

# Upload Instructions

## Power Point to Video MP4

- Open your Power Point project.
- Under the **file** tab, click **save and send**.
- Under File Types, select the **create video** option.
- In the arrow drop down boxes, select **Internet & DVD** and **Don't Use Recorded Timing and Narrations**.
- Choose how long you would like to spend on each slide (3-4 seconds recommended).
- Click **Create Video**. Choose where you want to save the file (U:drive). Click **save**. Your video is now a wvm file. We are not done yet!
- Open Windows Movie Maker.
- Under **file** tab hit **open project** and find your video.
- Click **file** tab again and select **save movie** option and **for computer**. **Save as student name\_school year\_semester\_steam caterogry** (i.e. Sally Brown\_14-15\_S1\_SocialSciences\_Evidence). Make sure the **MPEG-4** option is selected and click **save**.
- The video will build and is now ready to upload as an MP4!

## Audio

- Transfer your audio to your computer via email, USB cord, etc.
- Open Movie Maker
- Begin a project by clicking **title** icon under the home tab.
- Return to the **home** tab and click the **Add music** icon, find your audio from your computer and click **open**.
- Double click the black title rectangle in the work window and set duration to be as long as your audio clip (i.e. 25 sec.).
  - To Edit: Double click the green audio bar in the work window to fade audio in and out. Windows Movie Maker can split and delete portions of audio if needed.
- Under the **home** tab click the **save movie** icon drop down arrow on the far right and scroll down to select the **audio only** option. Save as student **name\_school year\_semester\_steam caterogry** (i.e. Sally Brown\_14-15\_S1\_SocialSciences\_Evidence) and select the **MPEG-4** option. Hit **save**.
- The audio will build and is now ready to upload.

## Video to Video MP4

- Transfer your video to your computer via email, USB cord, etc.
- Open Movie Maker
- Under the **home tab** and click the **Add videos and photos** icon, find your video clip from your computer and click **open**.
  - To Edit: Double click the green audio bar in the work window. Windows Movie Maker can split and delete portions of audio if needed, fade or control volume, or even make the audio faster (2x) or slower (.5x).
- Under the **home** tab click the **save movie** icon drop down arrow on the far right and scroll down to select the **for computer** option. Save as **student name\_school year\_semester\_steam caterogry** (i.e. Sally Brown\_14-15\_S1\_SocialSciences\_Evidence) and select the **MPEG-4** option. Hit **save**.
- The video will build and is now ready to upload.