Creating a Podcast

**Programs Required:** Microsoft PowerPoint, Windows Movie Maker, Audacity

1. Open your PowerPoint
2. Choose File>Save As
   1. Choose Location
   2. Choose “Save As Type:” to be JPEG
      1. You want it to save all slides and it will create a separate folder for your files.
3. Open Windows Movie Maker
4. Click the “Add Videos and Photos” button at the top of the page
   1. Locate your folder and select all of your JPEGs
5. **Save your progress regularly!!**
   1. The little notebook-like icon next to the Home tab is where you will find Save
6. Open Audacity

OPTION 1

* 1. If you have a microphone in your computer, you can record your presentation in Audacity.
     1. File>Save Project As to save in your desired location

OPTION 2

* 1. Record your presentation with the audio recorder on your phone/tablet
  2. Email it to yourself and download to the computer.
  3. Open in Audacity
  4. File>Export
     1. This will now save it as a .WAV file

1. In Windows Movie Maker, choose “Add Music” at the top of the page and choose your audio file(s)
2. Adjust the lengths of your slides as needed
   1. Click the slide
   2. Under the Yellow Video Tab, change the Duration to the desired length
3. Mess around with captions, animations, and other visual effects until you are satisfied with your creation.
4. YOU ARE NOW DONE!

In Windows Movie Maker File Menu:

* 1. Choose Save Movie>For Computer

Put your finished movie in the Dropoff or Email it to [jshaut@cppmail.com](mailto:jshaut@cppmail.com) or [ymoses@cppasd.com](mailto:ymoses@cppasd.com)