

# Developing a Simple Podcast Using PowerPoint

A Faculty Forum presentation

October 2009

by Amy Haas



# Session Overview

- This podcast demonstrates how to create a simple podcast using PowerPoint 2007.
- More advanced podcasts can be made using screen capture software such as Tech Smith, Camtasia or Adobe Captivate, but are not covered in this presentation .

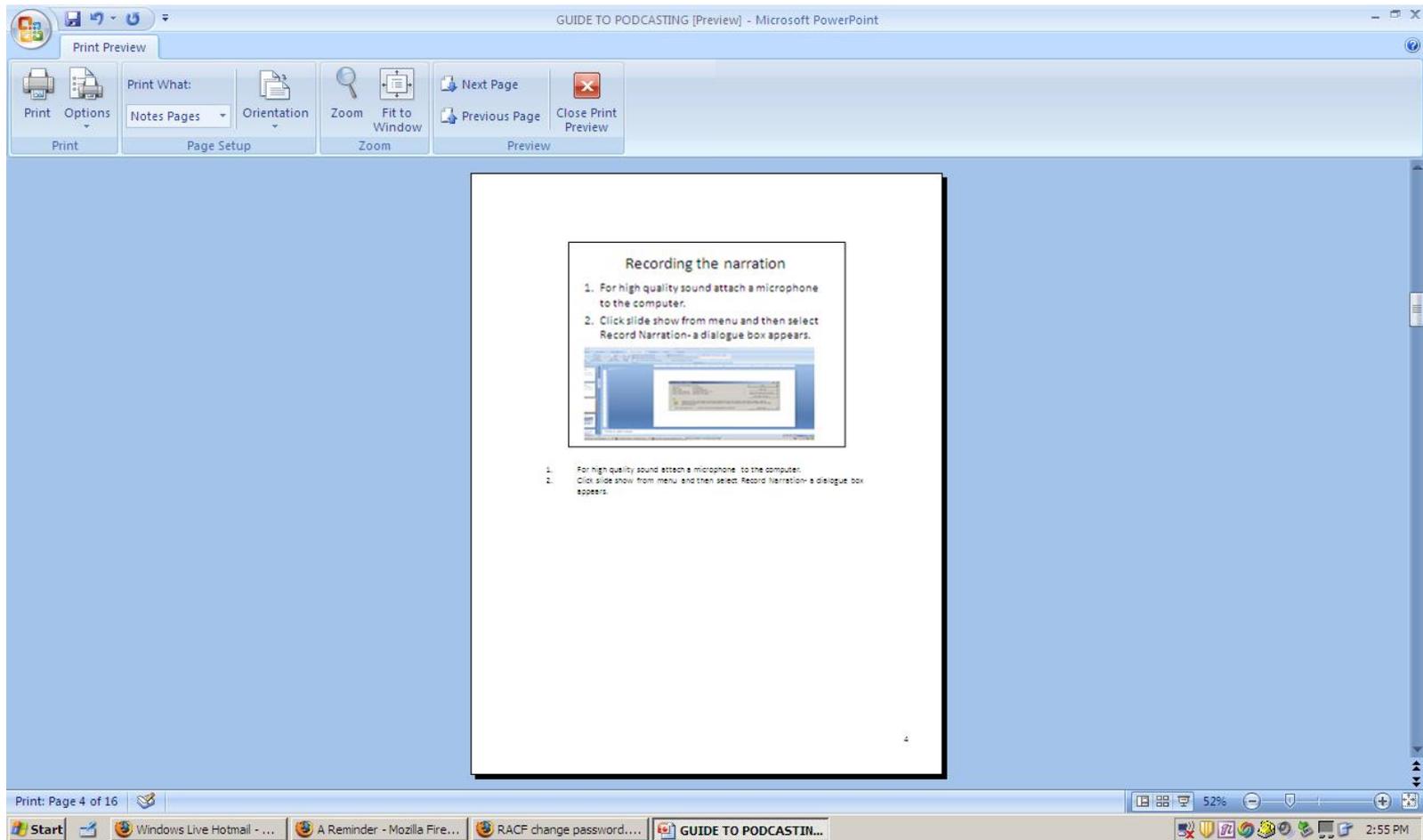


# Create PowerPoint Presentation

1. Create PowerPoint Slides.
2. Add notes to each slide-these slide notes are your script.
3. Print out Notes Pages and place in presentation order.

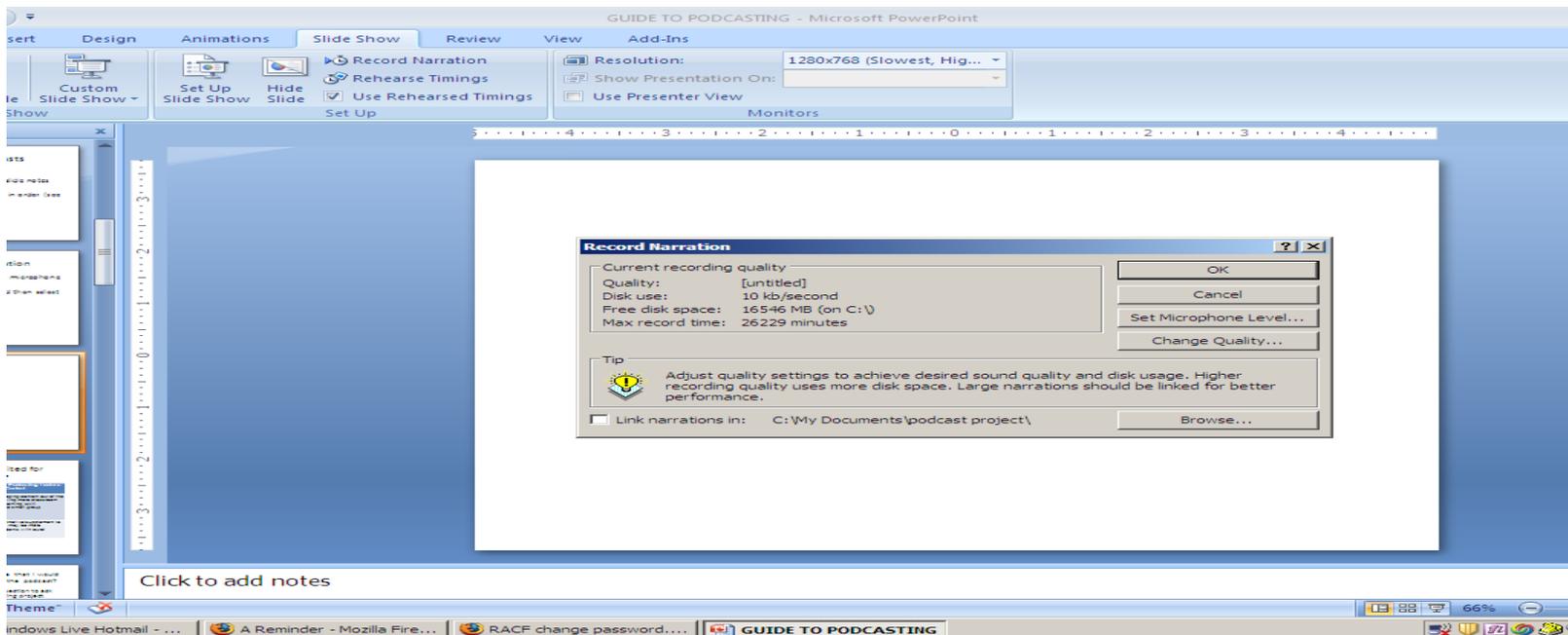


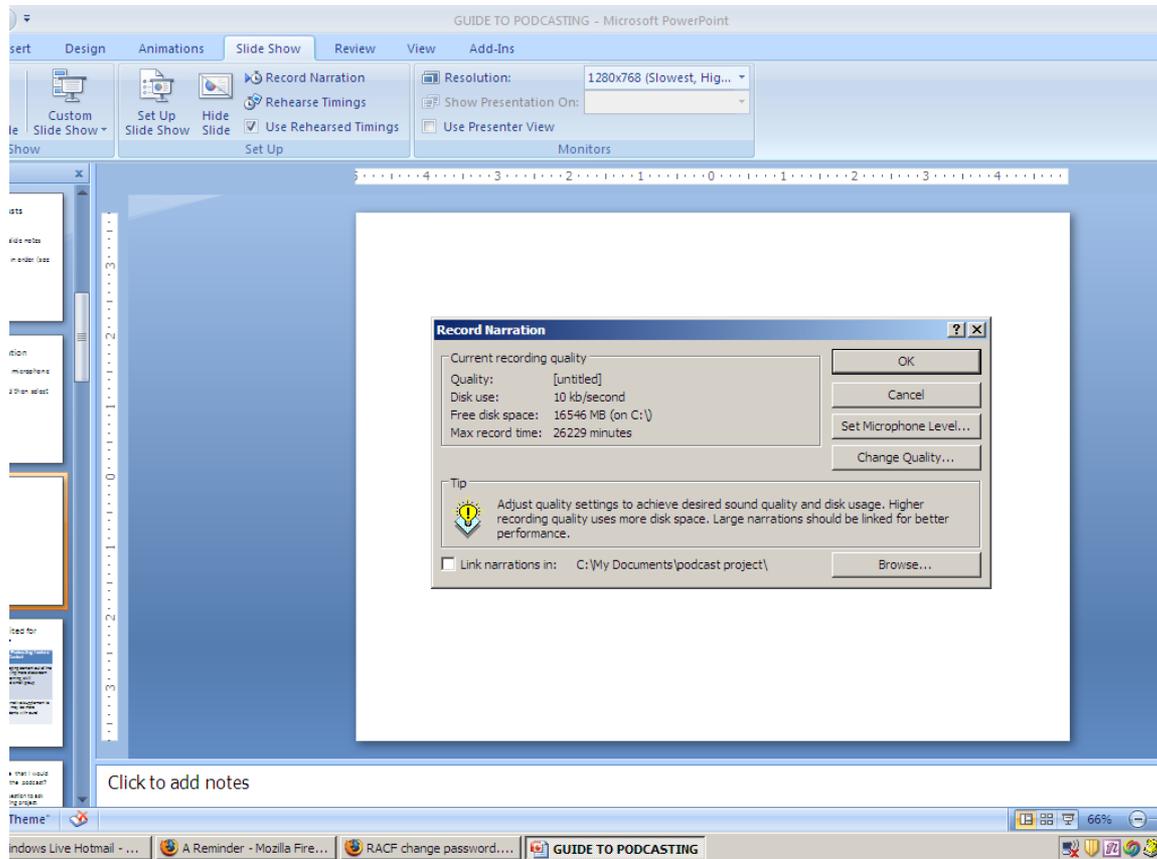
# Notes Page Printout



# Recording the narration

1. For high quality sound attach a microphone to the computer.
2. Click slide show from menu and then select Record Narration- a dialogue box appears.

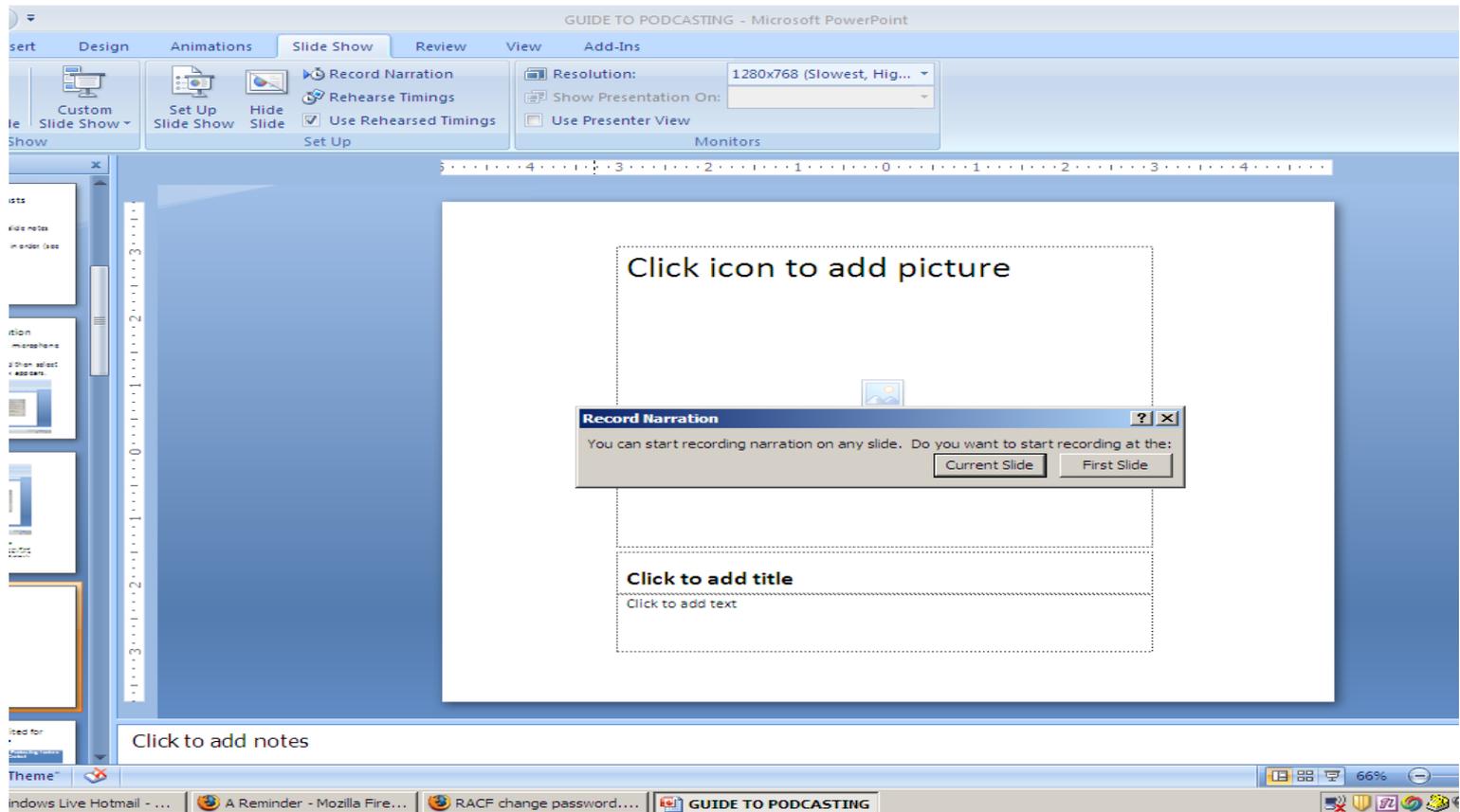




## Click Set Microphone level-test your volume

If you wish to change the quality, click change quality. There are different options to pick from. You may want to start out with the default setting and once you're more comfortable with podcasting make adjustments. Then click OK to begin narration.





## Select First Slide

The first slide will appear on the screen, and you should immediately begin recording your narration for the slide. Read the notes on the slide and when done press escape. This allows the narration to be recorded one slide at a time

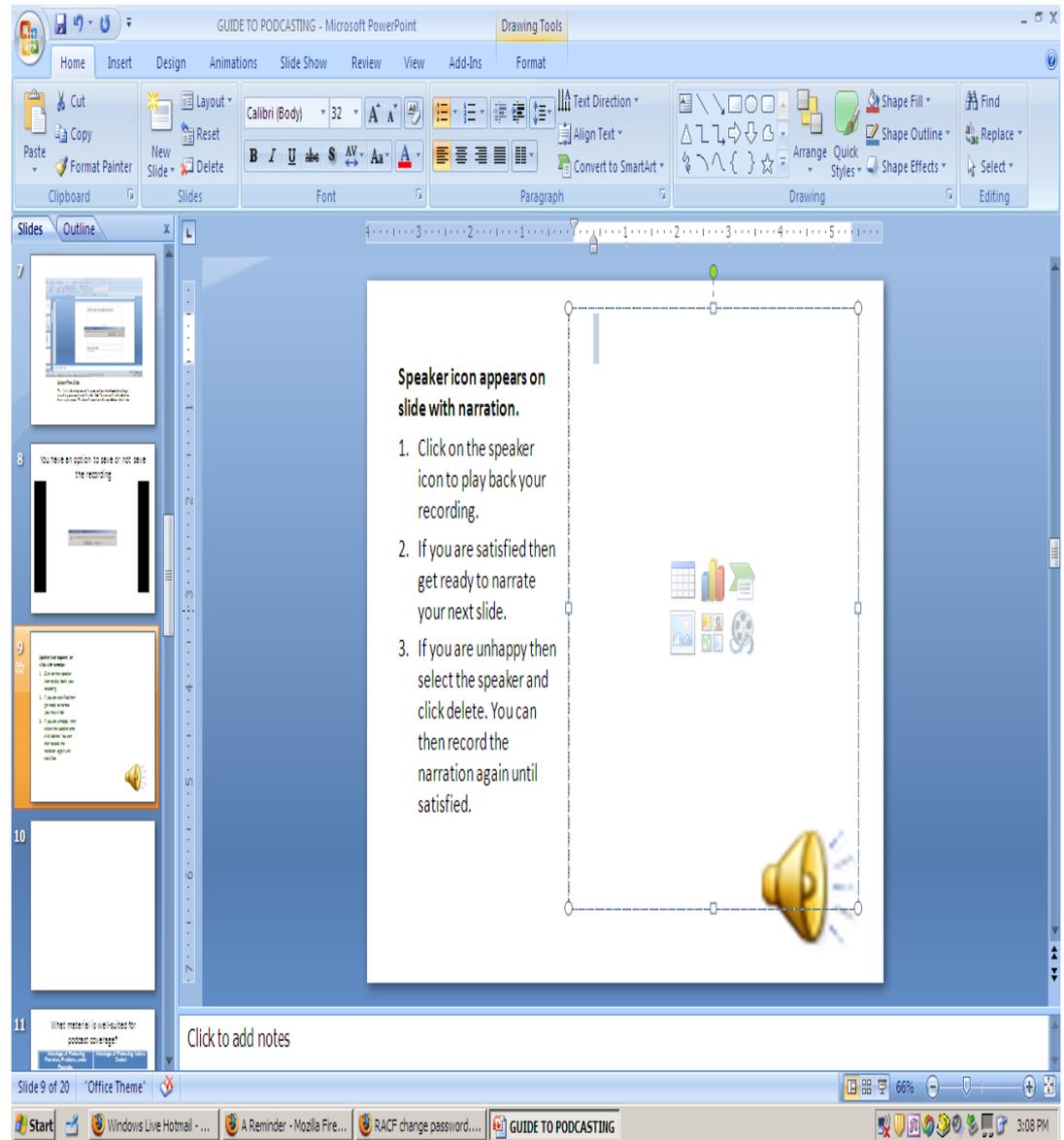


# You have an option to save or not save the recording



## Speaker icon appears on slide with narration.

1. Click on the speaker icon to play back your recording.
2. If you are satisfied then get ready to narrate your next slide.
3. If you are unhappy then select the speaker and click delete. You can then record the narration again until satisfied.



# Recording additional slides

1. Go to desired slide and select Slide show from current slide.
2. Click Record Narration. (If necessary run microphone test and make adjustments to microphone quality.)
3. Click OK and then select **Current** slide.
4. Get ready to read your slide notes and when done click Escape. Option to save or not.
5. Replay narration by clicking the speaker icon.
6. Move on to next slide and repeat 1-5.



# Congratulations

- After recording all slides view your slide show by clicking slide show, from the beginning.
- The next step is making the slide show available to students.
- If the presentation is small (less than x ms. Then you can post it directly to Blackboard).
- Larger presentations need to be compressed before uploading to Blackboard.



# Compress file

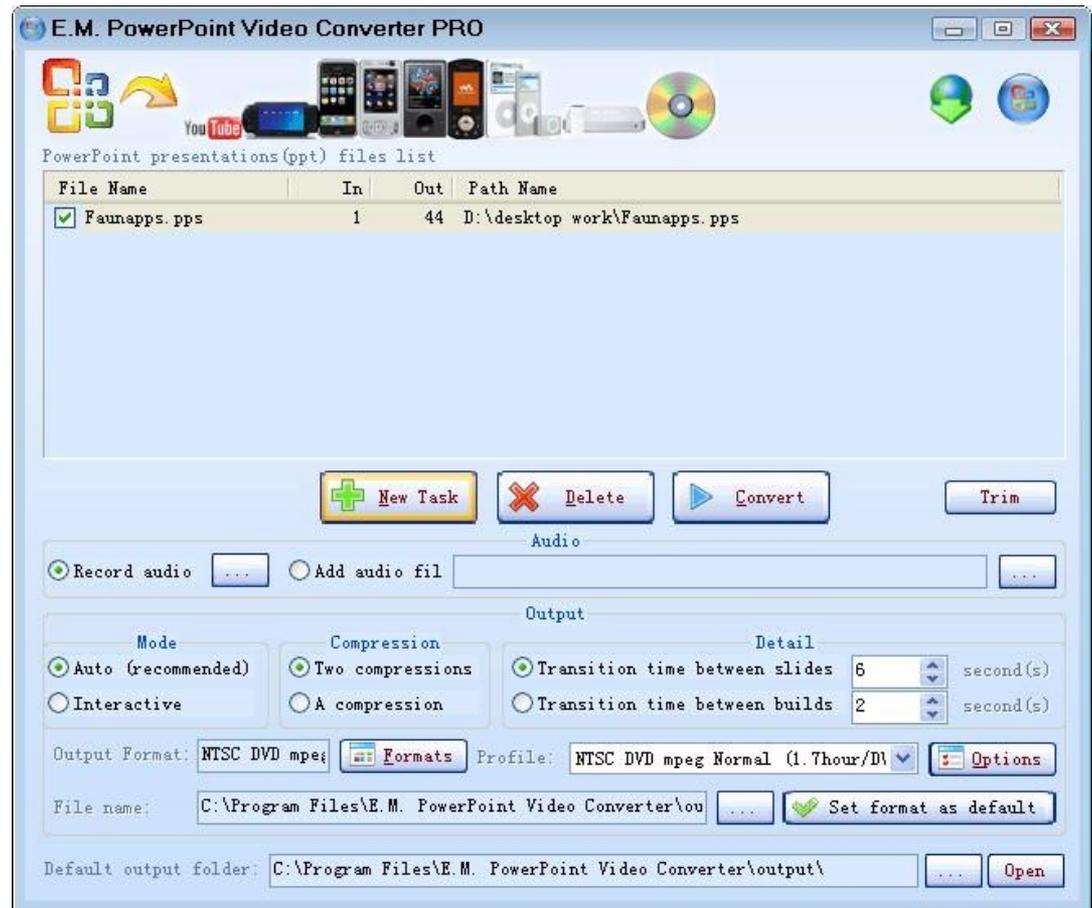
File compression can be accomplished with a variety of software programs.

1. EM is a free program that enables file compression into various formats that can be viewed on an IPOD or Blackberry.
2. Impatica another software program that compresses files so they can be viewed on variety of computer systems.
  - College has site license.



# EM POWERPOINT Converter software

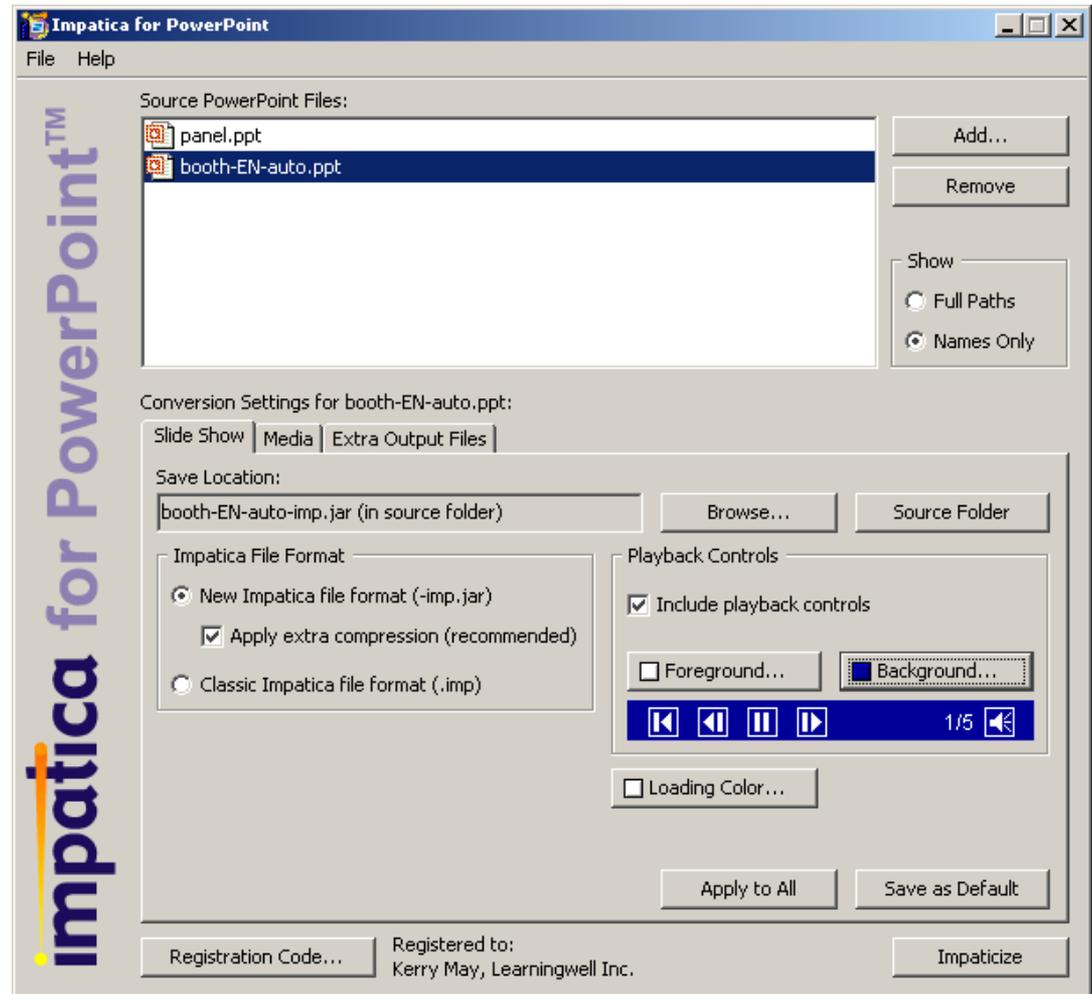
- Free program used to convert PowerPoint presentations to various formats including IPOD, iPhone and Blackberry.
- Download the program at <http://www.effectmatrix.com/PowerPoint-Video-Converter/index.htm>
- Necessary for large files and to enable alternative viewing options.
- Website provides guidance on using the software.



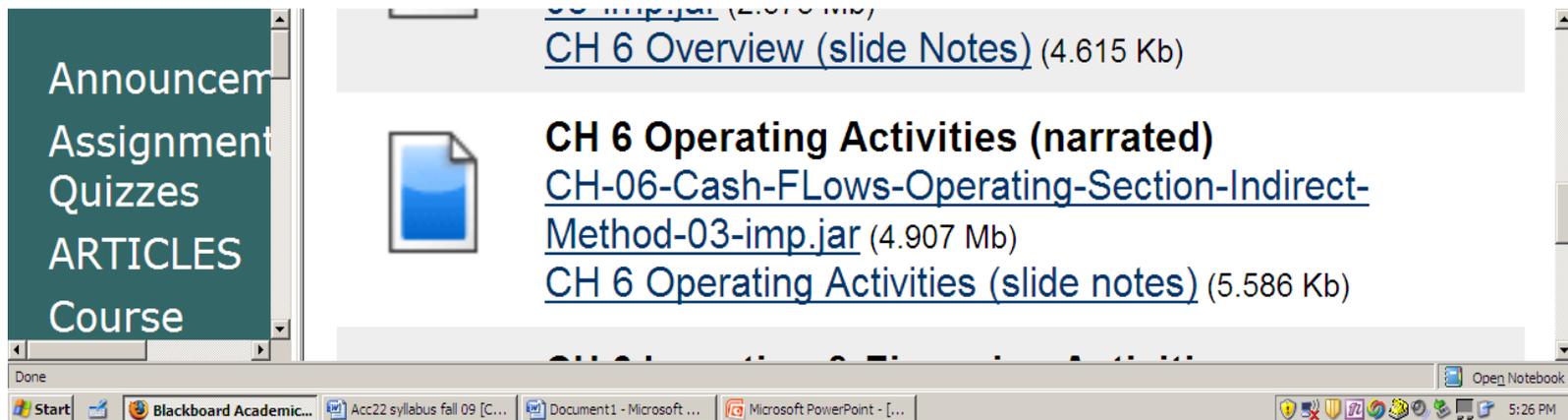
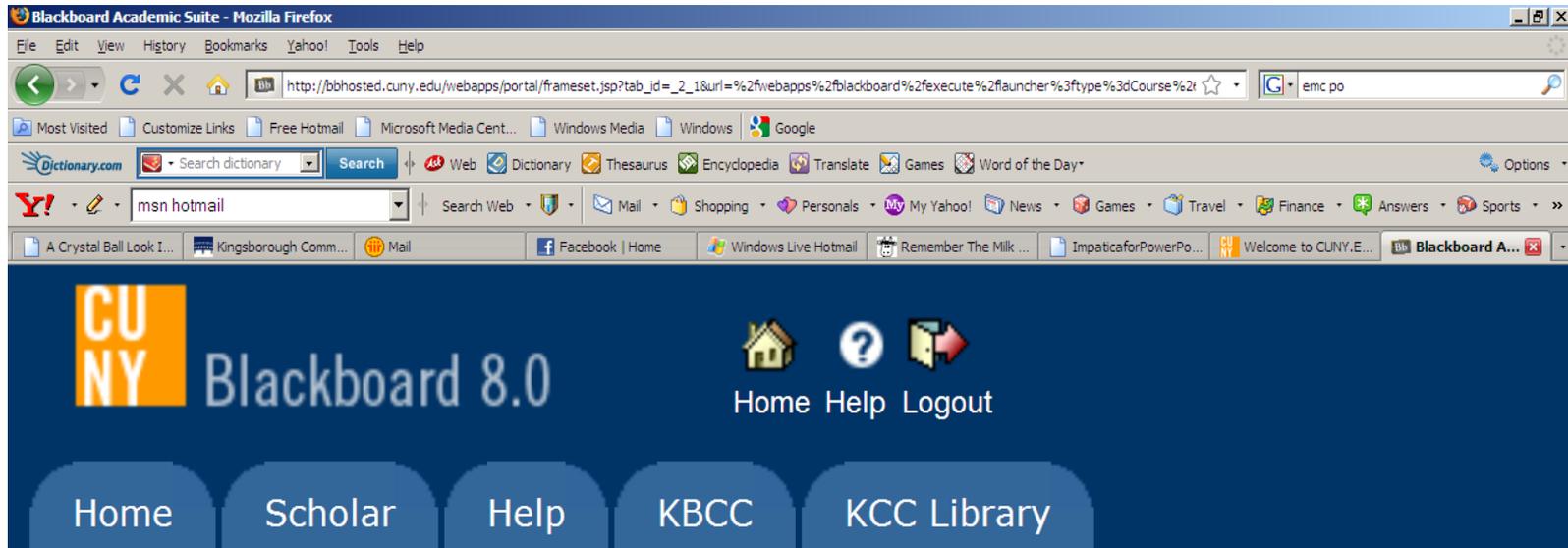
# IMPATICA FILE COMPRESSION

<http://www.impatica.com>

- Conversion produces text files of the PowerPoint slide notes that students can save and print.
- The conversion produces a file that can be run independent of a user's operating system or additional plug- in or special software.
- Output can be posted to blackboard , stored on a disk or emailed .



# Make podcasts available



# SUMMARY

A very simple method to create podcasts is to add narration to a PowerPoint presentation.

To do this create slides with notes. The notes are the script for narration.

Attach a microphone to computer and select slide show, add narration.

Narrate each slide by reading your slide notes and then pressing escape.

Save the file and then use compression software to save the presentation in a format that can be easily viewed using alternative medias.

