

Attaching videos into eProtocol

Videos cannot be uploaded directly into an eProtocol application; however, they can be embedded into a document which can then be attached to page 7.

The document should be named as you want the video to appear on the approval letter.

To embed a video into MS Word, PowerPoint or Excel, please refer to the instructions below:

1. On the Insert menu, click Object, and then click the Create from File tab.
2. Click Browse and locate the movie (video clip or sound wave) you want to insert.
3. Select Movie (video clip or sound wave)
4. Click Insert.
5. To play media clip, double-click its icon.
6. Save using the preferred file name.