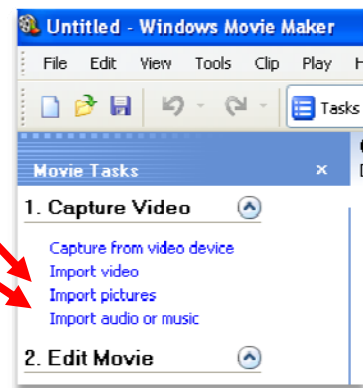
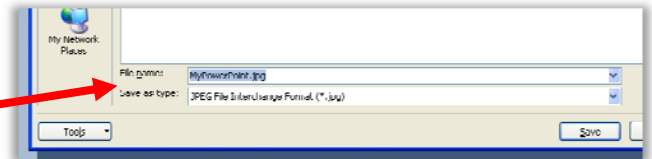


# CREATING A VIDEO PODCAST USING POWERPOINT

## QUICK REFERENCE CHECKLIST

This checklist is designed for those that have taken or are taking EdTech's podcasting class. These steps are discussed and demonstrated in greater detail in the class.

1. Create or open a PowerPoint presentation.
2. Click **File > Save As...**
3. Change **Save as type** to **JPEG File Interchange Format (\*.jpg)**. Doing this will convert each slide into one image.
4. Make sure you are saving to the desired location and click **Save**.
5. Open Windows Movie Maker (WMM)
6. From within WMM, click **Import pictures** from the menu under **Capture Video**.
7. Click **Import audio or music** to import previously created audio. You also have the option to record directly in WMM by clicking the microphone icon.
8. Adjust slide duration by clicking the edge of a slide in your timeline and adjusting it left or right. Remember to save.
9. Make other edits to your video, including effects, transitions and more (see **Edit Movie** in the left column)
10. Once you finish, make sure you save your project again.
11. You are now ready to save your movie as a movie file (at this point it is a WMM). Click **File > Save Movie File** and save it to **My Computer**.
12. Follow the guided steps to save and your file will begin its production. This may take several minutes.
13. When done, upload the movie (with .wmv extension) to your Architech video feed page.



For more details on Windows Movie Maker, make sure you visit the tutorial on the podcasting help page.