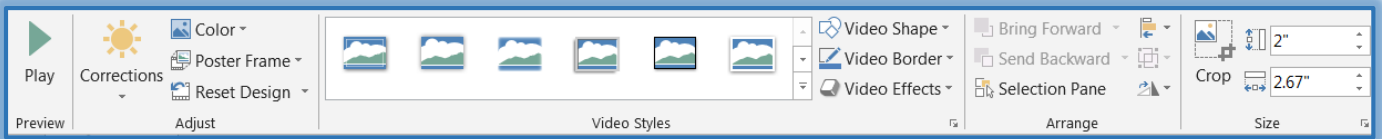


PowerPoint Video Tools Format Ribbon

This tab is used to apply different formatting to a video. The table below provides a description of each of the items on this tab.



Group/Button	Description
Preview Group	
Play	This button is used to view the video or audio clip with all the formatting changes that were made.
Adjust Group	
Corrections	To change the brightness, contrast, or sharpness of a video this option can be used. When the button is clicked, a gallery of different corrections will appear. Move the mouse pointer over each item to display a Live Preview of the correction.
Color	Use this option to change the color of a video to improve quality or match the document. When the button is clicked, a gallery of different color options will display. Move the mouse pointer over each option to display a Live Preview of the effect.
Poster Frame	This option is used to set the preview image for the video clip.
Reset Design	This button is used to discard all the formatting changes made to the video and restore it to the original format.
Video Styles Group	
Video Styles Gallery	This area provides a list of different formats that may be applied to a video, such as borders or shadows. To see what each will do, just move the mouse pointer over each of the items.
Video Shape	This button is used to change the shape of the video while preserving all the formatting.
Video Border	To change the color, width, or line style of the border around the outside of the video, click this button. When the button is clicked a gallery of different colors will display. To locate additional colors, click the More Outline Colors link.
Video Effects	Click this button to add visual effects to the picture such as shadows, 3-D effects, and glows. When each item is selected, a gallery of different options will display.
Arrange Group	
Bring Forward	Use this button when a video is behind another image or video and needs to be brought to the front. Click the list arrow to the right of the button to select from Bring Forward or Bring to Front .

Group/Button	Description
Send Backward	When a video appears on top of another image or video and needs to be sent to the back or further back in a group of images or videos, click this button. Click the list arrow to select from Send Backward or Send to Back .
Selection Pane	Select this option to open the Selection Pane. This pane is used to help select individual objects and change their order and visibility.
Align	In order to align a group of videos at the top, bottom, right, or left, click this option. If only one video is selected, the video will be arranged to the specified location on the page. This option can also be used to distribute a group of videos vertically and horizontally on a page.
Group Objects	This option is used to combine a group of videos or images so they can be formatted and moved as one.
Rotate Objects	Click this button to rotate the video to a different orientation. It is possible to specify the degree of rotation.
Size Group	
Crop	To remove part of a video, click this button. Black handles will appear around the outside of the video. When that happens, move the mouse pointer to the area that is to be removed and drag.
Video Height	To change the height of the video, put a size in the box or click the spinner arrows to change the height.
Video Width	To change the width of the video, put a size in the box or click the spinner arrows to change the width.
Size and Position	This button is located in the lower right corner of the Size Group. It is used to launch the Format Video Size Task Pane.