

Flash in PowerPoint – Technical information

Playing Flash in PowerPoint

To play Flash in PowerPoint, you need the latest browser version of the Flash player. To update, visit the link below using Internet Explorer (other web browsers won't work) and follow the onscreen instructions.

http://www.adobe.com/shockwave/download/triggerpages_mmcom/flash.html

Inserting Flash in PowerPoint

1. Save the .swf file you will be using in the same directory as your PowerPoint file.
2. Open your presentation and go to the slide in which you'll be inserting the Flash. Right-click on the toolbar and activate the Control Toolbox palette.
3. Click on the hammer icon and select "Shockwave Flash Object". If this option doesn't appear, you may need to update your Flash player (see above).
4. Drag a box over the area where you would like your Flash to play. Note: Do not draw an autoshape
5. Right-click on the box and select "options".
6. Enter the following information:
 - a. (Name): the name of your Flash file with **no** extension (e.g. myflash)
 - b. EmbedMovie: true
 - c. Movie: the name of your Flash file **with** extension (e.g. myflash.swf)
 - d. Playing: true
7. Close the toolbox palette.
8. Save the file.
9. Play in slideshow mode.
10. To avoid issues, make sure to read all caveats below.

Rewinding Flash in PowerPoint

At present Flash does not automatically rewind in PowerPoint. If you save the PowerPoint presentation after having viewed the Flash animation, the Flash will start the next time wherever the animation left off. To avoid saving your presentation in its played state, you should only save the PPT presentation before viewing in slideshow mode. If you have made changes to the presentation, save immediately before viewing in slideshow and do not save after. Now, when you view the presentation in slideshow mode the Flash movie should play and rewind properly.

There is a good PowerPoint add-in that will automatically rewind Flash in PowerPoint. Download via the following link and follow the onscreen instructions. <http://skp.mvps.org/flashback.htm>

General guidelines for playing Flash in PowerPoint

1. Upon opening the PPT file, if prompted to "Enable Macros" select "Enable".
2. Never save the presentation after you have viewed the Flash animation in slideshow mode. This will save the Flash in its played state and you will have to right-click on it in slideshow mode to view it again.
3. If you make any edits to the presentation, save just before viewing in slideshow. If you save after, your Flash might not be rewind.
4. Save an archive slide with the Flash movie on it. That way, if you do save the presentation with the Flash in its played state, you can just swap the two slides.
5. If you need to rewind the Flash animation while in slideshow mode, simply right-click on it, select rewind and then click play in the dropdown menu (Sometimes you only need to click play).
6. If the Flash doesn't play automatically in slideshow, right-click on the movie and select "Play".
7. Use the "Page Down" button to advance to the next slide instead of a mouse click. If the presentation doesn't advance, hit "Escape" and then "Page Down".