

Podcasting 210: Video Podcasting



Getting Started

The following handouts provide instructions on the following activities: converting a PowerPoint presentation to a series of images, creating a video slideshow using Windows Photo Story 3, and uploading content to iTunes U.

Objectives

- Participants will learn the about video formats
- Participants will learn how to edit media using Windows Photo Story
- Participants will learn how to convert a PowerPoint Presentation to a Video Podcast
- Participants will learn how to format Podcasts for iTunes U
- Participants will learn how to upload content into iTunes U

To login into iTunes U

<http://itunes.nmsu.edu>

System Requirements

iTunes is supported by both Macintosh and Windows operating systems.

Windows Photo Story 3 is only supported by Windows XP operating system.

Browser Requirements

Internet Explorer or Safari

Contact Information

ICT Training Services

training@nmsu.edu

646-5125

Additional Information is provided at:

<http://www.nmsu.edu/~training/faculty>

<http://www.nmsu.edu/itunes>

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Introduction to Video Podcasting

A podcast is a digital media file, or a series of such files, that is distributed over the Internet using syndication feeds for playback on portable media players and personal computers. A video podcast is a collection of video files residing at a unique web feed address that allows users to “subscribe” to this feed by submitting the feed address to an aggregator like iTunes. When new podcast episodes become available, users have the option to automatically download the Podcast to their computer.

There are four stages in the podcasting process: planning, recording, editing, and publishing. It is recommended that you take some time to plan your podcast. This includes the following steps:

- Deciding on the type of podcast you are going to create
- Determining the length of your podcast
- Determining how often you will record new episodes. Daily, monthly, weekly?
- Creating an outline of your podcast
- Deciding on learning objectives, goals, and the role a podcast will play in course materials
- Determining the type of hardware, software, and other required materials

This documentation will take you through the process of creating video podcasts. A video podcast can be actual edited video files or a collection of photos or slides with narration.

Introduction to Windows Photo Story 3

Windows Photo Story 3 is a free software application for creating digital slideshows. Windows Photo Story 3 allows you to import and edit photos or slides, and add effects, transitions, titles, narration, and background music.



Workout: Installing Windows Photo Story 3

1. Open a browser and go to <http://tinyurl.com/4f869>
2. Download a copy of Windows Photo Story 3.
3. Once Windows Photo Story 3 is downloaded, install it.

NOTE: You must have Windows Media Player 10 to install Windows Photo Story 3. In addition, if your computer has not gone through the validation process, you may be prompted to install Windows Genuine Advantage software.

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Exporting PowerPoint Slides to Images

The following steps will provide a step-by-step process to save your PowerPoint slides to images to be used with Windows Photo Story 3.



Workout: Saving PowerPoint Slides to Images

1. Open the PowerPoint presentation.
2. Select **Save as** from the **File** menu.
3. Choose the location where you would like to save the files.
4. Select **JPEG File Interchange format** from the **Save As Type** drop down menu.
5. Click **Save**.

A Microsoft Office PowerPoint message appears.



6. Click **Every Slide**.
Each image is saved in a folder with the title of your presentation.
7. Close PowerPoint.

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Creating a Slideshow with Windows Photo Story 3

The following steps will provide a step-by-step process for creating, editing, and producing a slideshow in Windows Photo Story 3. This is one example of creating a video podcast. The purpose of this instruction set is to give you a basic knowledge of the options you have in order to make a simple video podcast.



Workout: Importing Images to Photo Story 3

1. Open Photo Story 3.
2. Select “**begin new story.**”
3. Click **Next.**

The import photos screen appears.

4. Click **Import Pictures.**

A file browser screen appears.

5. Locate the converted PowerPoint slides and photos.
6. Select the first slide and click **Open.**

NOTE: You can select multiple photos by holding down the **Control** key while you are selecting your files

7. Repeat the steps above to import the two PowerPoint slides that you converted to images and two photo images.

NOTE: To change the order of the photos in the timeline, select the photo and use the arrow buttons at the end of the timeline or click and drag the image to the desired position.

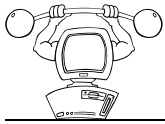
8. Click **Save Project.**

NOTE: Unlike most other programs, when you save a Photo Story project the program will prompt you for a new file location. Most likely you will choose to overwrite the existing file.

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Editing Photos in Photo Story 3

Photo Story 3 allows you to perform basic editing tasks like cropping, color correction, and filter effects to your imported photos. The following steps will take you through the basic editing features in Photo Story 3.



Workout: Cropping Photos

1. Select one of the photographs in the timeline and click **Edit**.



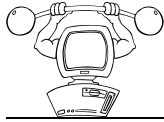
The edit picture screen appears.

2. Select the **Rotate and Crop** tab.
3. Select the **Crop** checkbox.
4. Drag the edges of the selection box so the desired area of the photo is inside the box.



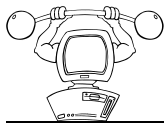
5. Click **Save**.

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Workout: Color Correcting Photos

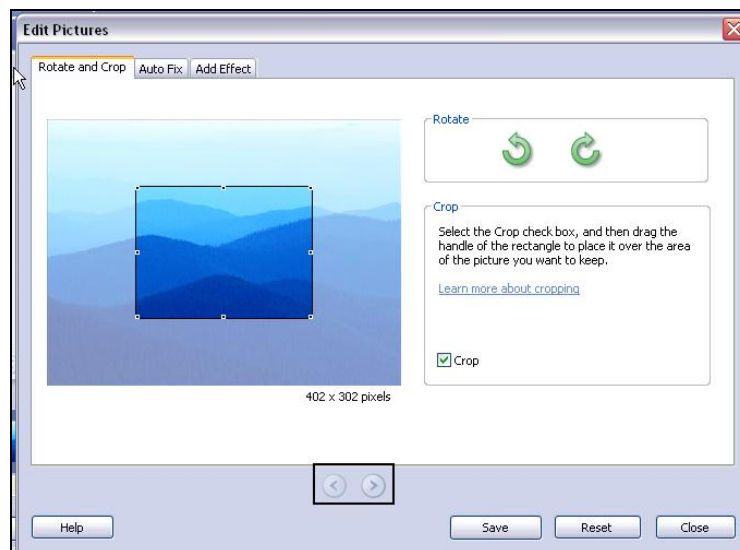
1. From the **Edit Pictures** screen, select the **Auto Fix** tab.
 2. Select the **Correct Color**.
 3. Click **Save**.
 4. Click **Close**.
-



Workout: Applying Filter Effects

1. Select another photograph that you have not edited, and click on the **Edit**.
The edit photo screen appears.
2. Click the **Add Effect** tab.
3. Select an effect from the drop down menu.
4. Click **Save**.

NOTE: To apply edits to all of the pictures in your slide show, you can click on the arrow buttons to move to the next image in your timeline.



5. Click **Close**.
 6. Click **Save Project**.
-

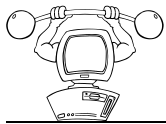
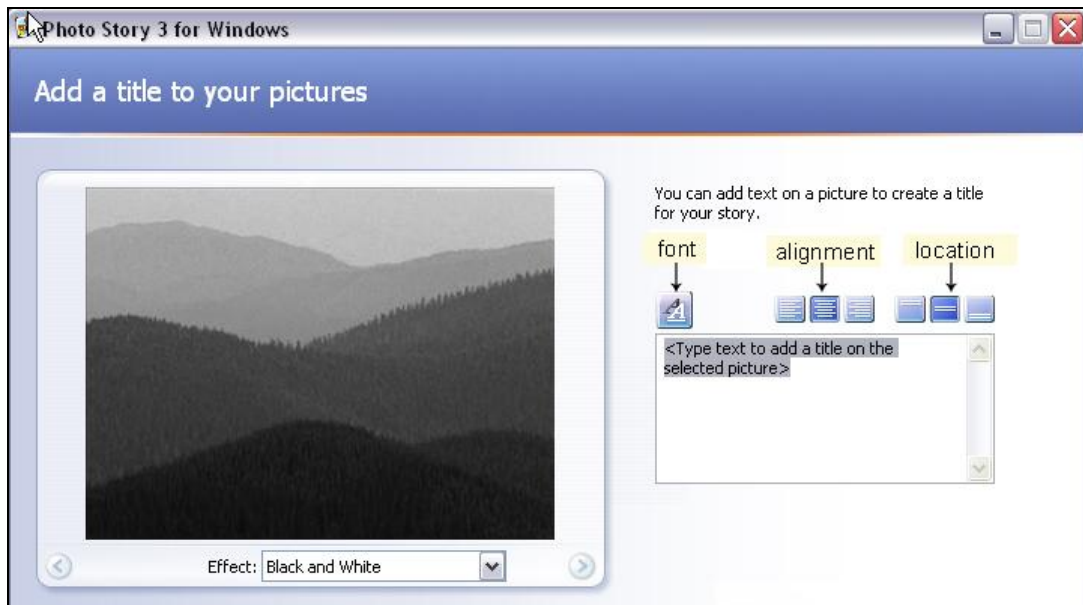
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Creating Titles and Adding Text to Photos in Photo Story 3

Photo Story 3 also allows you to add titles or text to your images and photos. The following steps will take you through the process of adding text to your images in Photo Story 3.

The following text editing features are available to adjust the font styles and text alignment:

- Font – This allows you to change the font size, color, and style.
- Alignment – This allows you to place the text with left, right, or center alignment.
- Location – This allows you to place the text on the top, bottom, or in the center of the image.



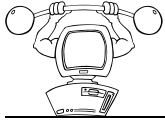
Workout: Creating a Title

1. Click **Next** to move to adding titles.
The **add titles** screen appears.
2. Select the first photo you cropped and color corrected.
3. Click in the **text field** area to add text to a slide.
4. Use the **edit text** buttons to adjust font style and alignment.
5. Repeat the steps above for each image slide.
6. Click **Save Project**.

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Creating Narration and Motion

Photo Story 3 allows you to create transitions and motions much like PowerPoint. This creates a nice flow to the delivery of your images within the slideshow and can make the video visually appealing.



Workout: Creating Motion

1. Click **next** to move on to adding narration and motion.
The **narrate your pictures and custom animation** screen appears.
2. To customize motion, click **Customize Motion**.
The customize motion screen appears. The **Motion and Duration** tab appears as a default. The default motion effect is randomly selected.
3. Select the **set end position to be the same as the start position** checkbox and click **Save**.
4. Perform step 3 on all of the images in your project.



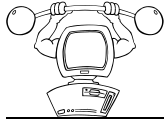
Workout: Creating Transitions

1. Click on the **Transition** tab.
2. Select a transition from the **transitions** menu.
3. Select **Save**.

NOTE: To apply transitions or motion to all of the pictures in your slide show, you can click on the arrow buttons to move to the next image in your timeline. The transition tab also allows you preview the transition, apply the transition to all of your images, and customize the duration of the transitions.
4. Click **Close**.

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Photo Story 3 also allows you to record narration for each slide and image. Adding narration is the most important step because it transforms your slideshow into a multimedia presentation rather than a series of images.



Workout: Recording Narration

1. Click on the **Configure Microphone Recording** button.



The sound hardware test wizard appears.

2. Click **Next**.

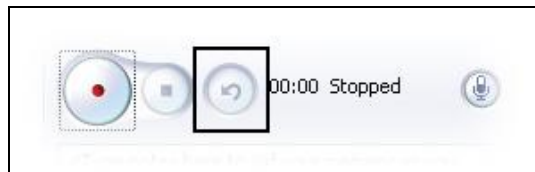
The wizard performs a test to check your sound hardware and the microphone test screen appears.

3. Follow the on-screen instructions.
4. When your microphone test meets your standards, click **Next**.
5. Click **Finish** to close the **sound hardware test** wizard.

NOTE: You can type your scripted notes in the text field to assist you in the narration process.

6. When you are ready, click **Record**.
7. Click **Preview** to review your slideshow.

If you are unhappy with your recording, you can click **delete** and start over.



8. Click **Save Project**.
9. Create a narration for each slide and image in your slideshow.

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Adding Background Music

Photo Story 3 allows you to include background music in addition to your narration. There are two options for creating background music: You can upload a sound file or song, or you can create your own music using the **custom music properties** screen.



Workout: Adding Background Music

1. When you have finished recording your narration, click **Next**.

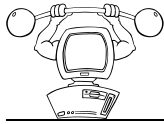
The add background music screen appears.

2. Click **Select Music**.
3. Locate the **Highway Blues** file.
4. Click **Open**.
5. You can adjust the volume of the music using the volume adjustment bar.
6. Click on **Preview** to view your slideshow.
7. Click **Delete Music**.

The “highway blues” file is deleted, and the “**select music**” and “**create music**” buttons return.

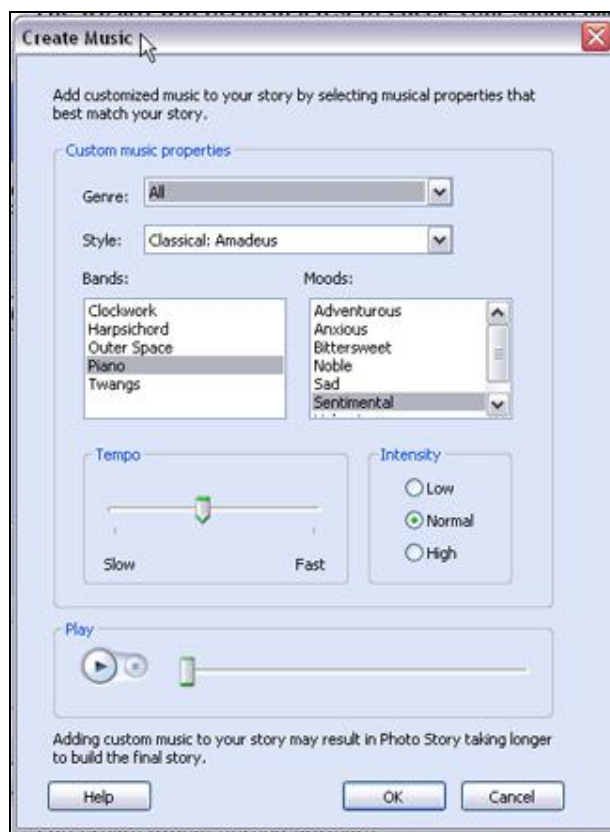
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You can customize your sound to match the mood of your photo story by selecting from multiple drop down menus: genre, style, bands, and moods. You can also alter the music by adjusting the tempo and intensity.



Workout: Creating Music

1. Click on the **Create Music** button.
The create music screen appears.

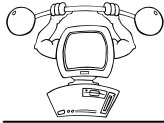


2. Select **Classical** from the **Genre** menu.
3. Select **Classical: Bach Prelude** from the **Style** menu.
4. Select **Piano** from the **Bands** menu.
5. Select **Happy** from the **Moods** menu.
6. Click **Play** to preview.
7. Click **Ok**.
8. Click **Preview** to view your slideshow.

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Saving your story

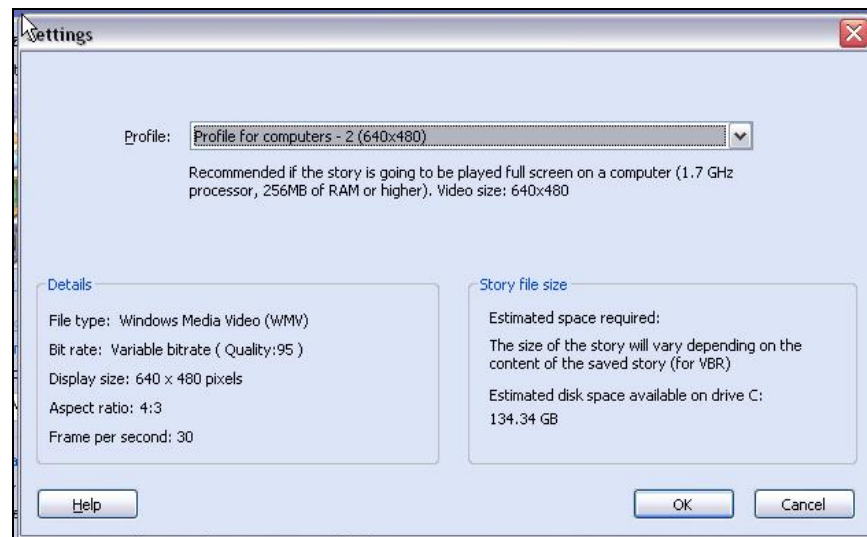
When you have completed editing your images or slides and adding narration, transitions, and background music, you must save your story before you can convert it to a file format that is acceptable for video podcasting.



Workout: Saving your Story

1. When you have finished adding background music, click **Next**.
The **save your story** screen appears.
2. Select **Save your story for playback on your computer** from the **Activities** menu.
3. To specify a location on your computer to store your story, click **Browse**.
4. Select a location to store your files, usually in **My Videos**.
5. Enter a file name.
6. Click **Save**.
7. In the **Quality Settings** section, click **Settings**.

The settings screen appears.



8. Select **Profile for DVDs – NTSC (640 x 480)** from the **Profile** drop down menu.
9. Click **Ok**.
10. Click **Next**.

The **building your story** dialog box appears.

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When your story is finished saving, the **complete photo story 3 for windows** screen appears and a message appears that states, “your story has been successfully created.” You have the option to view your story, create a new story, or exit.

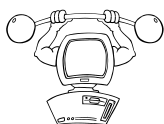
11. Click **Exit**.

To upload and download your slideshow to iTunesU and a video iPod, your story must be converted from a Windows Media Player file (.wmv) to an MPEG 4.

There are numerous free third-party file conversion software applications. We will be using Jodix and ZamZar to show you the difference between the two applications.

Introduction to Jodix iPod Video Converter

Jodix is a free third-party file conversion software that converts Windows Media Player file (.wmv) to a MPEG 4 for video podcasting.

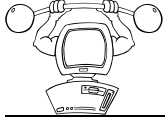


Workout: Installing Jodix

1. Open a browser and go to <http://www.snapfiles.com/get/jodixipodvideo.html> .
2. Download a copy of Jodix iPod Video Converter.
3. Once Jodix iPod Video Converter is downloaded, install it.

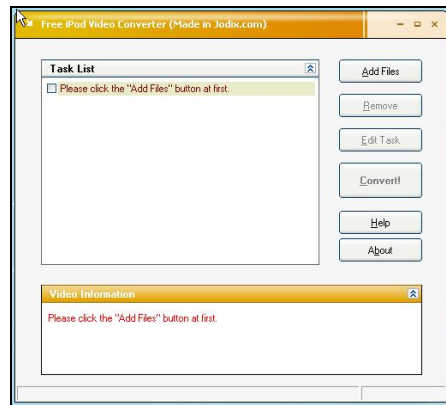
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Converting files with Jodix



Workout: Converting WMV to MPEG 4

1. Open Jodix.
2. Click **Add Files**.



3. Locate your photo story 3 video and click **Open**.
The settings screen appears. This gives you some basic information about the file.
4. Click **Next**.
5. Select 320 X 240 (Recommended) from the video size drop down menu.
6. You can select the options to increase the video and audio quality.
NOTE: As you increase the quality of the video and audio the size of the file will also increase. Note the output file information to determine the size of the file.
7. Click **Next**.
The create tags screen appears.
8. Enter a title for your video, by filling in the author, genre, or copyright information.
9. Click **Ok**.
Your files should show up in the task list section
10. Click **Convert**.
A successful message appears if your files have been converted successfully.

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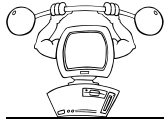
Converting files with Zamzar

Zamzar is a free online file converter that allows you to upload your files, select a conversion method, and then download the converted file via a personal email address. Point your web browser to www.zamzar.com and follow the onscreen instructions. Make sure you have selected **MPEG 4** from the “format to convert” drop down menu. You will receive an email in a few minutes that will provide you with a link to download your converted file.

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Uploading to iTunes U

The following instructions will provide you with the process of uploading your podcasts to iTunes U. If you don't already have an iTunes U course, you can request an iTunes U course by completing a course request form from the iTunes section of the ICT training services website, <http://www.nmsu.edu/~training/itunes> .



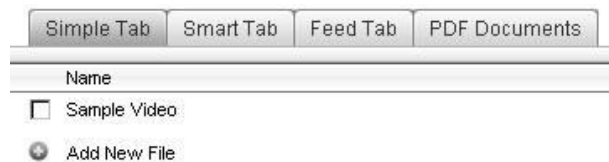
Workout: Logging in to iTunes U at NMSU

1. Open a browser and go to <http://itunes.nmsu.edu> .
NOTE: You must have pop-ups disabled.
2. Click **NMSU iTunes U for student, faculty and staff (login required)**.
3. Enter your NMSU username and password.
iTunes U opens in iTunes.



Workout: Uploading to iTunes U at NMSU

1. Click on the course into which you would like to upload your Podcasts.
2. Click **Upload Files and Manage Files**.
iTunes U opens a web browser.
3. Select the tab under which you would like to upload the Podcast.
4. Click **Add New File**.



5. Click **Choose File** (Mac) or **Browse** (Windows).
6. Locate the file on your computer and click **Choose** (Mac) or **Select** (Windows).
While the file is uploading, you will see the file upload progress. When the upload is complete, your file will appear in a list below the tabs.
7. Click the **Done** button.