

HOW TO CONVERT .AVI VIDEOS FOR USE IN POWERPOINT ON A WINDOWS SYSTEM

To convert .avi video files to a format readable by PowerPoint on a Windows system you will need to download and install Prism Video Converter. In addition to Prism Video Converter, the computer will also need to have VLC media player installed.

NOTE: If Prism Video Converter and VLC media player are already installed please proceed to the section “Converting videos”.

Prism Video Converter can be downloaded at:

http://www.download.com/Prism-Video-Converter/3000-2194_4-10644345.html

VLC media player can be downloaded at:

<http://www.videolan.org/vlc/>

Installation of Prism Video Converter and VLC media player

Once both applications have been downloaded, run each installer and follow the default prompts. At the end of each installation a shortcut to the application will be placed on your desktop.

Converting videos

1. Launch the **Prism Video Converter** application.
2. Click on the **Add File(s)** button.
3. Navigate to the .avi file you want to convert, select it and click **Open**.
4. The default **Output Folder** will be “My Documents\My Videos”. If you want to save the video in a different location click on the **Browse...** button, navigate to the desired location and click **OK**.
5. Under **Output Format** select the option “.wmv”.
6. Click on the **Convert** button to begin the conversion process.
7. Once the file has been successfully converted a check mark will appear next to the video’s title in the Prism Video Convert window.

The video is now ready to be inserted into a PowerPoint presentation.