



Guide to Embedding Film Clips for RehabCare

Introduction

This is an easy guide to help you embed the original, Australian film clips into the PowerPoint presentation for SMHFA. You have been provided with an example of the course with clips embedded. This guide is to help you make your own version in a different order if you wish.

Very Important: If at all possible do the following process on the laptop you will be using when you are training.

Embedding film clips from CD Rom is not difficult but you need to include every step for it to work.

The How-To Guide

Step One:

Right click on your desktop and select 'new'. From the list select 'New Folder'.

Name the folder something obvious like 'SMHFA with film clips'

Step Two:

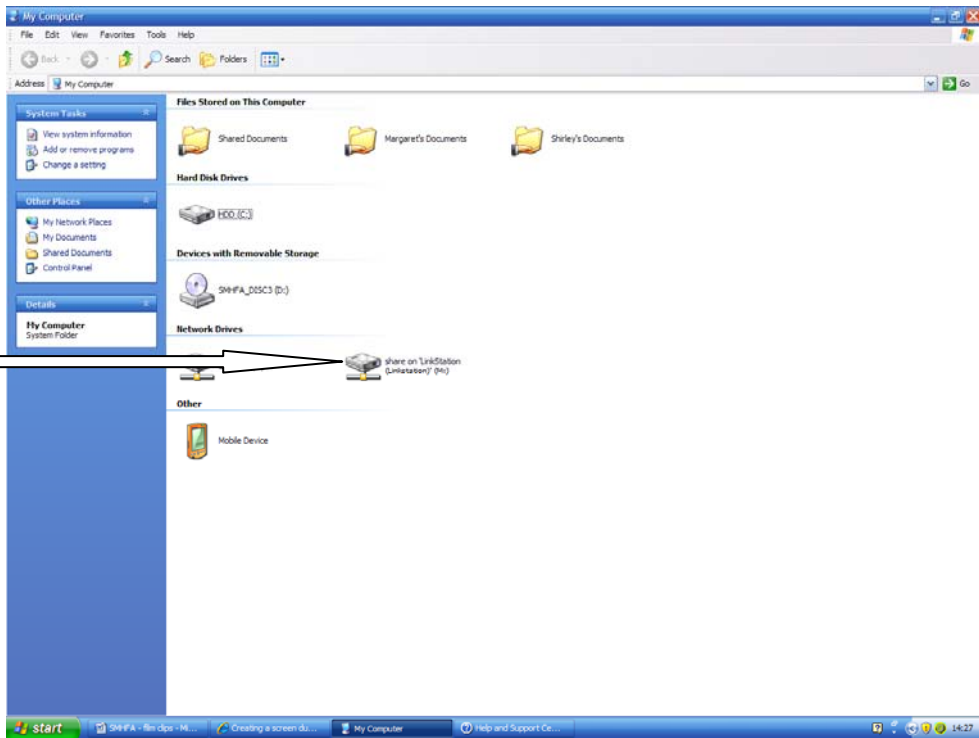
Put the **CD Rom of PowerPoint presentations** into the disk drive. Open the disk via 'My Computer' and highlight and copy all the files on the disk. Paste the files into your new folder on the desk top. Remember to copy and paste the **new self harm materials** into the folder.

Step Three:

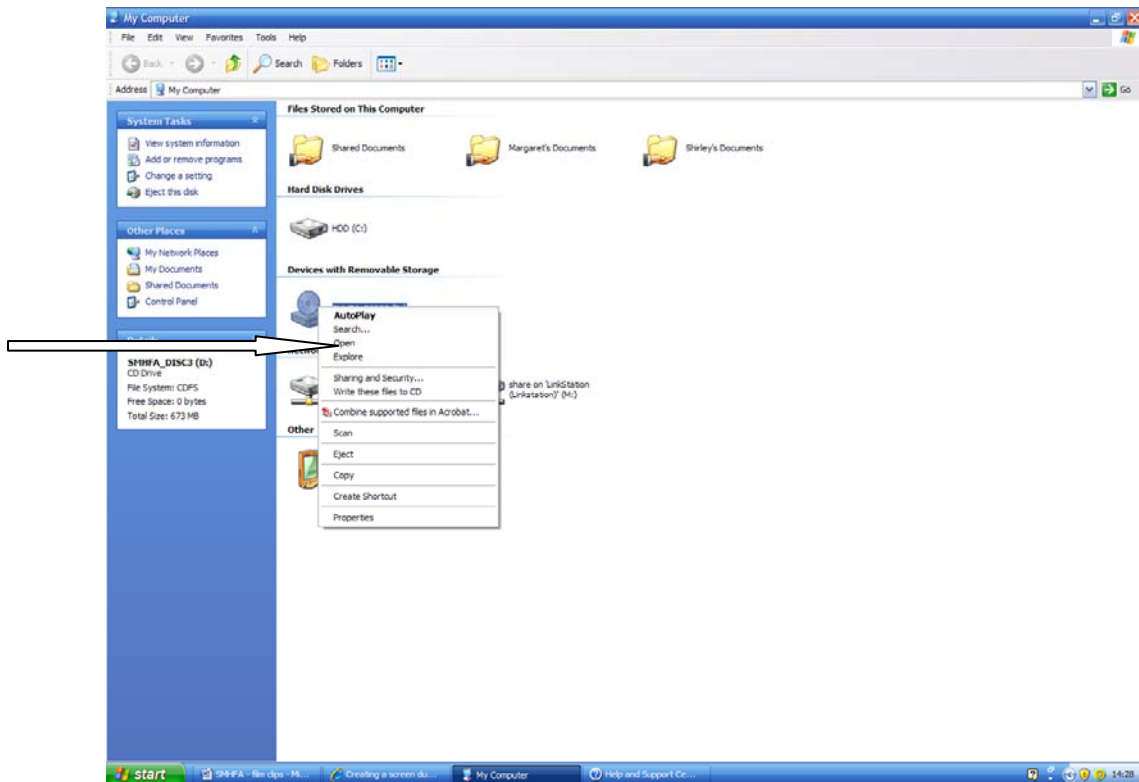
Put the **first CD Rom of film clips** into the disk drive. (We suggest that you use the version that has sub-titles).

It is very important that you access the files as follows:

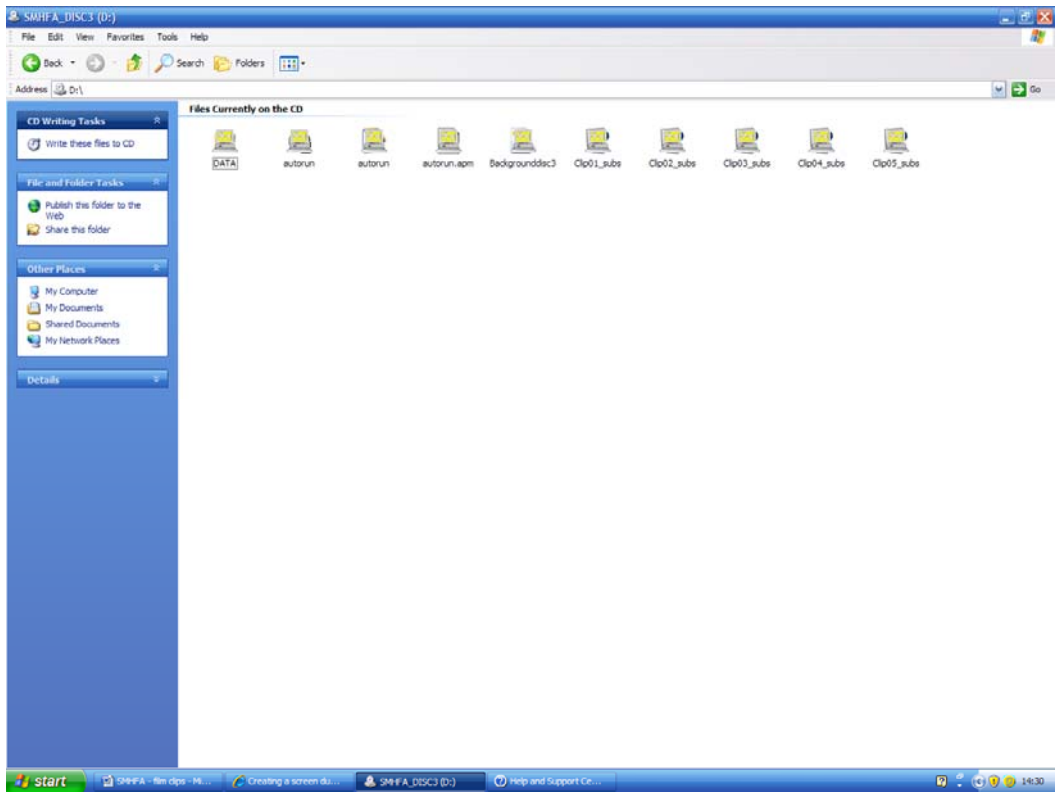
- 1) **Right click** on the CD file in My Computer (See image – SMHFA Disc3)



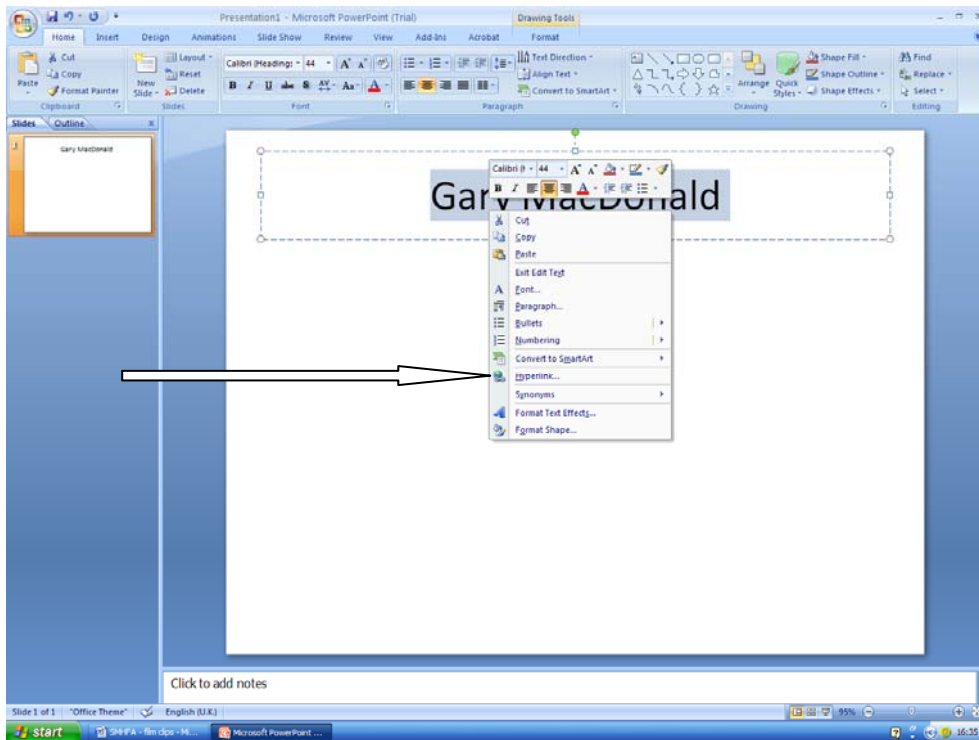
2) Choose **Open**



3) Select and copy the film clips (Clip 01; clip 02 etc.)

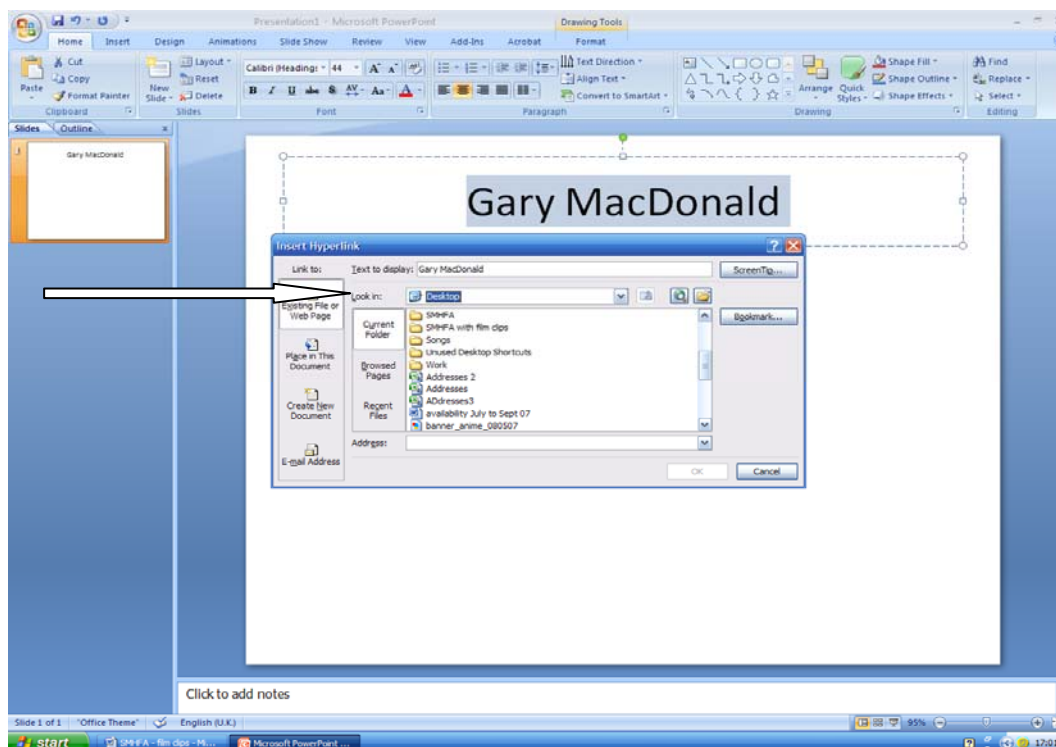


- 4) Paste the film clips into your desktop folder.
- 5) Do the same thing with the clips in Disc 2.
- 6) Open the **first PowerPoint presentation** in the folder.
- 7) Decide where you are going to put your first film clip – you can use the Lesson Plans in the Yellow Instructor’s Kit for advice.
- 8) Go to the place where you want to put the first clip
- 9) Create a new slide
- 10) Type a few words in the slide to remind you which clip you are embedding e.g. ‘Gary MacDonald’
- 11) Highlight the words and then right click over the highlighted words.

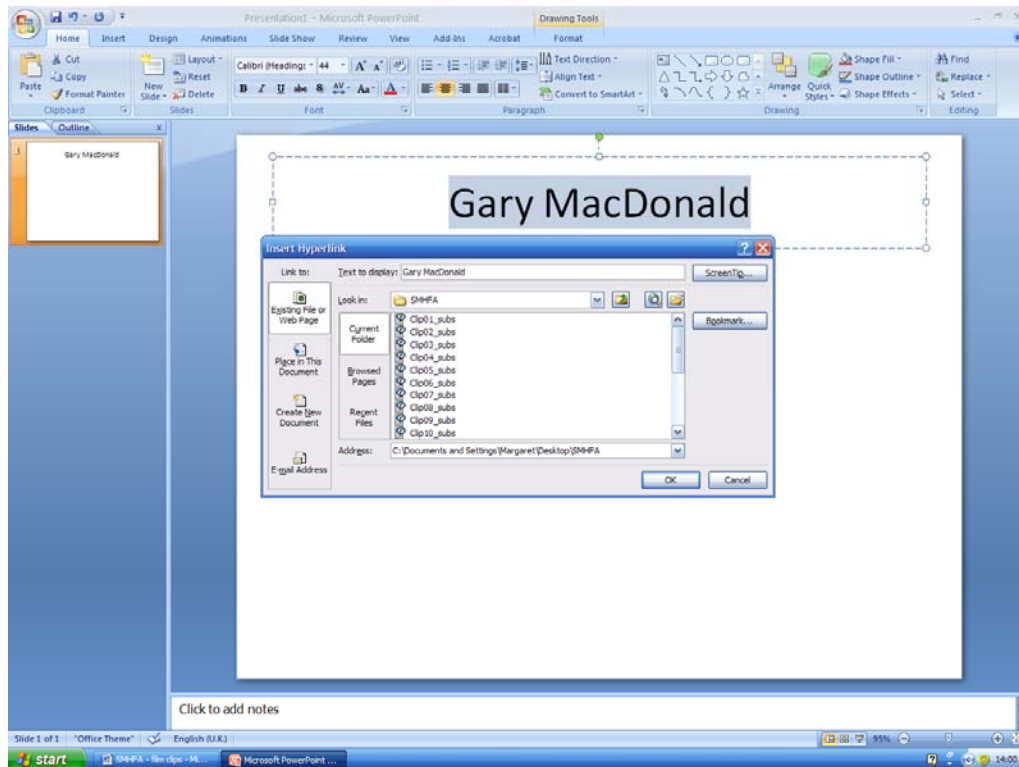


12) Select **Hyperlink**

13) A file list will appear. Click the drop down menu beside '**Look in**' and choose **Desktop**.



14) You will be able to see your folder in the list. Click on it and you will see your list of film clips.



15) Now select the relevant clip by clicking on it. For Gary MacDonald it is Clip 1.

16) The words you highlighted will now be blue and be underlined. This means you have created a link.

17) Go into presentation mode (Slide Show) so that the full screen is on your desktop and click on the link to make sure it works.

18) Go through this process for each of the film clips until you have embedded them all in your chosen places.

Some other points to note:

- a) **You must have the film clips in the same folder as the presentation** or the links won't work.
- b) If you need to embed the links and then burn them on to disc to upload onto different machines you will need to check that all the links work each time you upload them onto a different machine. You will need 3 or 4 CD Roms or 1 x DVD.
- c) If you need to move your slides about or change their order you will need to re-do the links.