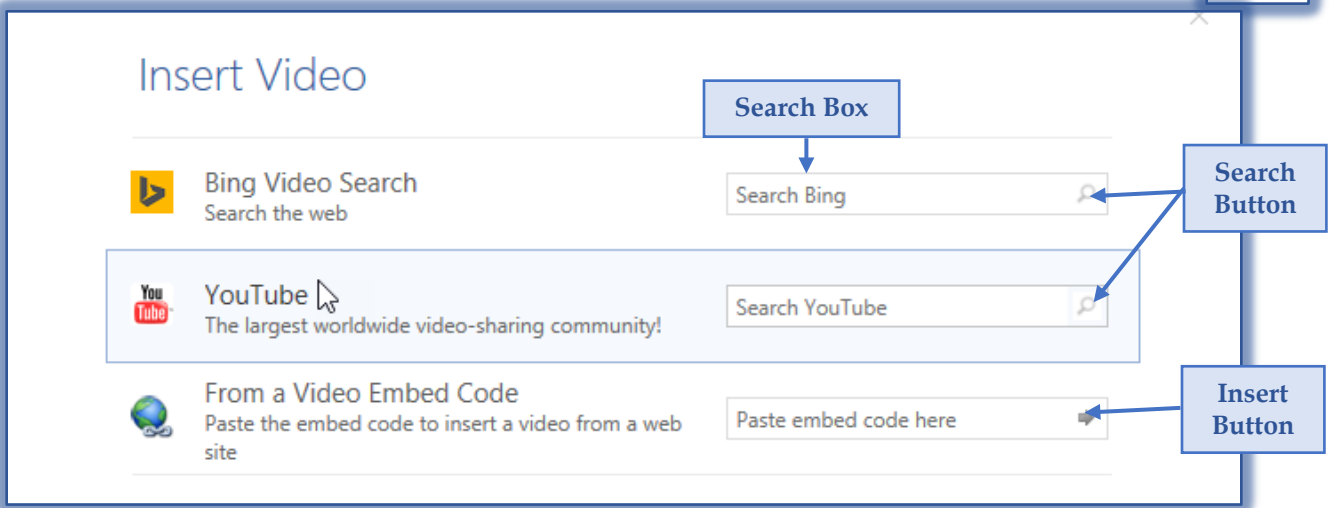


## Insert Online Video

With Word 2013, it is possible to insert videos directly into a document. These videos can be inserted by using the embed code for a Video, by searching Bing for videos, or by other Video services such as YouTube.

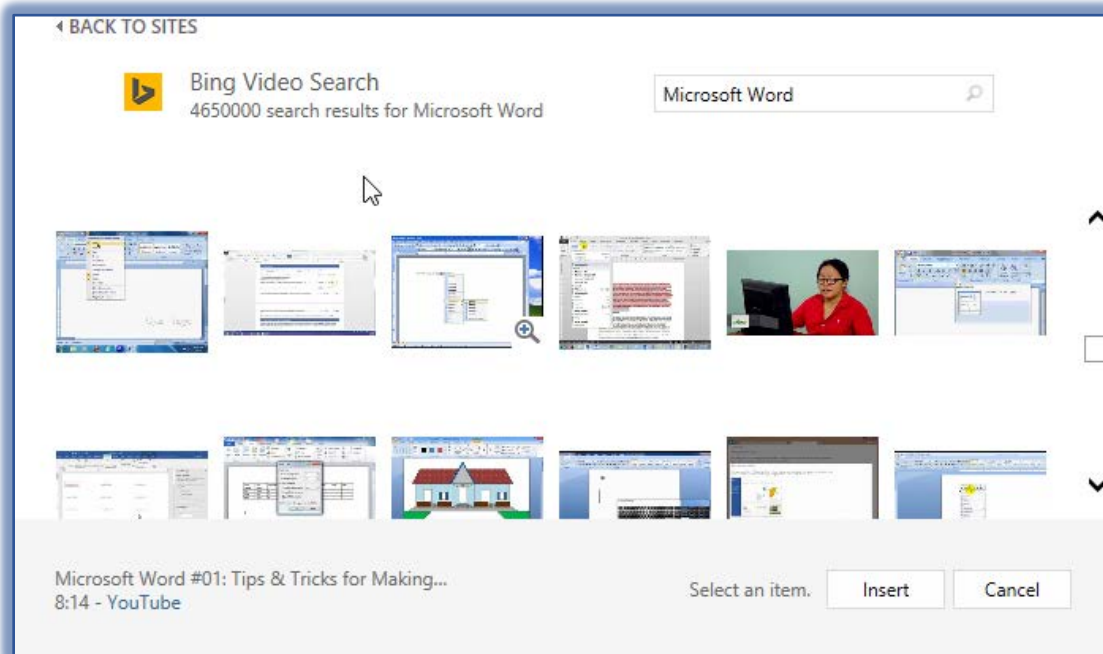
### INSERT VIDEO

- † Click the **Insert Tab**.
- † In the **Media Group**, click the **Online Video** button (see illustration at right).
- † The **Insert Video** window will display (see illustration below).



### BING VIDEO SEARCH

- † Input the type of **Video** too search for, such as **Computer**, into the **Search Box**.
- † Click the **Search** button.
- † The **Bing Video Search** window will display with videos that match the **Search Term**.

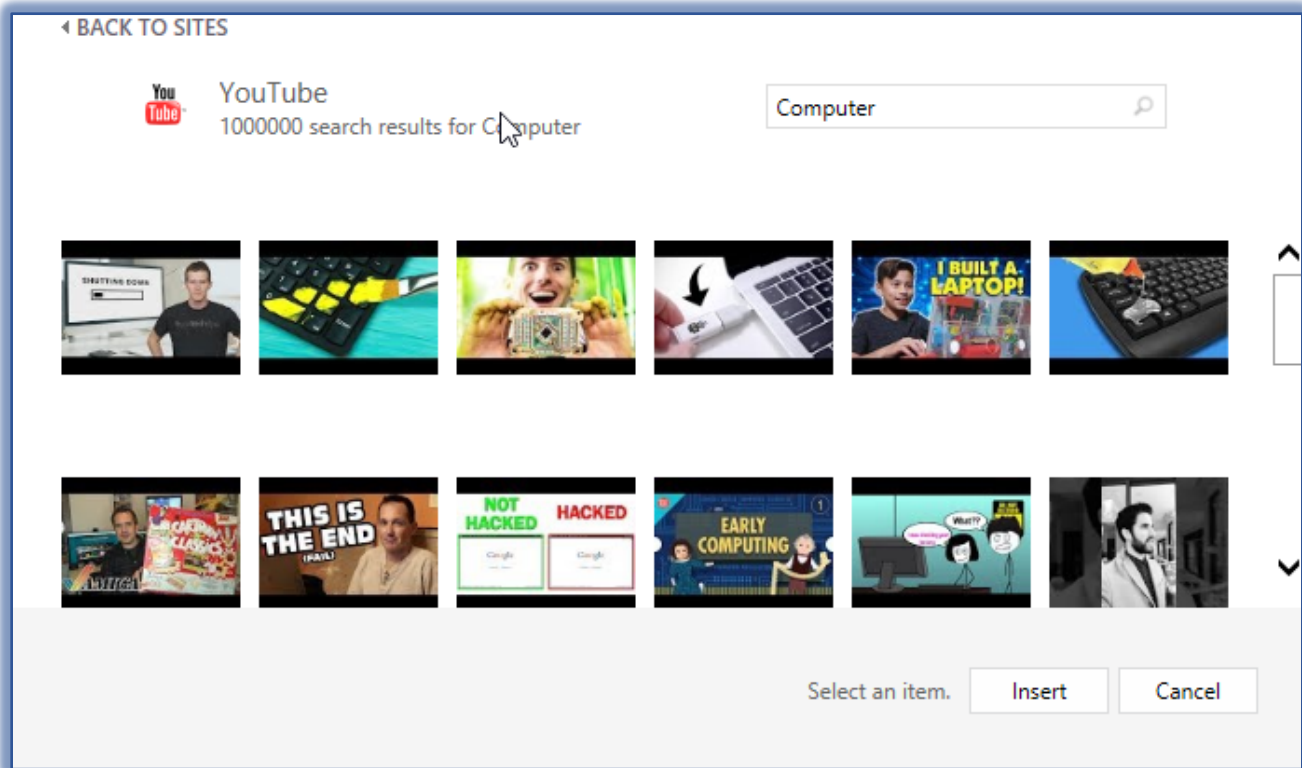


- † To display a larger view of the **Video**, click the **View Larger** button.
  - ★ Move the mouse pointer to the bottom right corner of the **Video Icon**.
  - ★ The **View Larger** button will appear (see illustration at right).
  - ★ Click the button to display a larger view of the window.
- † Once a **Video** has been selected, click the **Insert** button on the bottom right side of the window.
- † The **Video** will appear in the Word document.



### YOUTUBE VIDEO SEARCH

- † Input the type of **Video** too search for, such as **Computer**, into the **Search Box**.
- † Click the **Search** button.
- † The **YouTube Video Search Window** will appear.



- † To display a larger view of the **Video**, click the **View Larger** button.
  - ★ Move the mouse pointer to the bottom right corner of the **Video Icon**.
  - ★ The **View Larger** button will appear (see illustration at right).
  - ★ Click the button to display a larger view of the window.
- † Once a **Video** has been selected, click the **Insert** button on the bottom right side of the window.
- † The **Video** will appear in the Word document.



### FROM A VIDEO EMBED CODE

- † Search the **Web** for a **Video** with an **Embed Code**.
- † Copy the **Embed Code**.
- † Open the **Insert Video** window.
- † In the **Paste Embed Code Here** box, paste the **Embed Code**.
- † Click the **Insert** button.

## NOTE:

† Not all Videos on the Web have Embed Codes.

## VIEW THE VIDEO

- † Click the **Video** in the **Word** document (see illustration below).
  - ★ Some Videos will appear with a placeholder as shown on the left.
  - ★ Some will show the actual Video as shown on the right.



- † The **Video Window** will display. This is a black window that overlays the Word document.
- † Click the **Play** button to show the Video.
- † Do one of the following to return to the Word document:
  - ★ Click away from the **Video** in the **Video Window**.
  - ★ Press the **Escape** key on the keyboard.
- † The **Word** document will display and the **Video Window** will close.

## FORMAT VIDEO

- † The **Video** can be formatted in the same way that Images are formatted by using the **Groups** and **Buttons** on the **Picture Tools Format Tab**.
- † To resize the **Video** in the document use the sizing handles in the corners of the **Video** icon.
- † Videos can also be resized by using the **Size Group** on the **Picture Tools Format Tab**.
- † For a description of the groups and buttons on the **Picture Tools Format Tab**, see the appropriate document on the **Word 2017 Training Web Page**.