PowerPoint 2007 or older

The 2015 instructor DVD has .pptx files, and embedded videos. TEST THEM. If the videos do not work, use these .ppt files instead. You MUST test the videos to be sure they work on the computer you will be using for the course.

Using the **specially requested** DVD for older PowerPoint for Safe Kids:

1. Save the DVD onto your hard drive. The files run much smoother when you run them directly from your computer instead of the DVD. Do not change files names or folder layout! Keep the file set up the same as on the DVD

2. Test the PPTs to be sure the videos run.
    a. Yes, GREAT! Enjoy teaching!
    b. No, NO WORRIES. You have two options:
        1. Relink the videos. Here's how:
            1. On a Windows (PC) computer, open the PowerPoint presentation with the slide that links to the video.
            2. From the top menu and while in Normal view, select Insert < Movie < Movie from File.
                a. Double Click the video file to insert. This will insert your video directly into the presentation as an image that can be moved, resized, and played either when the slide comes up in your slideshow or when you click on the image.
                b. Resize the video file to fit within the slide header/footer.
                c. NOTE: Make sure the video is saved into the same folder as your PowerPoint presentation. This helps to prevent broken links and ensure the video will play properly if you move both files (the PowerPoint deck and video) to another location.
            3. Save the changes made to the PowerPoint presentation.
            4. Play the video to ensure it is now working.
            5. More details at http://www.presentationmagazine.com/Forum/presentations/5678-insert-video-sound-clips-into-powerpoint-2003-a.html
        2. Use free PPTX viewer:
            http://www.microsoft.com/en-us/download/details.aspx?id=13