










Everything You Need to Know About Podcasting... And We Mean Everything

<p>What is a Podcast anyway?</p> <p>A Podcast is a series of audio or video files distributed over the internet. Users can “subscribe” to various podcasts through a podcast outlet such as iTunes. (free download at www.apple.com/itunes)</p>	
<p>Educational Podcasting</p> <ul style="list-style-type: none"> -Teachers can create virtually any type of content for their students for review, enrichment, or remediation. -Student created Podcasts can be a valuable means of project-based assessment. Check out some of these student created podcasts: <p style="text-align: center;">Pelican Radio http://portmalabar.es.brevard.k12.fl.us/PelicanRadio3.htm</p> <p style="text-align: center;">Radio Willoweb http://www.mpsomaha.org/willow/radio/</p> <p>Search iTunes for more Educational Podcasts created by teachers and students!</p>	<p style="text-align: center;">On The Air</p>  
<p>Planning Your Podcast</p> <ul style="list-style-type: none"> -Effective planning is crucial to the success of a podcast. -Listen to several podcasts and discuss what makes those podcasts great. <p>Consider the following for optimum results:</p> <ul style="list-style-type: none"> • Audience • Research • Script <p>- It is strongly recommended that you write a script. Trying to “free-lance” recordings seldom gives good results.</p> <ul style="list-style-type: none"> • Rehearsal <p>Equipment</p> <p>The basic equipment needed to podcast is a computer with audio recording software installed such as <i>Audacity</i> and a mic that will plug into the computer. A simple mic/headset combo works great and won’t break the bank.</p> <p style="text-align: center;">We use and recommend: Cyber Acoustic- AC 200 “The AC-200 Noise Cancelling Stereo Headset by Cyber Acoustics offers functional design and solid performance.” Can be purchased for \$4.15 from GovConnection.</p>	 

<p>Create a Podcast using Audacity</p> <p><u>Audacity</u> is free software available for basic audio recording. It is Cross-Platform and can be found at: http://audacity.sourceforge.net.</p> <p>An additional file (called LAME) is also needed to be able to successfully export your audio file. This can be downloaded from the same location as the Audacity program.</p>	 <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Download Audacity 1.2.6</p> <p>for Microsoft Windows</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <p>Click here to begin download</p> </div> </div>
<p>Installing Audacity & LAME</p> <p>Follow these steps to prepare for first time use of Audacity:</p> <ul style="list-style-type: none"> Download and install Audacity Software- http://audacity.sourceforge.net/ On the Download page you will also need the LAME MP3 Encoder under "Optional Downloads." Go to LAME Download Page. Click on the link for your computer's operating System. When you have finished downloading LAME choose Open and drag the file lame_enc.dll onto the Desktop of your computer. <p>The first time you use Audacity and create a file that you want to "Export as MP3", Audacity will ask you where lame_enc.dll is saved. Open it from the desktop and it will Export correctly - more on this a bit later.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Optional Downloads</p> <ul style="list-style-type: none"> LADSPA plugins 0.4.15 installer (.exe file, 1.5 MB) - over 90 plug-ins LAME MP3 encoder - Allows Audacity to export MP3 files. VST Enabler - Allows Audacity to load VST plug-ins. Plug-Ins - Download additional effects and filters. </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Windows</p> <ol style="list-style-type: none"> Go to the LAME download page. </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>For Audacity on Windows: libmp3lame-win-3.97.zip (Issues? Some help HERE)</p> <p>For Audacity 1.3.3 on Mac OS X (Intel or PPC), or Audacity 1.2.5 on Mac OS X (Intel): libmp3lame-osx-universal-3.97.zip</p> <p>For Audacity 1.2.6 on Mac OS X (PPC): LameLib-Carbon.sit</p> <p>LAME 3.97 for Solaris 10 (SPARC) lame-3.97.pkg.gz</p> </div>
<p>Before You Record- Checklist</p> <ul style="list-style-type: none"> Connect Microphone to Mic-in connection on PC. Connect headphones to the headphone jack on PC. Situate the Mic in front of your nose, not right in front of mouth. (We have found this helps to eliminate the "pop" sound that occurs when pronouncing certain words.) 	

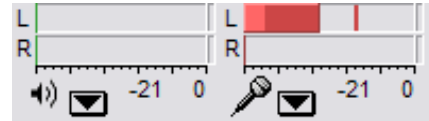
Ready to Record

Launch Audacity and check to make sure Microphone is selected as the recording source in the drop-down menu on the mixer toolbar.



Test the Mic

Click on the microphone icon in Audacity's Meter toolbar to turn on monitoring.



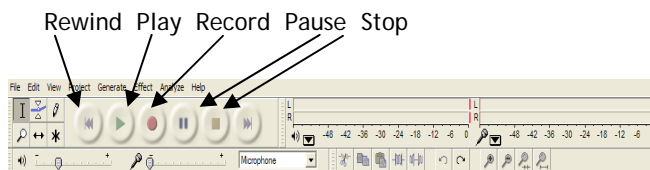
You will see a red level indicator moving slightly as it picks up ambient noise.

Talk into the microphone and make adjustments until you get a level that rises close to the right edge of the meter without turning the far-right section solid red.

If you get a solid red bar at the far right, the audio is clipping, which means your finished file will sound distorted. Once you've adjusted the level, you're ready to record.

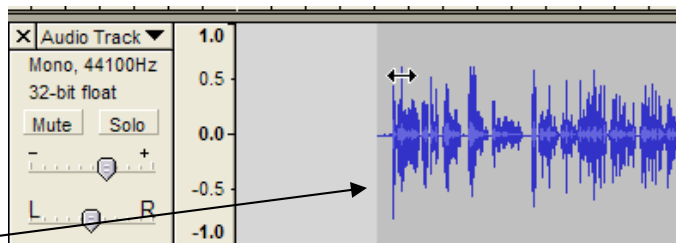
Recording a Voice Track

With the microphone plugged in, press the Rewind button, then press Record. Record your podcast text. Be careful not to speak too closely to the microphone.



Rewind and listen to the voice track you just recorded.

Click Edit & Undo to redo the voice track.

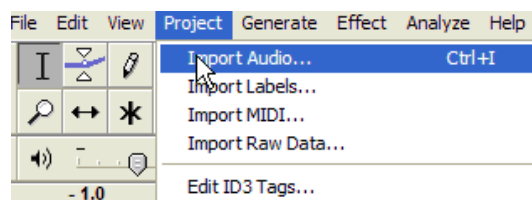


Sample of a recorded audio track.

Add some Tunes!

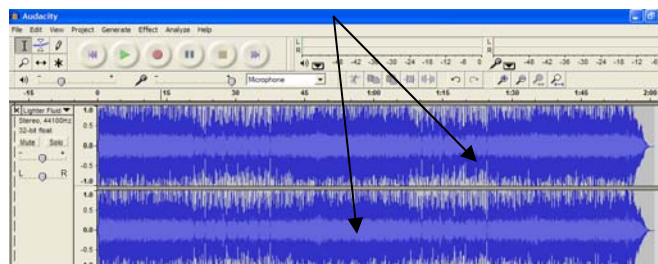
You can import .MP3 or .WAV music files to jazz up a podcast.

When you have selected the file to import go up to Project and click on Import Audio. Browse to your saved music file.



Audacity will import the file and create 2 Music Tracks.

Beware of copyrighted music!



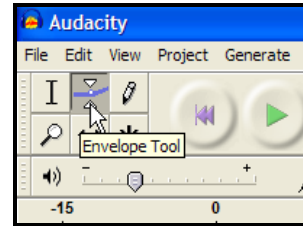
Edit the Sound

To adjust the volume of the music so that it doesn't overwhelm the voice track:

- Click on the Envelope Tool.
- Use the Envelope tool to shape the volume of the music tracks.
Note: the "narrower" the wave form, the softer the volume of the music.

Listen to the combined music and voice tracks and adjust volume as necessary.

You may want to completely eliminate the music while the voice narrates or you may want the music playing softly in the background.



Editing Your Podcast

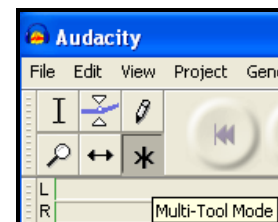
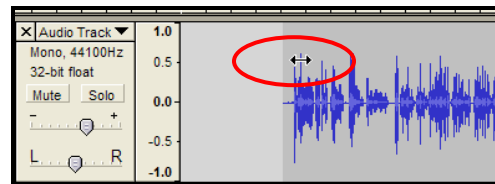
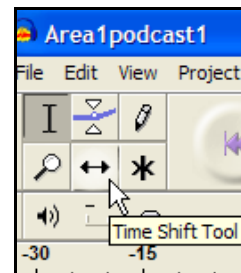
↔ To shift a track, select the Time Shift Tool.

Click into the track you want to move and slide the track to the left or right.

Other Editing Options

Use the selection tool to highlight parts of your podcast to cut, copy, and paste. (Found under the Edit Menu)

Multi-Tool Mode allows you to use all editing options with one click of a button.

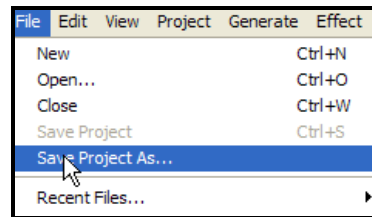


Saving Your Project

It is a best practice to save your Audacity file as a project so that you can always go back and make changes.

Audacity files are saved with an extension **.aup** and can only be opened by Audacity.

****Very Important**** A saved project contains 2 separate files. Do not delete the data folder.



The Levelator...

is software that runs on Windows or OS X that adjusts the audio levels *within* your podcast. The end result is a cleaner sounding project.

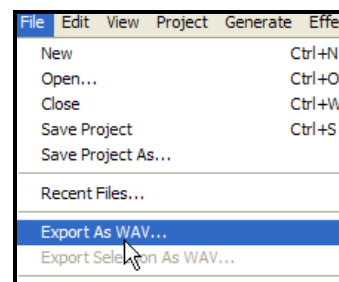
Download and Install the Levelator from:
<http://www.gigavox.com/levelator>

The Levelator only works with WAV files so first you will need to export your saved Audacity file as a WAV.

Open up your Saved Audacity File. Go under File and click on Export as WAV.

Open up the Levelator software. It will look like this

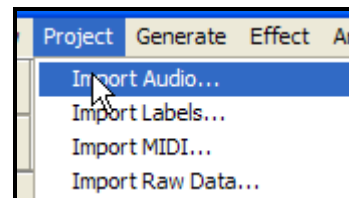
- Drag the WAV file into the black Levelator box.
- The software will run for a few seconds and then a new WAV file will appear on your desktop.
- The new file will be the same name with the word "output"
Example: Geeks Podcast.output.WAV
- Close the Levelator.



Ready for the Web...

To post your podcast to a website it will need to be exported as an MP3 file.

- Open up Audacity
- Go up to Project and select Import Audio.
- Import the clean "output.WAV" file
- Once file has been imported go under File and click on Export as MP3.



Ready for the Web... cont.

The first time you export as an MP3 you will see this warning box

- Click on Yes and then browse to the **lame_enc.dll** file that should be on your desktop.
- Click Open and the MP3 Export should be complete.
- The Podcast should now be saved as an MP3 file on your computer. Now you can post your podcast MP3 file on a website.

