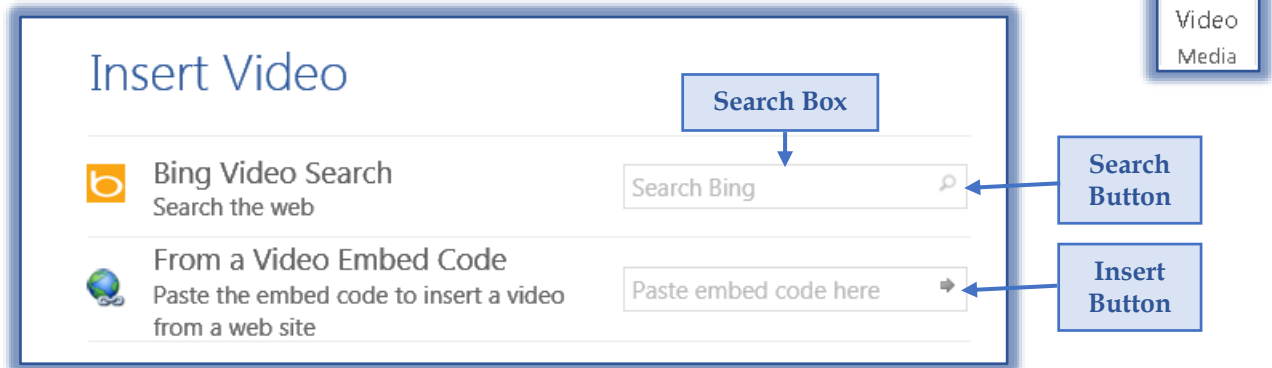


Insert Online Video

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** to 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.



FROM A VIDEO EMBED CODE

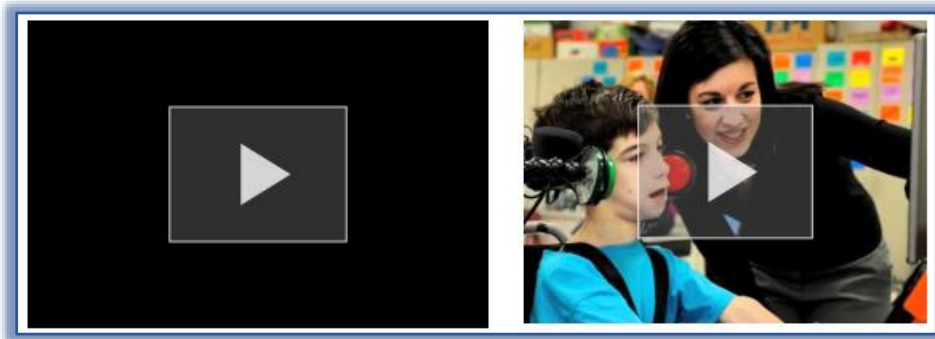
- ✦ Search the **Web** for a **Video** with an **Embed Code**.
- ✦ Copy the **Embed Code**.
- ✦ Open the **Insert Video** window.
- ✦ In the **Paste Embed Code Here** box, paste the **Embed Code**.
- ✦ Click the **Insert** button.

NOTE:

- ✦ Not all Videos on the Web have Embed Codes.
- ✦ This feature does not work well with YouTube Videos.
 - ★ You Tube Videos can be inserted by clicking the Microsoft link at the bottom of the Insert Video window and creating a Microsoft Account or logging in to your Account.
 - ★ Once the account is created or accessed a YouTube icon will appear in the bottom left corner of the window.

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 **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 2013 Training Web Page**.