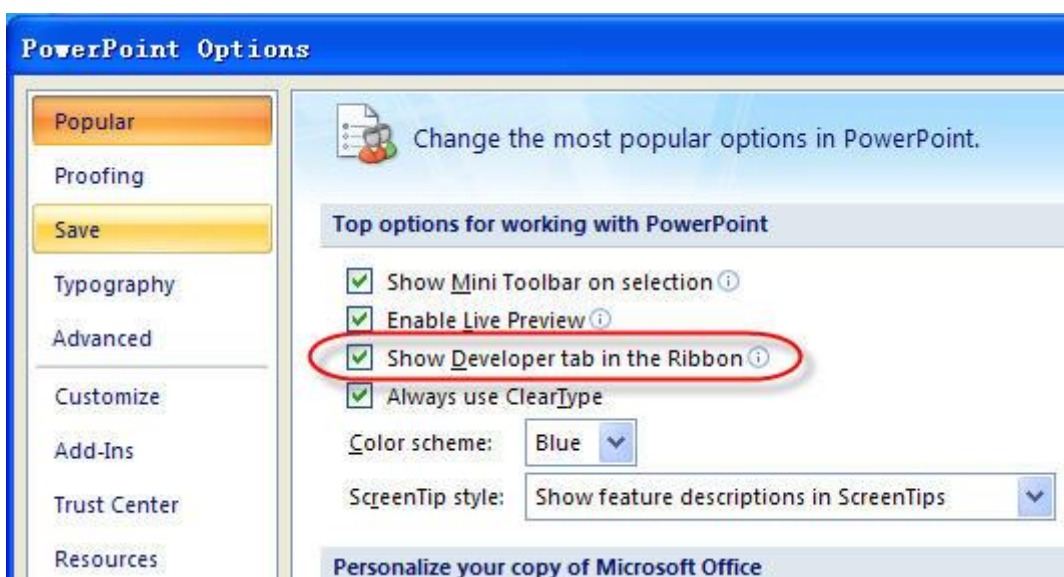
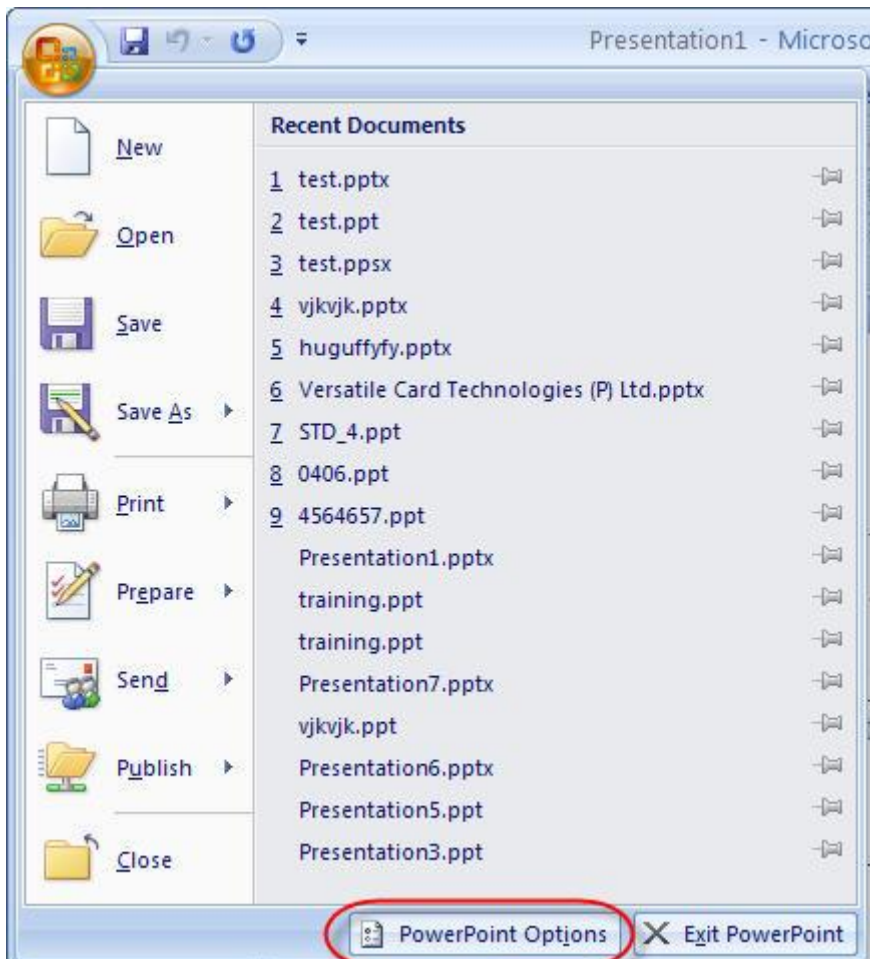


# How to insert Flash into PowerPoint 2007

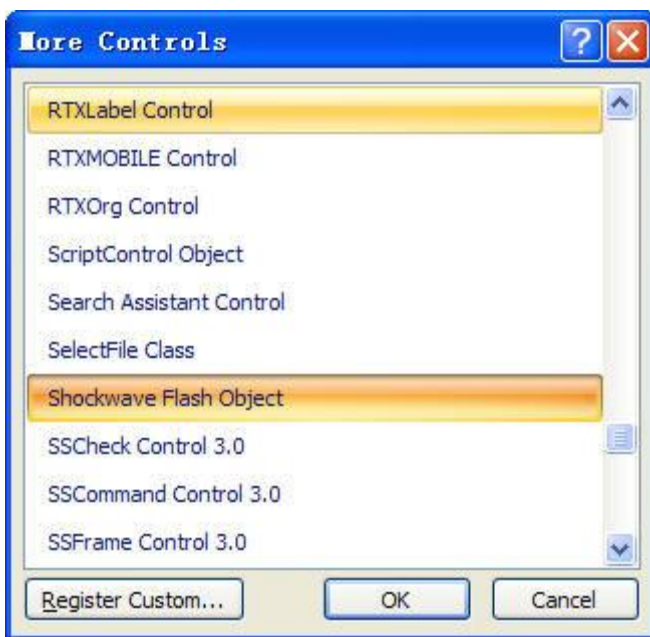
1. Click **Microsoft Office Button** on the top left corner > click **“PowerPoint Options”** at the bottom of the panel > go to the “PowerPoint Options” window > click **“Popular”** on the left column > select **“Show Developer tab in the Ribbon”** on the right column > click **“OK”** at the bottom



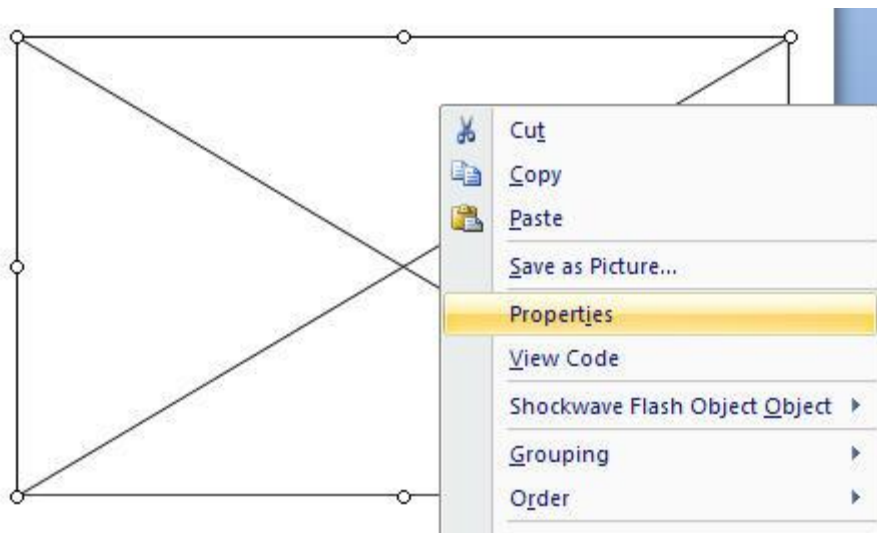
2. On the “**Developer**” tab > go to “**Controls**” group > Click the icon of hammer and nail for “**More Controls**” > go to the “More Controls” window



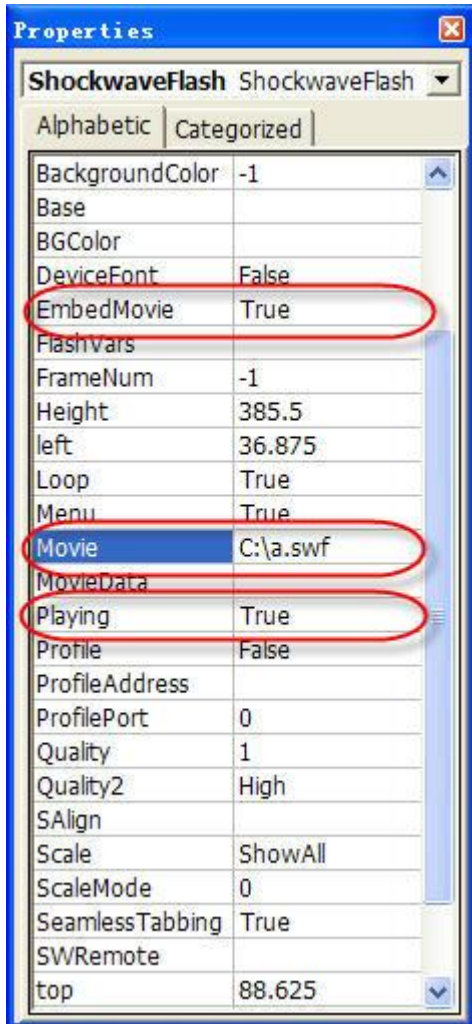
3. On the “More Controls” window > select “**Shockwave Flash Object**” in the list > click “**OK**” at the bottom > use your pointer to drag on the slide to draw and resize the control



4. Right click the control you draw > click “**Properties**” in the right-click menu > go to the “Properties” window



5. On the alphabetic tab > click the “**Movie**” property > **type the full drive path** in the value column (the blank cell next to Movie), including the **file name** (e.g. C:\a.swf) or **URL** (e.g. <http://www.a.com/b.swf>) **HINT...** it is a good idea to save the flash file in the same area as the PowerPoint file. If you do that then you only need to enter the name of the flash file, (e.g. a.swf)



6. To make the Flash play automatically when the slide is displayed, set the “**Playing**” property to “**True**”; To embed the Flash into PowerPoint, set “**Embed Movie**” property to “**True**”

7. Finally close the “**Properties**” window and save your presentation.

On the View tab, in the Presentation Views group, you can click Slide Show or press F5 to preview your presentation.