



## Canon Power Shot G2 Preparing Video Files for PowerPoint

### STEP 1: SHOOTING THE VIDEO

- Turn the switch on the camera to the **Camera** position.
- Turn the selection dial to **Video**. The video is the picture that looks like a video camera.
- Open the **display** window.
- Press the **button** to begin filming.
- When complete, plug the **USB capture** cord into the **camera** and the **computer**.  
(see below)

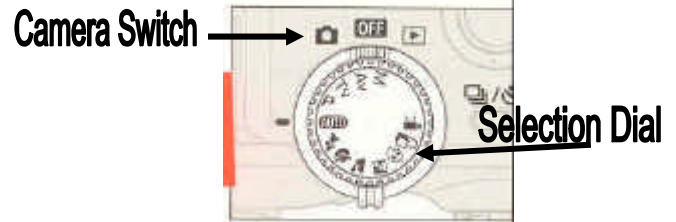
*The camera has a flap to open and insert the cable.*

*Be sure to match the arrow on the top of the cable to the arrow on the camera. This indicates which side goes up.*

*The other end, the USB, is plugged into the computer just like a pen drive, printer, or scanner.*



Flap here



*The top of the camera has **two separate dials**, one on top of the other.*

*Turn the bottom switch to **Camera** to shoot the video. The off button in the middle turns the camera off. The **black arrow** on the other side is **PLAY** mode to view, and download the video.*



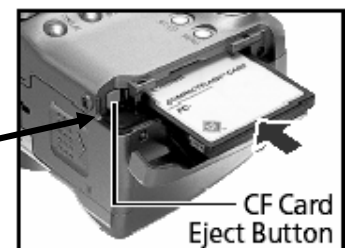
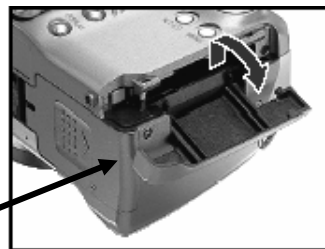
*The second dial on top is where we can select video.*

*Turn the knob until the picture of the video is facing the little indicator mark.*

*The photo above is on "AUTO" mode which has the video on the opposite side of the indicator mark.*

### STEP 2: DOWNLOADING VIDEO FROM CAMERA

- With the Camera turned off, slide the CF Card cover in the direction of the arrow to unlock, and then lift open.
- Press down on the card eject button. The CF Card will pop up far enough to remove from the camera.



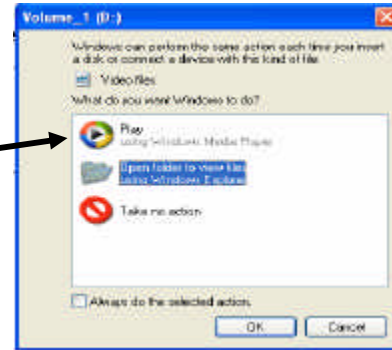
CF Card Eject Button

- c) Insert card, label side up, into a digital film reader. (Press Firmly)
- d) Wait for Windows to recognize the card. A new window will open when it is done.

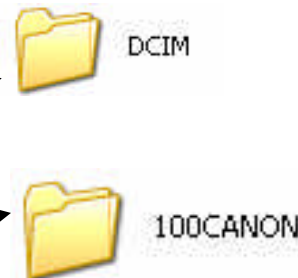


- e) The new window asks what you would like Windows to do with the CF Card.
- f) Select **OPEN FOLDER TO VIEW FILES USING WINDOWS EXPLORER**. Then Click **OK**.

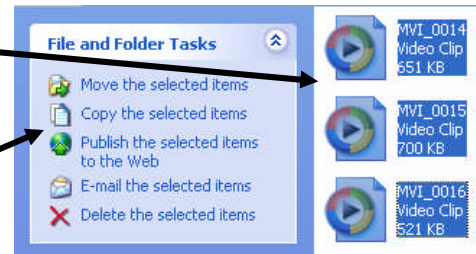
*(Windows may skip this step and automatically open folder depending on how your computer is set up.)*



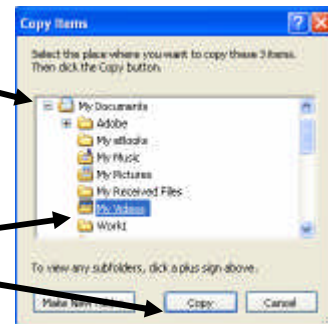
- g) Explorer will open and display the contents of the CF Card.
- h) Look for a folder called **DCIM**. **Double-click** this folder to open it.
- i) Inside this folder you will see another folder labeled **100CANON**. **Double-click** this folder to open it.



- j) You should now see your video files.
- k) Hold down the control key on your keyboard while you click one time on each video file with your mouse.
- l) Once all video files are selected, click one time on **Copy the selected items**.

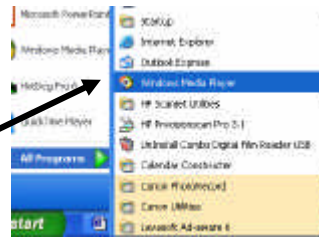


- m) When the **Copy Items** window opens, look for **My Documents**.
- n) Click on the **+** sign next to **My Documents** to view the contents.
- o) Click one time on **My Videos** to select this as the destination folder for the video files, and then click on **Copy**.



### STEP 3: PREPARING VIDEO FOR POWERPOINT

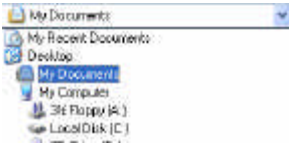
a) Open **Windows Media Player** by clicking **START**, then **ALL PROGRAMS**, then **WINDOWS MEDIA PLAYER**.



b) Click on **File**, then **Open**.



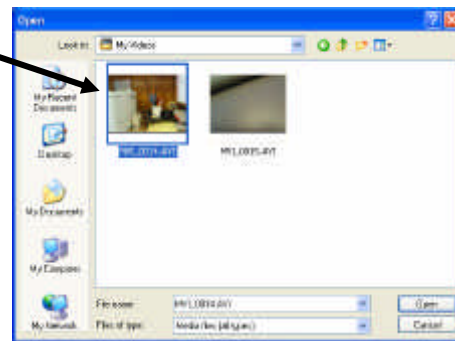
c) Click the drop-down arrow and choose **My Documents**



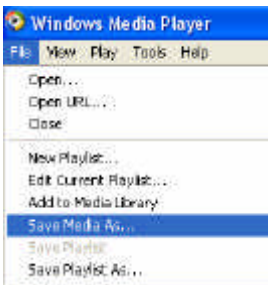
d) Double-click on **My Videos**.



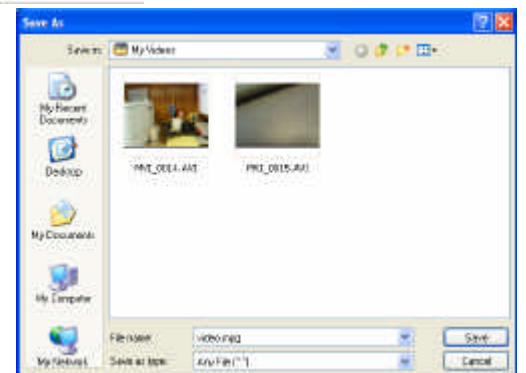
e) Double-click on the file you wish to insert.



f) When the Video begins to play in **Windows Media Player**, Click on **File**, Then **Save Media As...**



g) The **Save As** box appears, you should still be in the **My Videos** folder. (If not, repeat steps **c** and **d** above.)



h) In the **File name:** box, type in a filename of your choosing followed by **.mpg**. For example: **myvideo.mpg**

i) Click **Save**.

*This reformats the .avi file to .mpg or mpeg. This mpeg formatted video can be inserted directly into a PowerPoint presentation without compatibility problems.*

## STEP 4: INSERTING THE VIDEO INTO POWERPOINT

- a. Open **Microsoft PowerPoint**.
- b. Go to the slide where the video is to be inserted.
- c. Click **Insert**, then **Movies and Sounds**, then **Movie from File**.
- d. Double-click on **My Videos** in the **MY DOCUMENTS** folder.
- e. Double Click on the Video to be inserted.  
*(Be sure to select the file you renamed and formatted as .mpg.)*
- f. This box will appear. Click **Yes** to indicate the Video should play automatically when the slide show is in View Show Mode.

*(When the PowerPoint Presentation is in "VIEW SHOW" mode, the video will play automatically.)*

