

From PowerPoint to PodCast

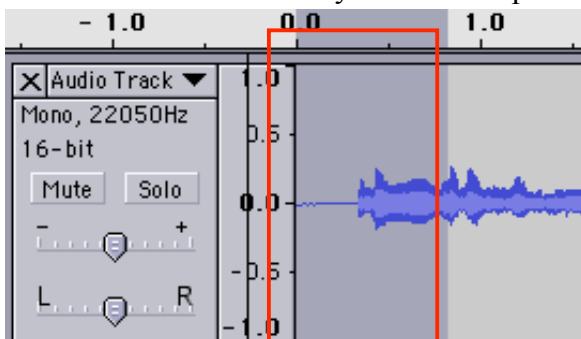
NOTE: for PC users...you'll need PresenterSoft to make movie out of ppt

Ann Penstone

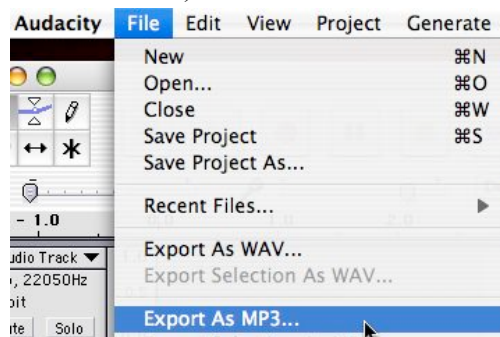
apenstone@digiknowledge.com

<http://www.digiknowledge.com>

1. Open your PowerPoint and make sure you have an audio recording device ready to record. (iPod works great but a digital audio recorder or microphone can also be used -Logitech USB 570 works great using Audacity, free recorder)
2. Start your recording device (you can cut out the beginning audio parts later in **QT pro**)
3. **SLIDE SHOW – REHEARSE TIMINGS** – click as necessary through your show while audio is being simultaneously recorded. When reach end it will ask you if you want to **SAVE** the timings...say **YES** and I always name it xxxTIMED.ppt (up to you if you want to **SEE** the timings in slide sorter view)
4. In PowerPoint under **FILE – MAKE MOVIE** and the show will be exported as a QuickTime movie file (name it and put it somewhere on your desktop to find easily)
NOTE...the following will explain using an iPod but just go to step # 9 if you recorded directly into **Audacity** (then just follow along from there)
5. Now, connect your iPod to the computer and iTunes will open and place your audio recording in play list called **VOICE MEMOS** (names it the date you recorded it & as .wav file)
6. Now highlight that file in play list Voice Memos and just **DRAG** it to your desktop...it'll copy the file there so you can use it.
7. Open that file in Audacity so you can cut the beginning and/or end **AND** export as mp3 easily
8. Play in audacity and highlight the beginning part you want to cut out and under edit – **CUT** do the same at the end if you didn't stop recording quite when you wanted.



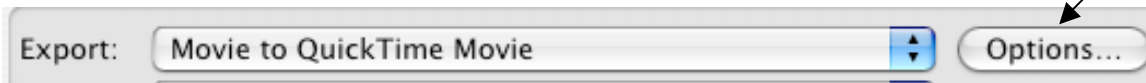
9. Then **EXPORT** as mp3 (this requires installation of LAME encoder in Audacity folder=free download)



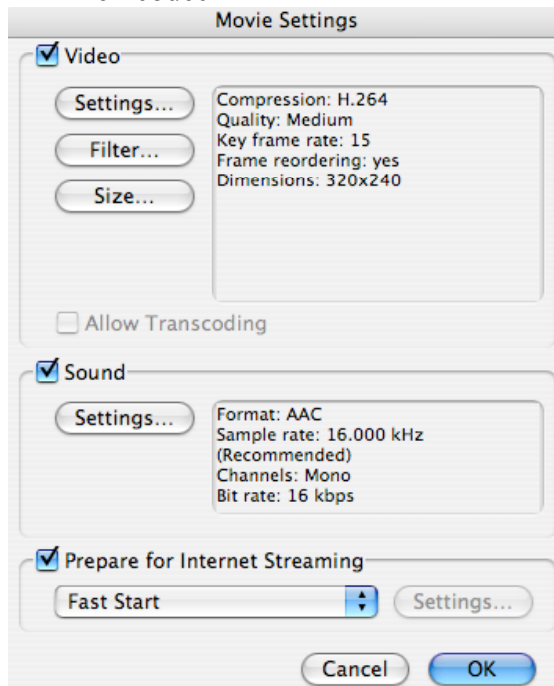
10. From your desktop **OPEN** this new file in QuickTime Pro and the movie file you created from PowerPoint – you should now have **TWO** files open in QT pro (the movie and the audio track)
11. Highlight the audio file, select all and copy (this will put the audio file in computer's memory)
12. Then go to the Movie file and **MOVE** the **PLAYHEAD** where you want the audio file to start (ideally the length of the ppt movie and audio file are the same☺)



13. Under EDIT – ADD TO MOVIE and the audio will be pasted as a separate track into your movie (do NOT paste...you want it to OVERLAY the track onto the movie NOT lengthen the movie)
14. Now to SAVE your masterpiece:
under File EXPORT - select Movie to QuickTime Movie and then click OPTIONS button:



15. SUGGEST settings you see below (you can play with these to get the quality and file size you want)...this one has been successful for us to get SMALL file size with great quality using the H264 codec



16. Save the file w/ SHORT name and no spaces or punctuation as .mov
17. You have just created a PowerPoint with audio that is synced to play like the original show but ready for Pod Casting on the Internet.
18. NOTE: to get the podcast onto your iPod – you may need iSquint OR Advanced-convert for iPod

NOW all you have to do is make sure you have a BLOG to name it and a FEED to send it out for you as you add more wonderful Pod Casts to your growing collection.

The process described above takes me about 20 - 30 minutes from the time I recover the iPod and saved PowerPoint file (w/ the rehearsed timings) on my pen drive, INCLUDING uploading and adding to our feed.

Materials: QT Pro: <http://www.apple.com/quicktime/download/mac.html>
 Audacity: <http://audacity.sourceforge.net/download/>
 LAME encoder: <http://audacity.sourceforge.net/help/faq?s=install&i=lame-mp3>
 iPod or recording device & PowerPoint,
 Blog Account: <http://www.blogger.com/start>
 Feed Account: <http://www.feedburner.com/fb/a/home>
 iSquint: <http://www.isquint.org/getit.php>

BlogSpot and FeedBurner – getting your Podcasts “heard”

NOTE: you MUST have access to a server where you can store your podcast files. Then you must create a blog and a feed to make them accessible. If you have a .Mac account you can, of course, use GarageBand3 to create and post your podcasts. But that costs you \$99+tax each year for the space. So here's plan B. (plan C could be a GoDaddy acct)

1. Create a blog (this describes your file and a place for the feed to find it and make it subscribeable).
2. One option is Blogger.com
<http://www.blogger.com/start>
 - a. Follow the 3 easy steps AFTER deciding WHAT you want to call your “Blog”
 - 1) things to consider: will you have many “posts”? If so you may want to create more than one by topic (maybe even one per subject)
e.g. we have Hersey:Huskies,Athletics,Happenings+214Curricular
 - 2) you will be “pointing” here so you’ll need the address of your blog to tell Feedburner where to find it so NOTE that address AND make sure you remember your log in and password
 - 3) need an email acct and for NEW blogspot need Google Mail
 - b. once you’ve created a blog you’ll be able to create new posts VERY fast – we are running 4 at this time.



The screenshot shows the Blogger Dashboard with a table of existing blogs. Each row includes a blog name, a 'NEW POST' button (green plus), a 'CHANGE SETTINGS' button (blue gear), the 'LAST UPDATE' date, and the number of 'POSTS'.

BLOG NAME	NEW POST	CHANGE SETTINGS	LAST UPDATE	POSTS
Hersey Athletics	+	⚙️	12 Sep 2006	5
Hersey Happenings	+	⚙️	08 Sep 2006	8
Hersey Huskies Podcasts	+	⚙️	08 Sep 2006	42
District 214 Curricular	+	⚙️	18 Jul 2006	18

At the bottom of the dashboard is a blue button labeled "CREATE A BLOG".

- b. creating NEW post – click on blog name so that you can copy the code and change what's necessary for the new one
- c. Use the tabs to find useful info: Under Settings-Publishing you will find the address you'll need to for Feedburner to find your blog (you'll only need ONE feed for ALL of your blogs. See below for example of the ADDRESS.

You're publishing on blogspot.com

Switch to: [FTP](#) (publishing on your ISP server) Or [SFTP](#) (secure pl

Blog*Spot Address

<http://herseyhappenin.blogspot.com>

Subject to availability.

- d. You'll find it easier to click Edit on any post and copy that info then CREATE a new one and simply change the description and name of your podcast file – this becomes VERY fast.

Title:

[Edit HTML](#) [Compose](#)

[Recover post](#)

[Preview](#)

Welcome back to school...our first podcast of the 2006-07 school year!
Download podcast here

- e. Copy the text in the box and then click CREATE tab and paste...edit the info (both content description, Title and file name).
- f. Then PUBLISH your blog (if not sure save as draft at first) and



- g. I recommend republishing your index after each new post as well (it's just the list of ALL your posts)

Your blog published successfully.

Files published... 100%

[View Blog](#) (in a new window)



- h. FINAL step is to make sure you have a FEED to find your blogs and make sure folks can find them.

FeedBurner – finding your blog

1. I use Feedburner.com : even a wonderful explanation here:

<http://www.feedburner.com/fb/a/podcasts>

2. All you have to do is type in the address I mentioned from blogspot in c and make SURE you ck the I am a podcaster box and then NEXT...you will be walked thru all steps (cking the podcaster box helps you make sure your podcast is “visible” to everyone)

Ready to burn your feed? Type your feed or blog URL here. (Why Burn?)

Quick Start Guides: [Blogger](#) • [Typepad](#) • [WordPress](#) • [Podcasting/Videocasting](#)

I am a podcaster!

Once you’ve created the “feed” you’ll be published within 30 minutes and people can click to hear OR click on the right side of that page to subscribe to the Podcatcher they prefer (iTunes is free on any platform and the easiest...just click and your FEED is on iTunes..just like that) OR you can tell people to use the feed address (like the one below) to enter into their Podcatcher and they’ll be subscribed.

Feed Title: (Helps you identify your feed)

Original Feed: (Feed published on your site)

Feed Address: <http://feeds.feedburner.com/HerseyHuskiesPodcasts> (Where we publish your FeedBurner feed)

What a feed page looks like AND where to click to subscribe in iTunes (looks different depending on browser used)

Hersey Happenings
A podcast powered by FeedBurner

A podcast is rich media, such as audio or video, distributed via RSS. Feeds like this one provide updates whenever there is new content. FeedBurner makes it easy to receive content updates in popular podcatchers.

[Learn more about syndication and FeedBurner...](#)

Current Feed Content

1st Hersey Happenings of 2006-07 year
Posted: Fri, 08 Sep 2006 16:56:00 -0500
[Play Now](#)

Welcome back to school...our first podcast of the 2006-07 school year!

[Download podcast here](#)

[Subscribe with iTunes](#)
Reset this favorite: [show all Subscribe options](#)

What your feed looks like in iTunes (ANYtime you add something to blogger.com, feedburner picks it up and sends it to all subscribers so it will AUTOMATICALLY be added to their list) to listen all they have to do is click the GET button.

LIBRARY	Podcast	Time	Release Date
Music	District 214 Curricular	8:03	7/18/06
Movies	Hersey Happenings		9/8/06
TV Shows	1st Hersey Happenings of 2006-07 year	2:44	9/8/06
Podcasts	Final 2006 Hersey Happening 6/2/06	0:57	6/2/06
Audiobooks	HerseyHappenings 5/19/2006		5/19/06

OPTION: submit to iTunes and when accepted searchable in Music Store!

PODCASTS

Hersey Huskies Podcasts
John Hersey High School Teachers
Category: K-12
Free