

soundzabound

Department of Professional & Staff Development
Career Tech and Special Education

Podcast with Class



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Check out the Mabry Middle School

“Podcast Central”



What is a Podcast?

- A sound file that users can download from the internet.
- Created by a podcaster (you!) who usually has something he or she wants to share.
- Though the word *podcast* is usually associated with Apple's iPod, a podcast can be listened to on any mp3 player as long as it is in the appropriate file format.

Why are Podcasts Used?

- Usually created by people who want to share something with the world
 - An opinion, new music, their opinion on new music, or any other ideas or instruction that can be distributed through audio format on the internet
 - Also being used by many schools to put class lectures in a portable format



Who Can Do a Podcast?


Anyone!

(With the proper equipment, a microphone and sound editing program)





Creating a Podcast


1. Record Your Audio
 2. Add Music
 3. Edit Your Podcast
 4. Publish Your Podcast
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What You Need

- a microphone (internal or external)
- Audacity software
 - free download at <http://audacity.sourceforge.net/>
- LAME MP3 encoder
 - free download at <http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>
- Windows Media Player or iTunes



Before you record

1. Connect the microphone to the microphone-in connection on your PC.
 2. Connect your headphones to the stereo line out or headphone jack. This is often the same jack.
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Before You Record

3. Configure the microphone as your recording source.


- Start > Control Panel > Sounds and Audio Devices
- Click the Advanced button in the Device Volume section of the Sounds and Audio Devices control panel
- With the Volume Control open choose Options > Properties from the menu and click the button next to recording



Before You Record

4. Prepare an outline (or a script) for your podcast!

The recording process will go more smoothly if you know what you want to say.



Begin Your Project

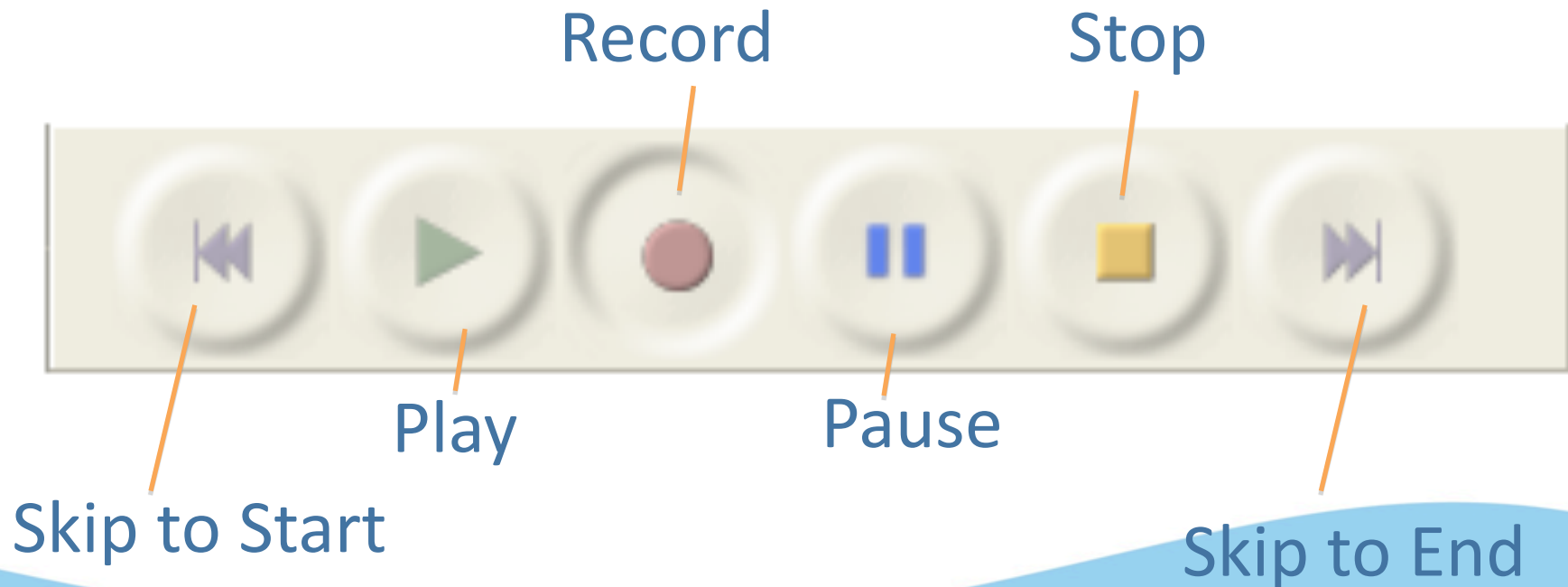
1. Click **File, Save Project As...**
2. On the left side of the dialog box, click **Desktop**
3. Click the **Create New Folder** icon at the top of the dialog box, and name this folder.
4. With your new folder selected, click **Open**.
5. In the **File Name** box, name your podcast.

Adding Tracks

- A **Track** stores the audio you are recording.
- A new track is opened automatically for you each time you click the **Record** button.
- To add a track manually, click **Project, New Stereo Track** from the menu.

Recording your Podcast

1. Push the record button and start talking.
2. When you finish recording press the stop button.
3. Save the file as a WAV.





Add Music






WARNING


IT IS NOT OK TO USE COPYRIGHTED MUSIC WITHOUT WRITTEN PERMISSION FROM THE COPYRIGHT HOLDER(S).

FAIR USE can not guarantee your protection when using copyrighted works in a public / broadcast environment.

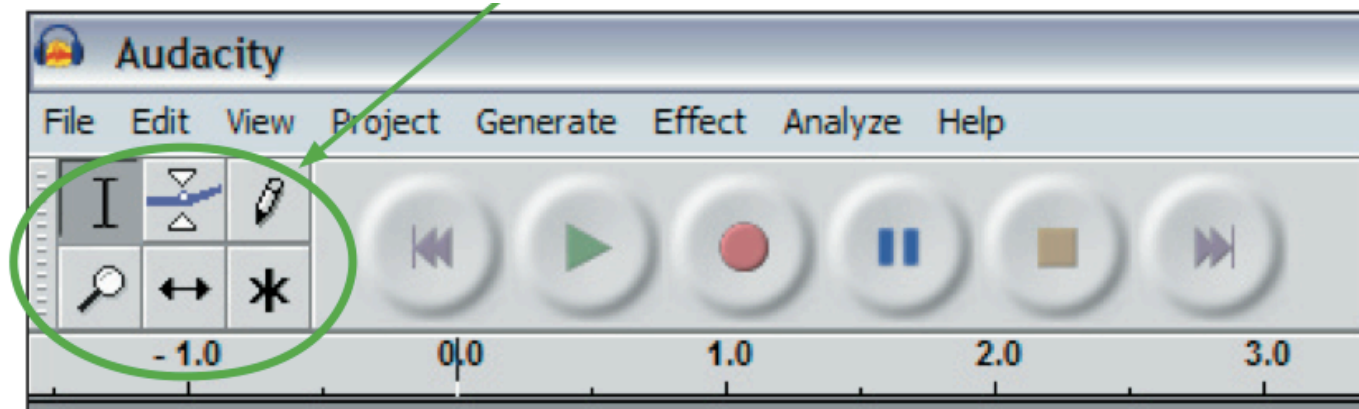




Add Music

1. Click **Project, Import Audio** on the menu.
 2. Locate your music file on the desktop.
 3. Select the file to import, then click **Open**.
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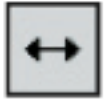
Edit Your Podcast



Editing Tools



Selection Tool: allows you to select audio



Time Shift Tool: allows you to move audio to different parts of the audio track

Delete: Select audio, **Delete** on your keyboard

Copy: Select audio, **Ctrl-C** on your keyboard

Paste: **Ctrl-V** on your keyboard

Arranging Your Tracks

1. Click the **Time Shift Tool** on the Audacity toolbar.
2. Select the track you want to move.
3. Click and drag to slide the audio track into the desired position.

Publish Your Podcast

1. Click **File, Export as MP3**.
 - If a warning pops up that “Your tracks will be mixed down to two stereo channels in the exported file,” just click OK.
2. Name your file and **Save** your mp3 to your Desktop.
 - Do not save your mp3 in the folder that ends in `_data`. This folder contains the files Audacity needs to edit your recording. Your mp3 should be separate from these.

Links and Resources

- <http://audacity.sourceforge.net/>
- <http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>