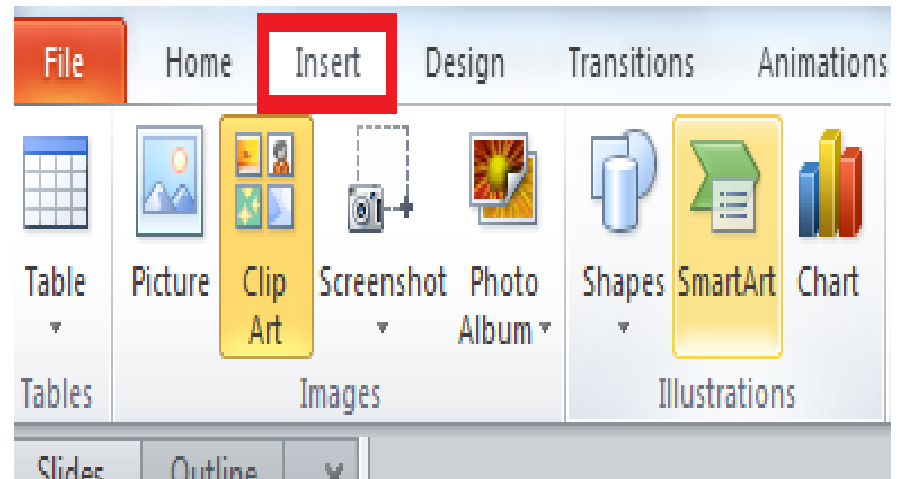
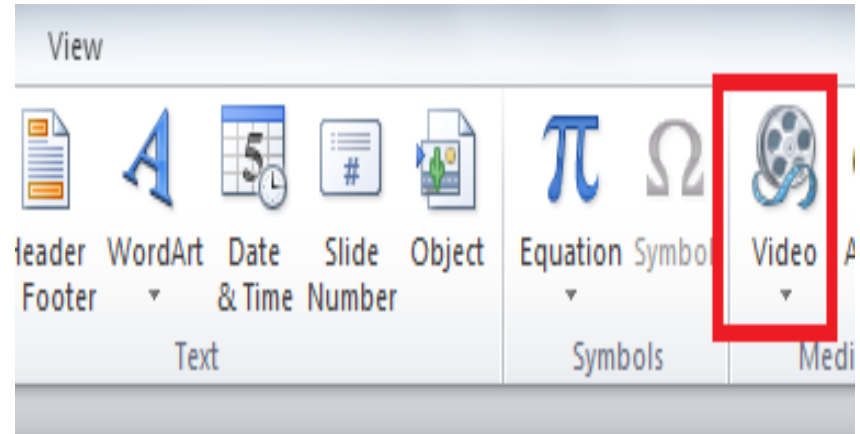


Inserting video

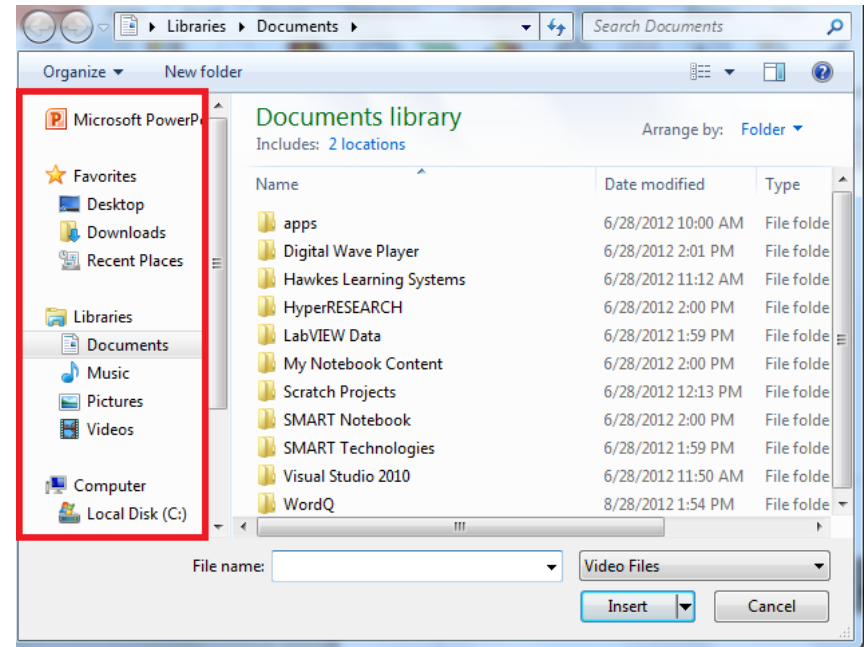
- **Left click on the Insert tab.**



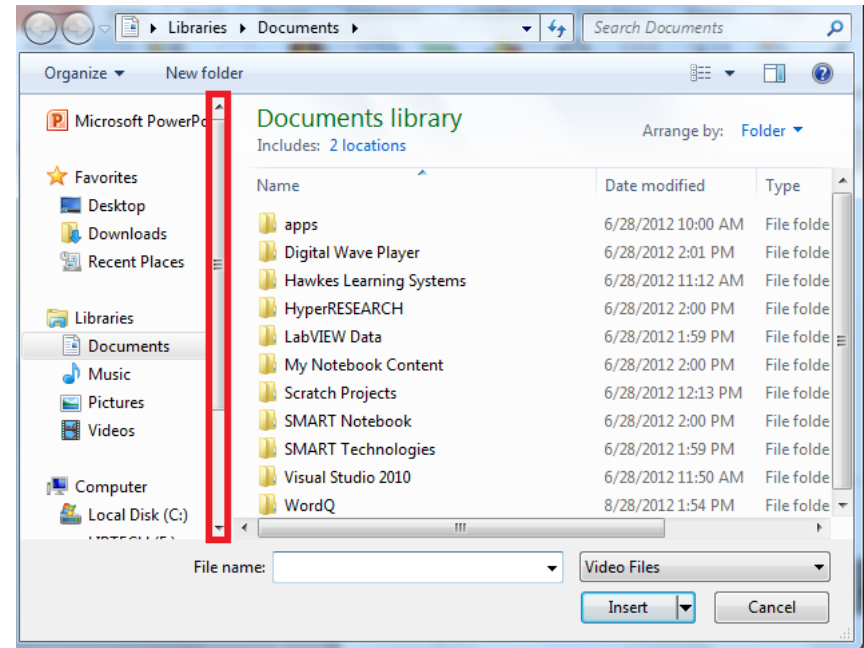
- **Left click** on the **Video** icon located at the right end of the toolbar.



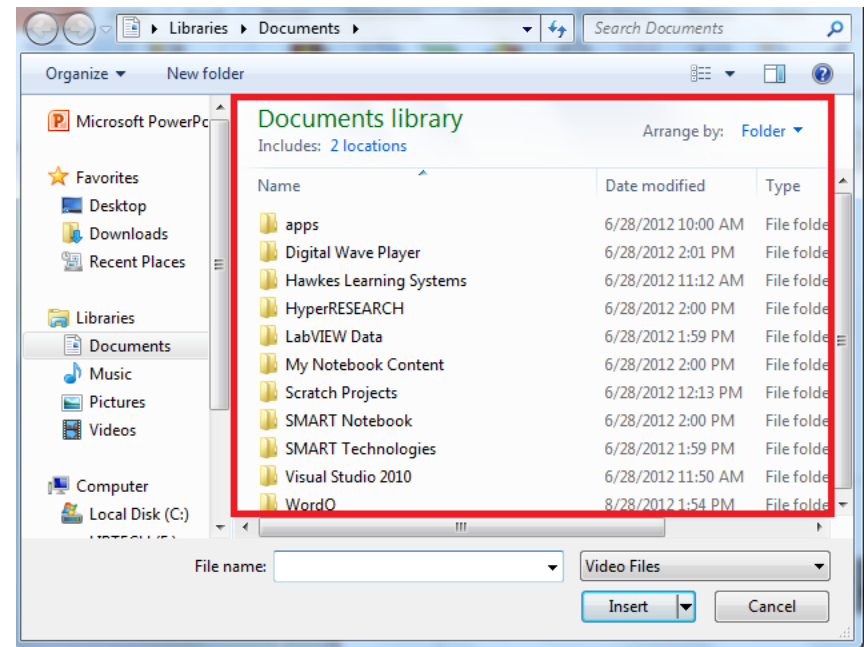
- In the box that appears, you choose the Video file.
- To choose the location where the video file is located, use the box furthest to your left.



- To scroll down, **hold the left click button on the mouse** and **drag the grey bar** to the destination file or drive



- To find a file use the box in the center.



- Once you have found your video file, **double left click** on it using the mouse to insert the Video into the slideshow.