

CREATING A VIDEO PODCAST, USING A WINDOWS PC

To create a video podcast on a Windows PC, you'll need to install 2 programs on your computer. Fortunately, both are available free of cost. Let's get started....

OVERVIEW: WINDOWS MOVIE MAKER + FREE IPOD CONVERTER

Microsoft's **Windows Movie Maker** comes packaged with many versions of the Windows operating system. It can be used to capture audio/video from a video source, import existing audio/video or still pictures, and edit these elements to create a final movie that's almost ready for video podcasting.

Free iPod Video Converter can be downloaded to your PC. It can be used to convert various video files to the format needed for podcasting and iTunes U at Georgia State.

USING WINDOWS MOVIE MAKER

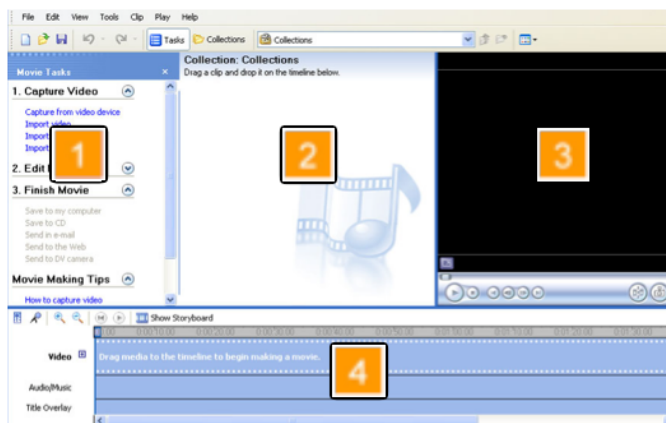
OPEN THE PROGRAM

1. Open the **Start** menu in the bottom left corner of the task bar on the Microsoft Windows desktop.
2. Choose **All Programs -> Windows Movie Maker**.

On some computers, this program may be located elsewhere. One likely location is **All Programs -> Accessories -> Entertainment -> Windows Movie Maker**.

GET FAMILIAR WITH THE PROGRAM LAYOUT

When the program opens, the workspace will be divided into four sections:



Movie Tasks View (Upper Left) – lists steps to follow during the video editing process.

Collections View (Upper Middle) - shows project elements as they are added (so it'll be blank, at first).

Preview Screen (Upper Right) - gives a preview of the video as it is created.

Storyboard / Timeline (Bottom) - depicts video elements, either in order of appearance or according to time on screen.

You may switch between the Timeline view and the Storyboard view, but we recommend the Timeline view for beginners.

BEGIN A NEW PROJECT

1. Click on **File** (upper left corner) and select **New Project**.
2. Immediately save the project by clicking on **File** then **Save As**.
3. Give the project a descriptive name.
4. Use the **Save As** window to create a project folder that will contain all elements of the project.

You are now ready to assemble your project elements and edit your video!

ASSEMBLE PROJECT ELEMENTS

The process for assembling a project follows the 1,2,3 process given in the **Movie Tasks View**.

1. CAPTURE VIDEO

From Video Device

“Capturing Video” means recording video onto your computer from a camera or similar video device. To capture video from a camera or similar device, follow these steps.

1. Connect the device to the computer. Some video cameras connect with computers via a FireWire connection. Many now connect via USB. Consult your camera’s manual to learn how to connect it and capture video.
2. Turn on the device. A dialog box will appear asking you to give a file name to your captured video, and a place to save the video.
3. Follow the steps to name your video, and to place it in your project file (At any later time during the editing of your project, if you wish to add more video clips you can simply click on the "[Capture from video device](#)" link under **1. Capture Video** in the Video Tasks portion of the workspace).
4. Click on the **Next** tab in the lower right corner of the dialog box. The next screen will offer more choices for capturing video.
5. Choose the Best quality for playback on my computer option and click on Next. The following screen in the dialog box will offer the choice Capture the entire tape automatically or Capture parts of the tape manually.

Ways of Capturing

You may wish to capture the entire tape if your footage is very concise, but if your footage contains many extraneous shots then you may wish to selectively capture parts of the tape manually, to save space on your hard drive.

Entire Tape Automatically

If you choose to capture the tape automatically, Windows Movie Maker will perform the function for you and place the footage in the Collections area of your workspace.

Parts of the Tape Automatically

If you choose to capture parts of the tape manually, then the program will give you a screen with icons that control most video devices (very similar to the controls on a VCR). Icons in the upper left corner of the dialog box will enable you to start and stop capturing specific bits of footage as the tape plays. Sometimes, though, you'll have to use the buttons on the camera to Play, Pause, etc.

Once the desired footage has been captured and the dialog box closed, Windows Movie Maker will place the footage in the Collections area of your workspace.

Import Video (from a File)

If you already have a video file that you would like to import into your project, simply:

1. Click on **Import video** under **1. Capture Video** in the upper left portion of the Windows Movie Maker workspace.

The program will present you with a Windows Explorer box to locate your video file(s).

2. Locate the desired file and then click **Import**.

Import Pictures or Import Audio or Music

To import pictures or audio/music, simply click on **Import pictures** or **Import audio or music** under **1. Capture Video**. The program will present you with a Windows Explorer box to locate and import the desired file(s).

With your project elements captured and/or imported, you are ready to begin editing your video. The following pages will help with editing; read on.

2. EDIT MOVIE

Video and audio clips, and graphics files, can now be added to your project timeline. The timeline runs across the bottom of the Windows Movie Maker workspace in an area that could also display a storyboard view of the project, but use the timeline view for now.

The timeline displays the project from left to right, with clips, transitions, and effects arranged in sequence.

Add and Adjust Elements in the Timeline

1. Confirm **Timeline** view.
If the project is currently being displayed in storyboard view, use the **Show Timeline** icon above the timeline/storyboard area to view the project as a timeline.
2. Add a clip to the timeline.
Drag and drop a video clip from the **Collection View** area to the timeline to begin editing.
3. Select the clip in the timeline.
4. Move the clip to the desired time on the timeline.
When the mouse is held over a clip, it will change to a hand symbol. When the mouse changes to a hand symbol, the clip may be picked up and moved to another part of the timeline (either later or earlier in the sequence).
5. Refine in and out points.
You can refine where a clip begins and ends (in and out points), so that only the best part of a clip is shown or heard in the final product. Hold the mouse over the beginning or end of the clip, so that the hand changes to a red line with an arrow on either side. Left-click the mouse and move it to the left or right. Trimming the clip in such a way changes the moment that the clip begins or ends in the final video.

Add Video Effects

1. Click on **View video effects** under **2. Edit Movie** in the **Video Tasks** portion of the workspace or right-click on the clip in the timeline and select Video Effects.
2. Drag a desired effect and drop it on top of the clip in the timeline.
Another way to add effects to individual clips in the timeline, is to right-click on the clip, left-click on **Video Effects**, and then use the **Add or Remove Video Effects** box to add desired effects to the video clip.

Add Video Transitions Between Clips

1. Click on **View video transitions** under **2. Edit Movie** in the Video Tasks portion of the workspace.

2. Click on the desired transition and drag it to the timeline, dropping it between two video clips on the Transition line of the toolbar. (It will snap to the end of the first clip of the transition.)

The transition will then be visible on the Transition line of the toolbar, and can be manipulated in a similar way to a video or audio clip.

3. To trim the transition, changing when it begins/ends and how long it lasts, hold the mouse over the left edge of the clip so that the mouse pointer changes to a red line with an arrow on either side.
4. Trim the beginning of the transition clip by left-clicking the mouse and moving it to the left or right.

Add Titles or Credits

1. Click on **Make titles or credits**, under **2. Edit Movie**.

The workspace will present five choices for adding titles:

- Add title at the beginning of the movie.
- Add title before the selected clip in the timeline.
- Add title on the selected clip in the timeline.
- Add title after the selected clip in the timeline.
- Add credits at the end of the movie.
- Cancel

Clicking on any of these options will open a screen that allows a user to enter text for the title.

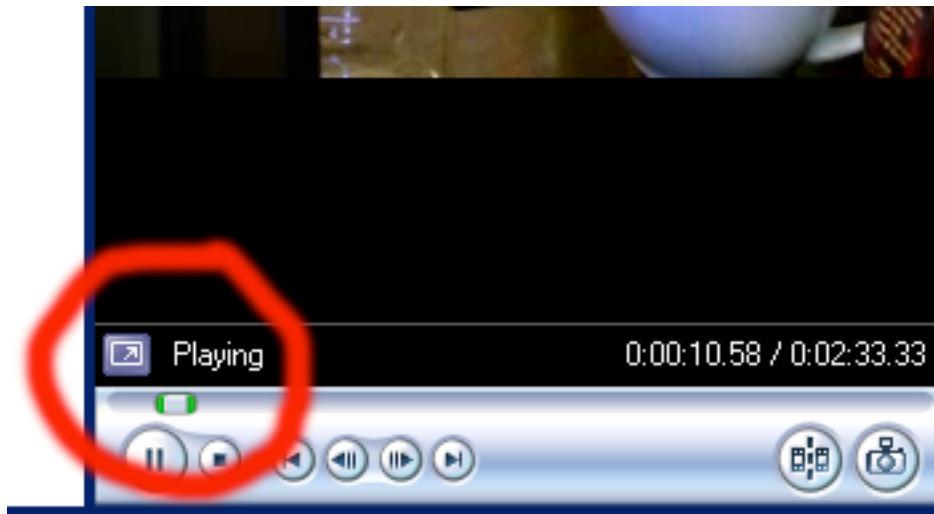
2. Enter text.

Once finalized and added to the project timeline, the titles will appear in the **Title Overlay** area of the timeline as clips. The clips can be moved around, or the length adjusted, in the same way that video clips can be adjusted.

3. FINISH MOVIE

Preview Your Movie

1. Click anywhere on the Timeline and press the Home key on your computer keyboard. This will move the cursor to the very beginning of your project.
2. Press the space bar on your keyboard to begin playing your movie.
3. Simply press the icon in the lower left corner of the preview if you wish to preview the movie in full screen mode.



To return to the standard view, from the full screen view, simply press the **Esc** at any time.

Save Your Movie

Windows Movie Maker can save projects as Windows Media files, but you should save your movie as a DV-AVI file for greater compatibility with other programs, like the one you'll use next in this process.

1. Click on [Save to my computer](#) under **3. Finish Movie** in the Video Tasks portion of the workspace.
2. Follow the prompts to enter a file name for your saved movie and to choose (or create) a folder where your movie will be saved.
3. Click on the Next tab in the lower right corner of the dialog box.

The next screen will provide you with options for determining the size and quality of your saved movie. Selecting the "Other settings" option will provide you with a list of choices for saving your project.

For video podcasting it is best to export your project as a DV-AVI. Then follow the steps below to Convert Video to a format for podcast. Another software tool is needed, because Windows Movie Maker does not export video in that format. Read on to learn how to convert your video....

CONVERTING VIDEO FILES TO THE PROPER FORMAT

Various video-editing programs may or may not be able to export projects to the file format required for uploading content to iTunes U. The appropriate file format for uploading video files to iTunes U, using a Windows PC, is **MPEG-4** with **H.264** compression. For those using Microsoft Windows, there is a free downloadable program that makes file conversion to this single format quick and easy.

DOWNLOADING AND INSTALLING A FREE IPOD VIDEO CONVERTER

1. Download the installer by going to this link:
<http://www.jodix.com/downloads/free-ipod-video-converter.exe>.
2. Save the application file to the computer hard drive.
3. Open the setup program and follow the installation instructions.

USING THE IPOD VIDEO CONVERTER

1. Open the program Jodix Free Video iPod Converter.
Upon opening the program, a Tip of the Day will be displayed. If you wish to disable this feature, deselect the box next to **Show Tips on Startup**.
2. Click **OK** to get past the Tip of the Day.
3. Click the **Add Files** button when the main screen appears. The program will offer a navigation window, which can be used to locate the video file to be converted.
4. Locate and select your file on your local system.
5. Click **Open** to add the file to the conversion program. A **Settings** box will appear, showing you information about the source video.
6. Click on **Next** to get to the **Settings** for the output file.

This box allows you to determine the name and location of the output file, the screen dimensions (called "Video Size" here), and the quality settings for Video and Audio.

Output File: You should choose where your output file will be saved so that you'll know where to find the file when this process is finished.

Video Size: The recommended size is 320 X 240. Sometimes, you may decide you must have a larger screen size, but that comes with a disadvantage: the video file size will be larger and will take longer for viewers to download.

Audio and Video Quality settings: Use the default settings here or consider choosing settings in the middle range. The higher the quality settings for the video and audio, the larger the file becomes. Large files take longer for you to upload and others to download. However, lower settings can result in audio or video that is choppy or unclear.

7. Click on **Next** again once you have chosen the settings for the output file.
The next Settings box includes a **Tag Editor** so that you can enter textual information about the converted file, such as the **Title** of the video, **Author**, **Genre**, and **Copyright** information. Enter the descriptive information that you would like to be used to summarize the content of your uploaded video file.
8. Click the **OK** button to finish entering the conversion settings.

Having completed these steps, you should see your conversion project in the **Task List** with a checkmark next to it.

9. Click the **Convert** button to carry out your conversion.

The program will convert the selected source file to a file format suitable for uploading to iTunes U. The resulting file should have a file extension of ".mp4" (for example, "My Awesome Online Video.mp4"). This file is ready to upload to iTunes U.

ALTERNATIVE CONVERTER PROGRAM: QUICKTIME PRO

QuickTime Pro can be used to convert different types of video files. It's available in many computer labs on the Georgia State campus, for Mac and Windows computers, or can be purchased from Apple for personal use. Quicktime pro can convert more file types than the free tool mentioned above, and can be a bit more convenient if you do this often, or if you use both Macs and PCs and would appreciate not having to learn different programs for converting videos to podcast-friendly format.

USING QUICKTIME PRO TO CONVERT YOUR VIDEO FOR PODCASTING

1. Open the .avi file in Quicktime Pro.
2. Choose **File -> Export**.
3. Check **Export for iPhone** (the first iPhone option; *not* the cellular option).