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).

![Insert Video Window](image)

**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.

**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.