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.