Telling Stories
Understanding Real Life Genetics

Using Telling Stories, Understanding Real Life Genetics in teaching and presenting

Frequently Asked Questions

In this handout we aim to provide you with the answers to some of the most frequently asked questions regarding how to use the stories to their best advantage and how to solve some of those annoying IT problems.

Contents:

Question 1

How can I use the video clip I have selected as part of my presentation?

You have got as far as identifying a story clip you would like to use in your presentation or as part of your teaching. You can directly link to the story and its video from your PowerPoint slide using a hyperlink to the website (see Q2. How do I embed a hyperlink into my PowerPoint presentation?) or download the video clip from the website and save it to your computer (see Q3-6).
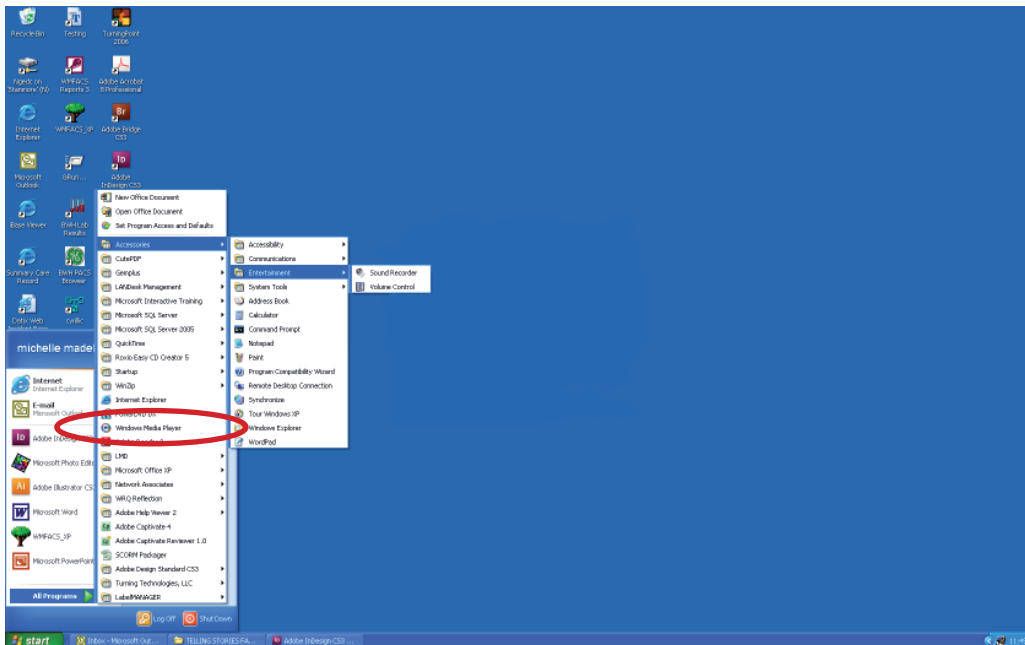
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Tip!
You need to have Windows Media, or similar software installed on your computer to play the clips. If the clip plays automatically when you double click on the clip title, then you have appropriate software.

To check that you have Windows Media Player select:
- Start
- All Programmes (the Windows Media Player icon may be located within the 'All Programmes' folder, or within a sub-folder, for example 'Accessories>Entertainment')
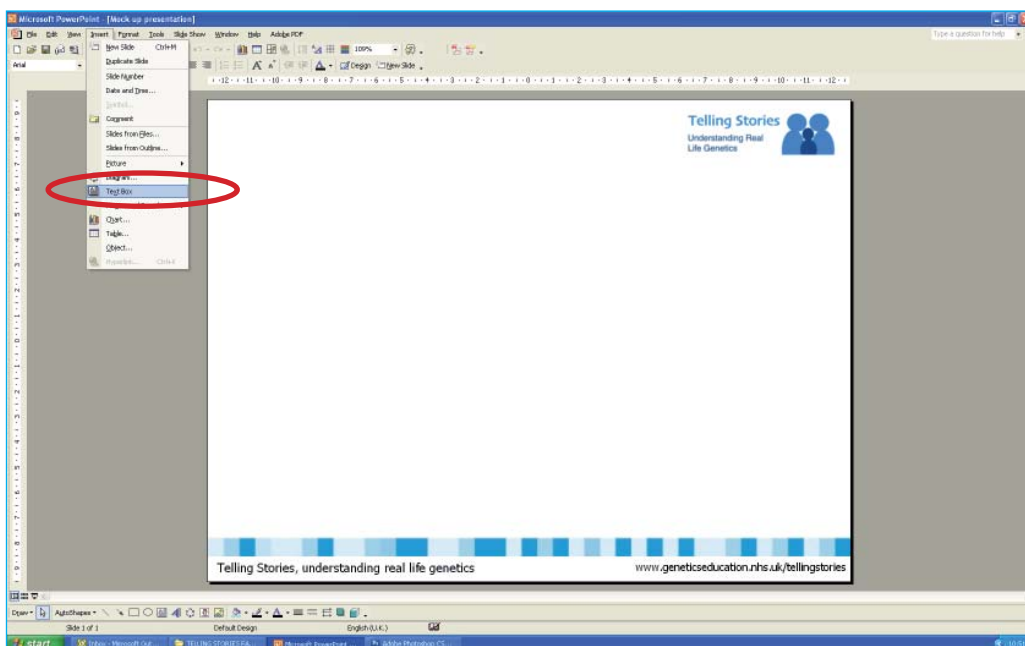
And look for the Windows Media Player icon

Telling Stories, Understanding Real Life Genetics
www.geneticseducation.nhs.uk/tellingstories

Q1. Finding Windows Media Player

Question 2
How do I embed a hyperlink into my PowerPoint Presentation?
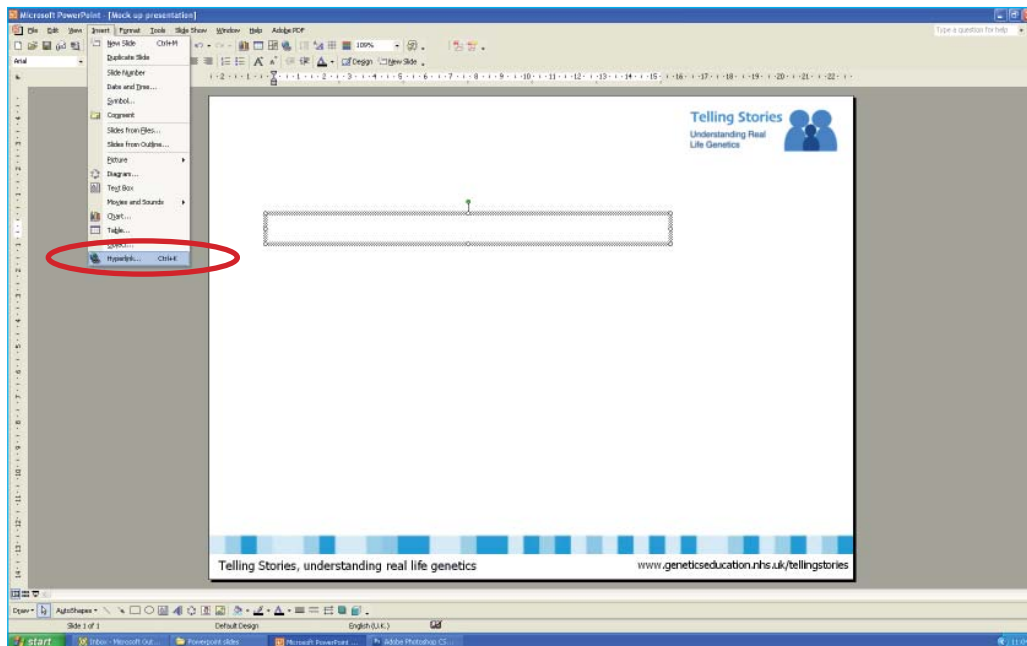
If you have access to the internet when you are presenting, you can open up a website page without leaving the PowerPoint application. This is achieved by embedding a hyperlink (website address) into a PowerPoint slide.

• First click on 'Insert' on the top toolbar and then click on 'Text Box'. A text box will appear.
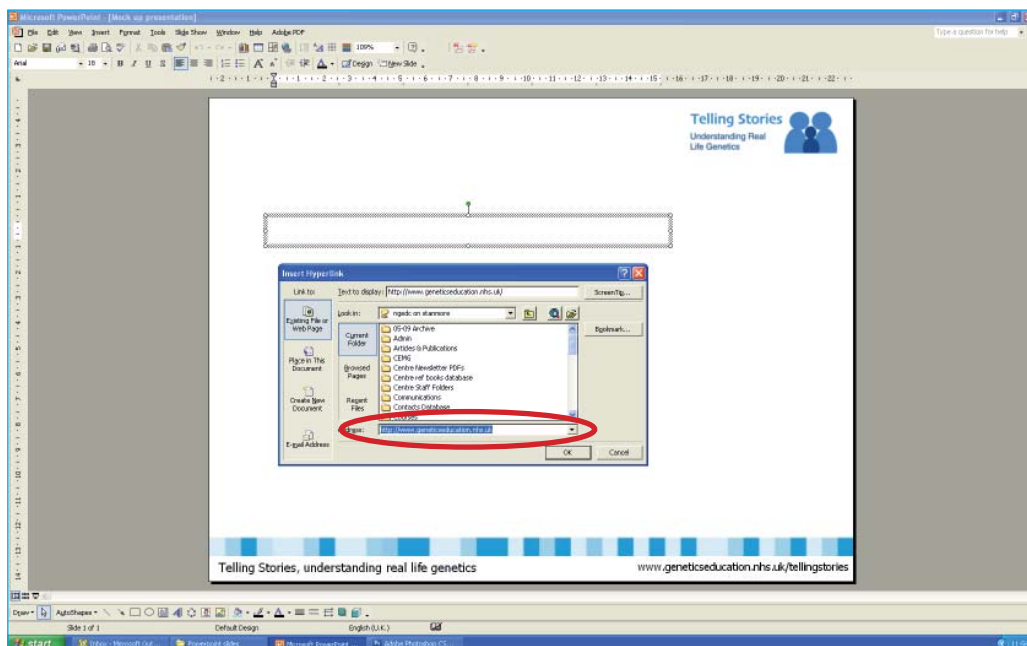
- Once your text box appears, with the cursor flashing inside the text box click on 'Insert' again and then 'Hyperlink'.
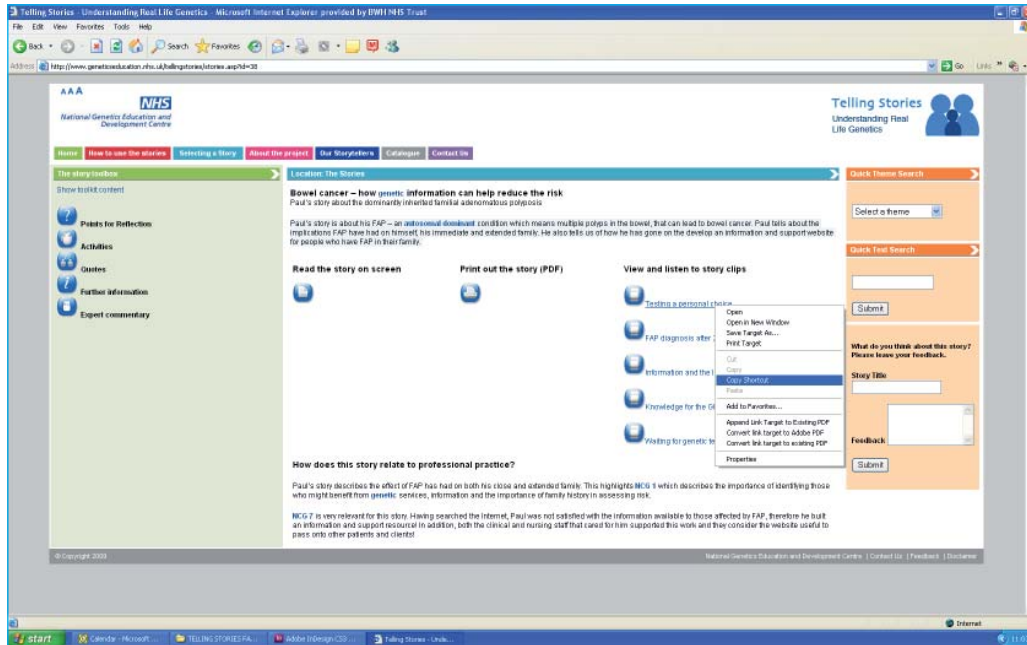

- Once the 'Insert Hyperlink' box appears, type in the web address you wish to link to.
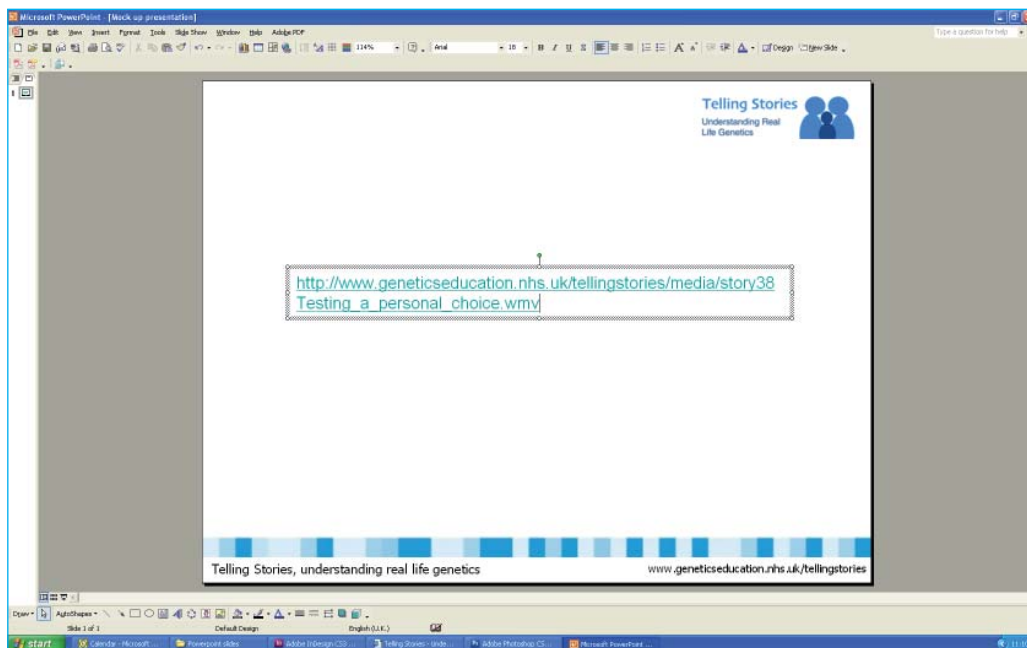

Tip!
The URL should appear in a **different colour** and be <u>underlined</u>. If it isn't, try putting a space at the end of the web address.

- To identify the specific URL for a video clip on the **Telling Stories website**, right click on the video title and select 'Copy Shortcut'.

• Return to slide and in an active text box paste in the text.

Again, remember to add a space at the end to change the text into a recognisable web address (address is **different colour** and underlined). For example:

http://geneticseducation.nhs.uk/tellingstories/media/story38Testing a personal choice.wmv

Remember that the hyperlink doesn't work until you are in 'View Slide show' mode.
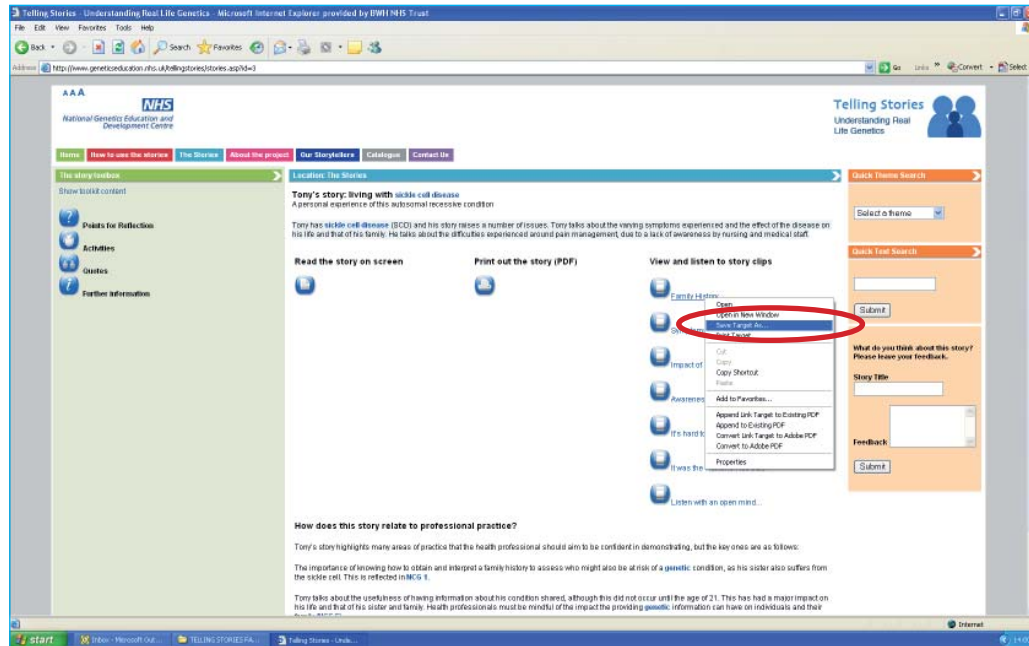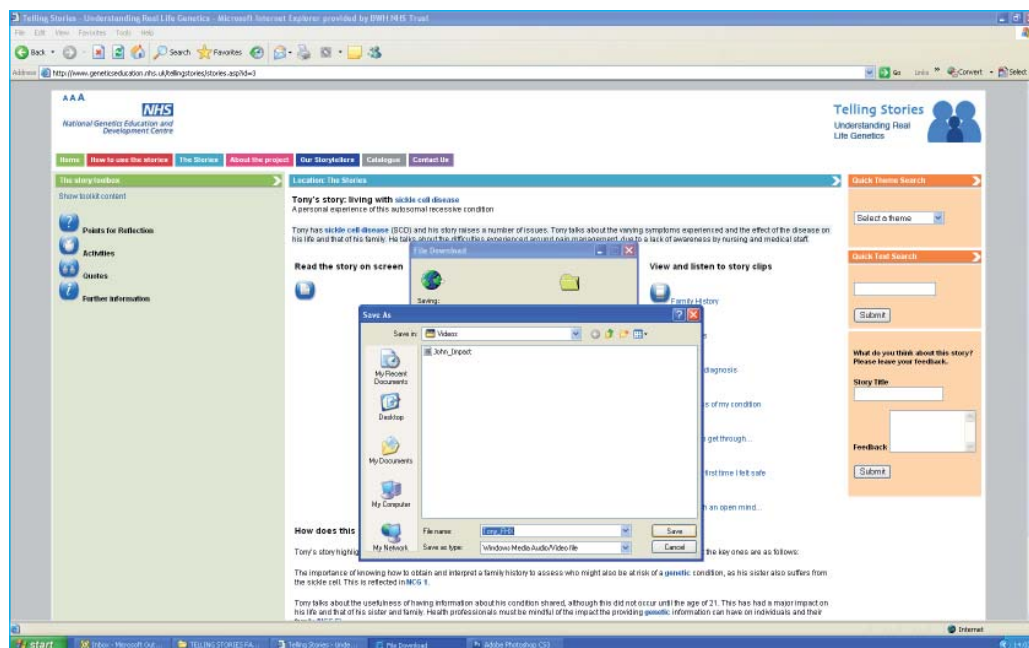
Question 3
How do I download a video and save it to my computer?

To download and save a Telling Stories video clip first move your cursor over the title of the selected video.

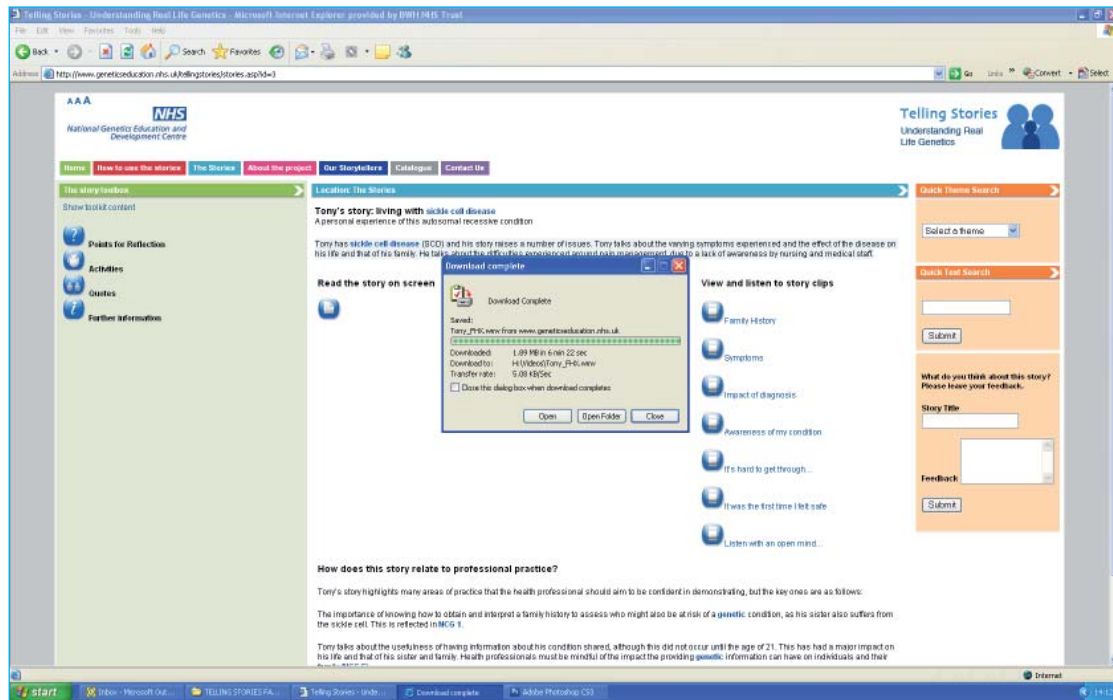- Right click on the mouse
- Select 'Save Target As...'

- Choose the location on your computer or memory stick that you want to use (or create a new folder for the video) and select 'Save'.

- When the download is complete select 'Close'

Question 4
How do I use a video when I don't have internet access available during my presentation?

You will first need to save a copy of the video (see Q3. How do I download a video and save it to my computer?).

You can then use the video as a stand alone file (see Q5. How do I use a video clip that I have saved to my computer?) or embed it within your PowerPoint presentation (see Q6. How do I embed the video into my PowerPoint presentation?).

Question 5
How do I use a video clip that I have saved to my computer?

The simplest way to run a video clip is to navigate to the video file that you have saved via My Documents, My Computer or Windows Explorer. Double clicking on the file name should automatically open the video in an appropriate software application (e.g. Windows Media Player). Alternatively you can embed the video within a presentation (see Q6. How do I embed the video into my PowerPoint presentation?).
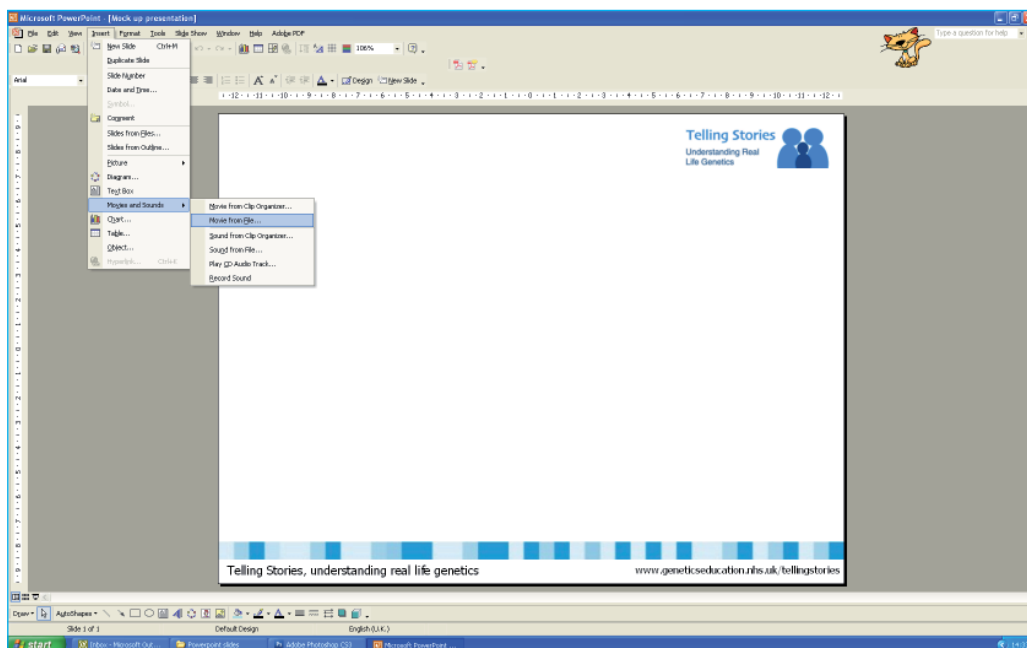
Question 6
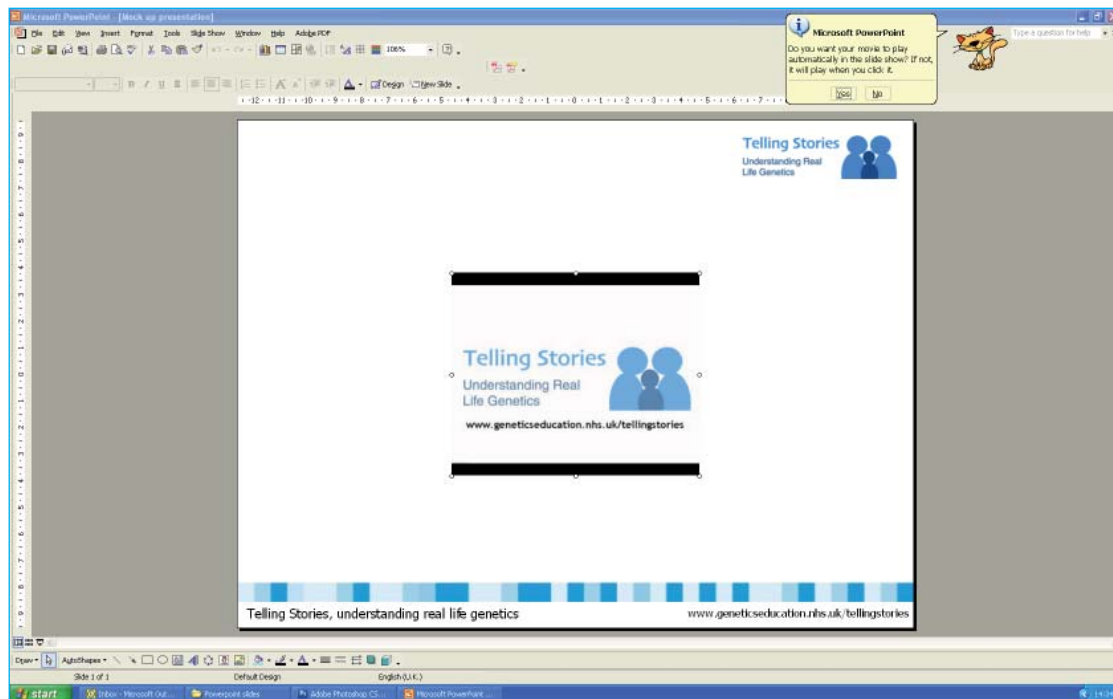# How do I embed the video into my PowerPoint presentation?

Embedding a video within a presentation is often the most seamless approach to using video during a teaching session or lecture.

An important point to remember before you start is that you are embedding a link to the video file. In essence, this 'tells' PowerPoint where to go to collect the video. If after you have created your presentation you change the name of the video file or its location on your computer or memory stick then you must check your presentation and you will have to re-embed the file (link) to ensure that the video plays.

- Insert a new slide into your presentation
- Click on 'Insert' on top tool bar and select 'Movies and Sound' from the drop down menu and then select 'Movies from File…'

- Navigate to the video clip of interest and select OK

- A Microsoft PowerPoint prompt box will appear requesting 'Do you want your movie to play automatically in the slide show? If not it will play when you click it.'

- Select the required option according to your own preference and requirements. (Note: The text prompt may vary slightly according to the version of PowerPoint you are using; the example shown below is using Office 2003).

- A box or image from the video will appear. The size and position of this 'video window' can be adjusted as you would with any other text box or drawing object in PowerPoint.

Tip!
Selecting the 'play when you click' option will allow you to introduce the video to your audience otherwise the video runs automatically as soon as the slide is displayed.

Tip!
The video clip will only play when the presentation is running as a slide show. To do this click on 'Slide Show' on the top tool bar and select 'View Slide Show'. The cursor will change when it is moved over the video clip box. Click on the textbox/image to play the clip.

Troubleshooting and Top Tips

> **i** **Tip!**
> Always identify what facilities you need for your presentation (e.g. video software, audio output, internet access) and check that they are available and working!

1) Why is there no audio output on my downloaded video clip?

One of the most common reasons for this is that there is no connection between the computer and the sound system. As this is one of the commonest issues, it is worth discussing with your IT support or conference/event organiser well ahead of schedule.

If you have downloaded a Telling Stories video and there is no audio output accompanying the video there are a few simple checks you should do.

- Has the audio been turned off? Select the volume icon from your taskbar normally bottom right of your screen.
- Ensure that the mute box has been deselected in all the boxes.
- Has the volume been turned down? Click and drag the volume bar to increase the volume.
- Is the speaker sound system connected to the computer? You will need to contact your local IT support.

Alternatively, you may need to download a new version of Windows Media or you may have codec code missing from your computer (a codec is software that is used to compress or decompress a digital media file, such as a song or video, so that it takes up less storage space on your computer and can be transferred across the internet more quickly and smoothly). Contact your IT support who will be able to download the necessary free software for you.
http://www.microsoft.com/windows/windowsmedia/forpros/format/codecdownload.aspx

> **i** **Tip!**
> Always have a back up plan!
> Make a 'low tech' version of each slide that contains the text version of the video (copy and paste the text from the website).
>
> For videos that don't have subtitles or when you are presenting in a large room, even if the technology is working, your audience may find it helpful if you make the text available alongside the video (or as a handout). Here is an example of a 'low tech' version of a slide.

Telling Stories
Understanding Real
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Helen's story

"I was so often dismissed as being a neurotic mother and I'm not a neurotic mother. …I love my children and I love my husband and I didn't want it happening again and that's the reason I am doing this now…"

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2) Why is there audio but no video?

You may need to download a new version of Windows Media or have codec code missing from your computer (a codec is software that is used to compress or decompress a digital media file, such as a song or video, so that it takes up less storage space on your computer and can be transferred across the internet more quickly and smoothly). Contact your IT support who will be able to download the necessary free software for you.
http://www.microsoft.com/windows/windowsmedia/forpros/format/codecdownload.aspx

Occasionally we have videos that are visible on the computer but are not projected onto the main screen. This can sometimes be due to an incorrect display setting or a problem with the multiple monitor feature.

- To check or troubleshoot your display settings using the Microsoft Windows Help and Support Centre step-by-step troubleshooting guide:
  - Open 'Display Properties' in Control Panel; to open 'Display Properties', click 'Start', click 'Control Panel' and then click 'Display' (this can sometimes be located within 'Appearance and Themes').
  - Click the 'Settings' tab and select 'Troubleshoot'.

- If you are using a laptop for your presentation, you can try switching between display modes (i.e. having the display on your laptop, or on an externally connected screen, or both) by using the MONITOR (Monitor Mode) FN (function) key ⌨ as follows:

  - Press the FN (Function) key, and keep it pressed (held down), while you then press the F10 Key (Note: If you have this key on your laptop it could look slightly different and be allocated a different FN key. This will vary according to lap top manufacturer).

    This will allow you to choose which monitor (display screen) to use if an external monitor is connected to the laptop. If an external monitor is not connected then nothing will happen when you press FN + F10. F10 is a toggle (switch between) key that allows you to switch between monitors.

Alternatively, contact your local IT support for help.

3) Why will the video not play in my PowerPoint presentation?

There may be a number of reasons why the embedded video will not play in the PowerPoint presentation. The most common cause is that PowerPoint is unable to locate the video file. Remember, you have embedded a link to the video and not the video itself.

- Have you moved the location of the video file since you inserted the video link? Remove the video from your PowerPoint and re-embed it from its new location.

- Is the file located on a server rather than a local computer hard drive or memory stick? This can result in video files loading extremely slowly or not loading at all. Move or copy the video file(s) to the computer or memory stick that you will be using for the presentation (see Tip! below) and remember to check your presentation and re-embed the clips as necessary (remember that the video will only play when in slideshow mode).

> ℹ️ **Tip!**
> We recommend saving a presentation and all associated video files into the same folder. This way the location of the video file shouldn't change even if the folder is copied from a computer to a laptop or memory stick or sent via email. However, even if you do follow this tip, it is always worth checking everything runs before you stand up in front of your audience!