**Action Buttons for Video in PowerPoint**

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**Introduction**

If you have experienced problems with placing video in PowerPoint and having it consistently work, you’re not alone! The video functions in PowerPoint are very quirky (especially in the Windows version of PowerPoint) and sometimes it seems as though they only work on a full moon during leap year! Another issue is that on Windows, you can only insert Windows Media Player videos and this really limits the videos you can show unless you have some of the more expensive conversion programs. PowerPoint for the Macintosh accepts several different types of media formats, including QuickTime (one of the more popular ones); however, Macintosh users may still find the method we’re going to discuss useful. One work around for this problem is to create an action button in PowerPoint and then let PowerPoint point to the video as it plays in the application itself (e.g., Windows Media Player files will play in the Windows Media application, Quicktime files will play in QuickTime, etc.)

**Creating an Action Button in PowerPoint**

*Note:* The illustrations shown here are snapshots from the Windows version of PowerPoint, but the Mac version looks very similar.

1. First, open PowerPoint on your computer.
2. Go to **Slide Show > Action Buttons > Movie (icon)**
3. When you select an icon from the **Action Buttons** submenu, your computer mouse icon will turn into a plus sign. Click and drag on the slide with your mouse to create a rectangular shape for this icon at the size you want for your slide (large or small, your choice) and release the mouse button. You’ll see the icon on your PowerPoint slide.

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**Figure 1:** Action Button Selection from Slide Show Menu

**Figure 2:** Movie Icon in PowerPoint
4. Immediately, the **Action Settings** dialog box will open.

5. The **Mouse Click** tab should already be selected by default as shown here.

6. Select the radio button next to **Run program**: and then press the **Browse...** button.

7. When the **Select a Program to Run** dialog box appears, select **All Files** from the **Files of type:** pull-down menu. This will allow you to see all the files on your computer, not just the programs.

8. Navigate on your computer to find the video file you desire (e.g., QuickTime movie, Real Player video, Windows Media video, Flash video, etc.) Select the video file and press **OK**.

9. When you are returned to the Action Settings dialog box, you will see the pathway to the video shown in the text-box next to **Run Program**.

10. Click **OK** to close the **Action Settings** dialog box.

11. Now you will see the movie button on your PowerPoint slide. You can only run the movie in Slideshow mode. **Play** the slideshow from that current slide to test it out (Select **Slide Show > View Show** or click **F5**)

12. When the slide show plays in PowerPoint, PowerPoint also attempts to run the movie. In Windows, it will give you a security question as shown below. Simply click **Yes**.

13. PowerPoint will open the application program (e.g., Windows Media Player for a .wmv file; QuickTime for a .mov file; Real Player for a .ram file; FLV Player or VLC for a .flv file).

14. **NOTE:** You must have the proper application installed on the computer that you are running the PowerPoint to make this method work properly (that means: be sure you...
have Windows Media Player installed if you’re playing
Windows Media files; be sure you have QuickTime in-
stalled if you’re playing QuickTime movies, etc.)

15. If for any reason you need to edit the settings for your
Action Button, simply click on the action button on your
slide to select it and then from select Slide Show > Ac-
tion Settings... and change location or whatever as
needed.