Instructions to insert video in Word

* + *1*Click on "Start," "All Programs," "[Microsoft Officehttp://images.intellitxt.com/ast/adTypes/icon1.png](http://www.ehow.com/how_7203068_add-video-word-document.html)" and "Microsoft Office Word."
  + *2* Click "Insert" at the top of the monitor. Click "Create From File" and "Browse." Locate the video file you want to add to your Word document, and click on it. Click "Insert." Click "Link to File" to create a link to the video, or click "Display as Icon" to create an icon that represents the contents of the video file. Click "Change Icon" and "Browse." Locate a picture to use as an icon and click "OK." Click "OK" again.
  + *3* Double-click on the icon. It will open and play on your default media player.
  + *4* Click the "Office Button" icon located on the upper left corner of the monitor. Click "[Savehttp://images.intellitxt.com/ast/adTypes/icon1.png](http://www.ehow.com/how_7203068_add-video-word-document.html) As." Choose a destination location to store the document. Type a name for your document, and click "Save."