

Lesson 4 Graphics Insert Videos

Inserting Videos into your Document.

New to word 2013 is the ability to insert online videos into your document. When inserting into you document, the video will show a still image of the video. When clicked, the video will open in a separate window and will play. When printing out your document the video look like a picture.

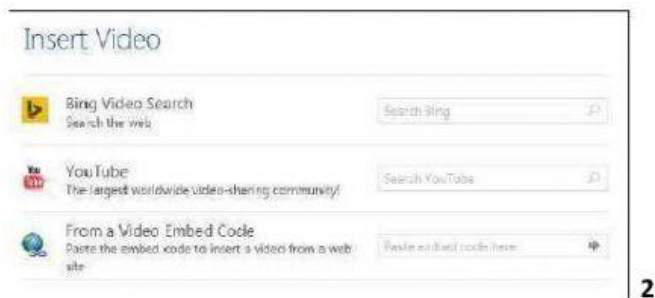
Note: To use this feature.you will need as internet connection. Videos will not play id the computer accessing the document is not connected to the Internet.

To add video to your document.

1. Click the **Insert** box. 
2. In the **Video** group, click on the **Online Video** (1)



3. The **Insert Video** window will appear. A list of search options are presented.(2)

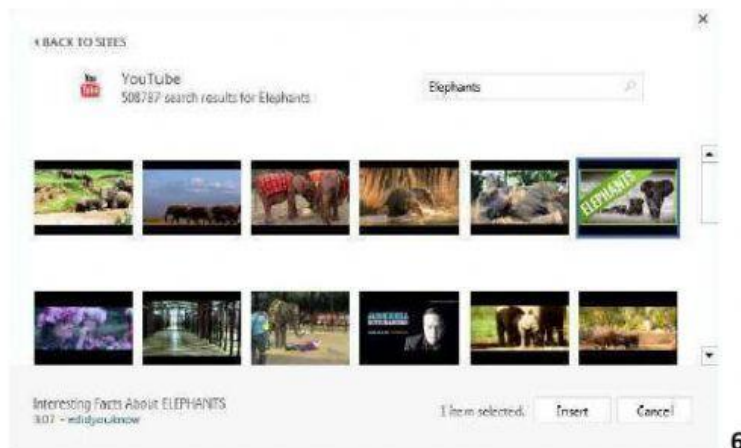


- 4.In one of the search boxes, type a *word or phrase* that describes the desired video you wish to search for (3)



5. Press **Enter**.

6. A list of your search results will appear (4)



7. To preview the video, mouse over the image and click the **magnifying glass(5)**,



8. Click the desired video you wish to **add** and click the **Insert** button.



The video will be added to your document, It will show a still image from the video that will display in the document as a picture (this is the image that will also appear if you print the document). To play the video, click the play button on top of the still image. **(8)**



Questions

1. Explain how you would insert a video into your document.