you want the video to span. This, of course, is only meaningful if you intend to allow the video to dictate the speed of execution of the slides, by prompting the presenter, or by automatic slide advancement.

All other custom animation settings are also available with videos - see [Animations](#).



# Presentation/Web: MultiMedia in your PowerPoint - Sound and Music

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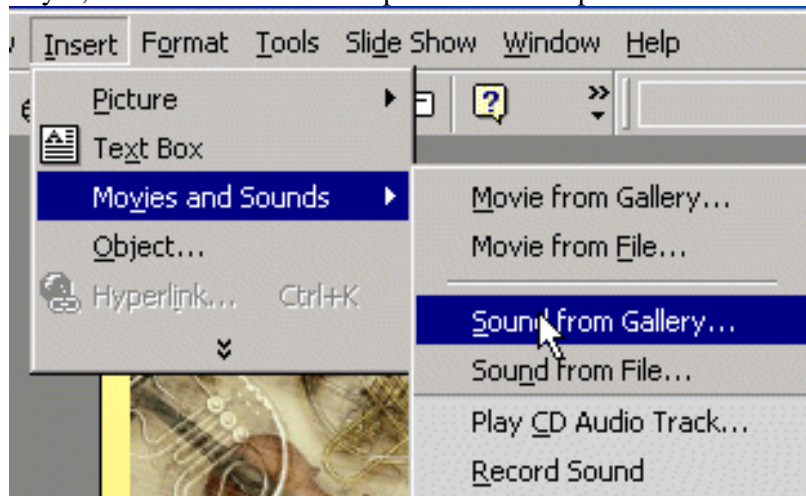
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To get a complete discussion of sound file formats, see [Sound File Formats](#). All formats mentioned there (MP3, WAV, RA, MIDI) will play in PowerPoint, though they're not all on equal footing. In addition, a PowerPoint presentation will use a simple music CD.

Sounds can be inserted a variety of ways into PowerPoint. The simplest is to include the sound as a part of an animation - see [PowerPoint animations](#) to see how to do this. Sound inserted this way should be a small WAV file. Dozens are available directly in the animation dialog box, or you may browse to find your own. In addition, an entire gallery of sound effects are available through the menu item "Insert/Movies and Sounds/Sound from Gallery." Review the warning about overuse of sound effects in [PowerPoint Animations](#). If you intend to insert music or long voice-overs or other sounds, the choices become more complex.

The same limitations with Real Audio (RA) and MIDI files discussed on the [Sound File Formats](#) page apply here. For instance, RA files need a helping program to run (Real Player) which must be present on the computer running the PowerPoint presentation. In addition, PowerPoint must call Real Player, hence execution of the presentation stops and control leaves PowerPoint until the RA file is played - this means that animation settings may do unpredictable things if used in conjunction with RA files. This is different than WAV, MIDI, or MP3 files which are handled from within PowerPoint, thereby working seamlessly with its other settings.



MIDI is dependent on the quality of the client computer's sound card, which can be low. Almost all the stock music files offered by PowerPoint under "Insert/Movies and Sounds/Sound from Gallery" are MIDI files, and hence should be used only if you're pinched for time or you are certain of (and happy with) the quality of the computer running the MIDI files.

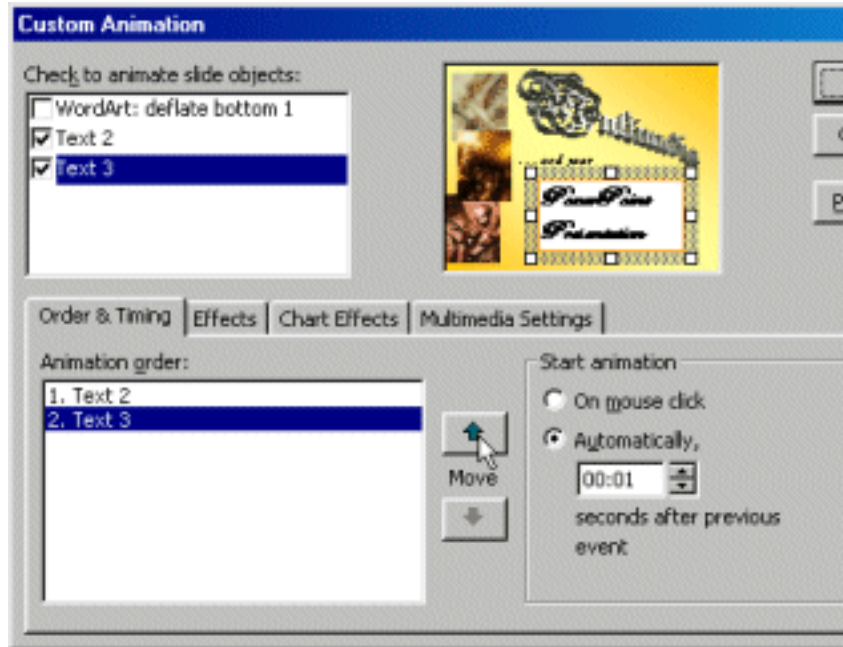
If you wish to use music from a CD for background, and you are certain the CD will be present every time the PowerPoint presentation is run, that is the simplest and easiest way to accomplish this. However, if you wish your PowerPoint to run on *any* computer, or you want to avoid keeping track of a music CD, you'll need a WAV or MP3-format file. Of these two, WAV is only useful for short sound

effects, since long musical selections or narratives will be quite large as WAV files, noticeably slowing down the start of such files. Once again, MP3's are a better choice. For converting between formats, see [Sound File Formats](#).

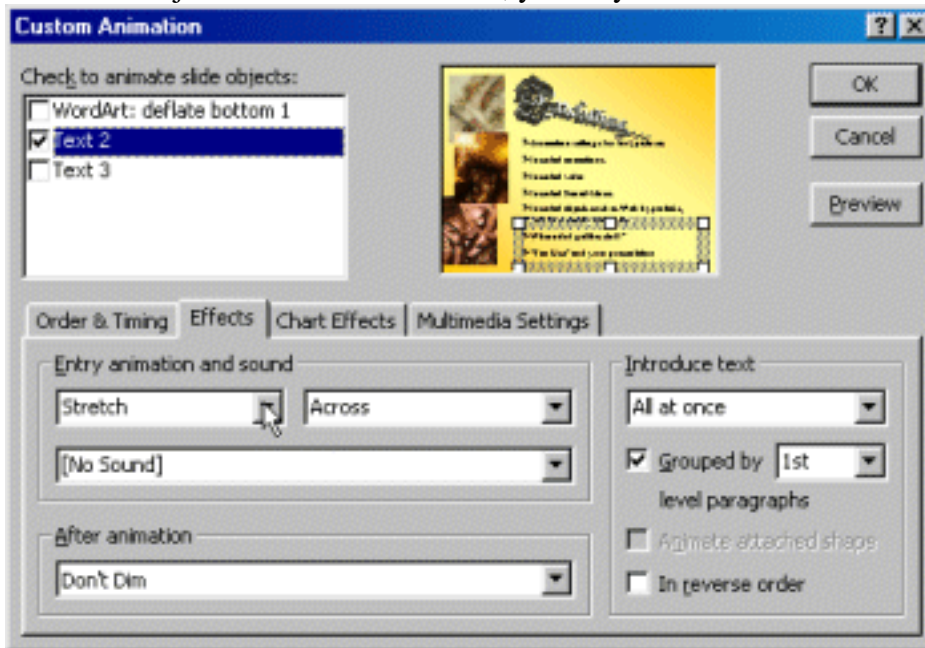


move, and using the arrows to move them up or down.

Under "Start animation," you may select animations to happen "Automatically" after a set amount of time, or only on your bidding (a mouse click or space bar hit). If you wish the animation to happen automatically, set the ". . . seconds after previous event." "Previous event" can mean another animation on the slide, or the slide opening in the first place - determined by the "Order . . ." settings. Of course, a 0 time setting will mean that the animation with this setting will happen at the same time as the previous one.



Once an object is selected to animate, you may add effects to that animation by clicking on the



"Effects" tab. Here you can choose what motion the animation will use, how fast it will take place, whether there will be a sound associated with the animation, and (in the case of text) whether the animation will happen line-by-line or all at once.

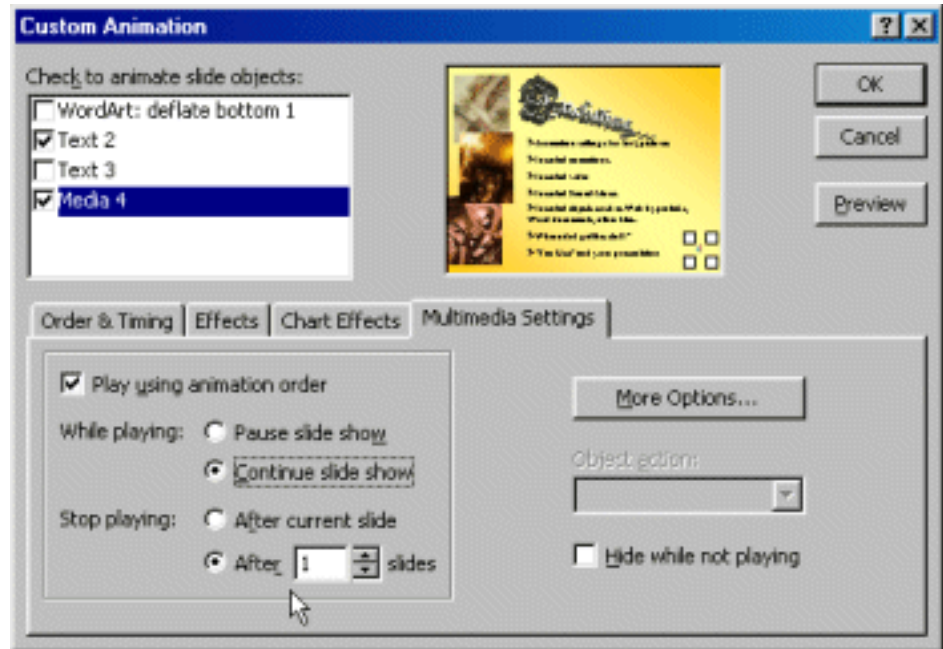
A word of caution: preset animations include the stock sounds, and you may select them here. However, you

should avoid them if at all possible. Not only do the Microsoft-supplied sounds get used very frequently, the presence of sounds with animation can frequently be perceived as irritating or distracting. Use with caution!

"After animation" settings apply to text only - it is possible to dim your text after the next line of text appears, thereby increasing focus.

The "Chart Effects" tab allows you to select how a chart will appear, in much the same way that you can customize text animations - bringing in chart bars and legends with sounds and animation movements. This tab is available only if the highlighted "Slide object" is a chart.

The "Multimedia settings" apply only to sound/music or video, and this tab stays greyed out unless you've selected a sound or video object. It is possible to use these settings as a way of embedding background music, or to allow a video or voice-over to play as the slide or slide show continues to run. You can even get it to play over more than one slide. Sound and Video are covered more extensively on their own pages.



If you prefer to construct an animation (using a GIF animator) separately, you may simply embed it in a PowerPoint slide, and select a "No Effect" animation on a mouse click on automatically, like any other image.