

Introduction to Podcasting

Jennifer Rao
Instructional Technology

1. Making media

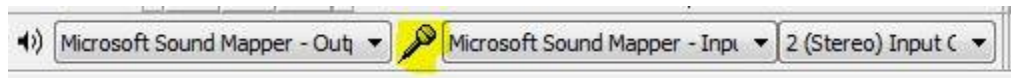
- Hardware – The following hardware is available for check out from the library circulation desk.
 - USB microphones
 - Digital audio recorders
- Software – Audacity, which is a free program.
 - <http://audacity.sourceforge.net/>
- You will also need to install the LAME MP3 encoder in order to save your project as an MP3
 - http://audacity.sourceforge.net/help/faq_i18n?s=install&i=lame-mp3
- Content – Be sure to write yourself a script of what you are going to say before beginning your recordings. Even if you don't stick to the script 100% it will be a big help in keeping you on point and reducing the number of times you have to re-record.



2. Example Podcast Outline

- Show intro (who you are, what you're going to talk about): 10-20 seconds
- Intro music jingle: 10-20 seconds
- Topic 1: 1-2 minutes
- Interlude (music or break): 10-20 seconds
- Topic 2: 1-2 minutes
- Closing remarks (thank audience, thank guests, talk about the next show): 30 seconds-1 minute
- Closing music jingle (suggest same as Intro music jingle): 10-20 seconds

3. Recording directly in Audacity

- Using a USB mic to record is highly recommended.
- Select the USB mic from the microphone drop down box (highlighted in yellow). Should be called Microphone (USB audio device)







- To begin recording click the Record button  from the top menu. Recording will begin immediately so make sure you are ready
- To stop recording click the Stop button 
- You can adjust the microphone volume using the slider



4. Importing audio into audacity

- Go to the File menu → Import → Audio and browse to the audio file you wish to import. You can use this to import music (mp3) files or audio files you may have previously recorded.
- You can adjust the volume of a specific track

5. Editing and working with audio tracks

- Always be sure to save your project often (File → Save Project).
- **Zoom In/Out:** Use the magnifying glasses in the menu to zoom in and out of the audio tracks 
- **Moving audio tracks:** To move audio tracks use the Time Shift tool . Once selected it allows you to drag audio tracks forward and backward or up and down if you wish to combine tracks.
- **Delete a track:** click the X in the top left corner of the track. You can also undo using Edit → undo or Ctrl + Z.
- **Change the volume:** To change the volume of a specific track use the Gain slide bar found to the left of the track 
- **Duplicate audio clip:** Click the track you want to copy and go to Edit → Duplicate
- **Joining Tracks:** You can join together two tracks by going to Edit → Clip Boundaries → Join
- **Mute a track:** To mute a track click on the Mute button to the left of the track.
- **Cropping/deleting parts of tracks:** To crop out a piece of an audio track click and drag the mouse to highlight the section you want to remove then press the delete key or go to the Edit menu → Remove Audio or Labels → Cut (or Delete).
- **Fade in/out:** Using the Envelope tool  you can drop “control points” on your track that allow you to change the amplitude (volume) of the track at that point. To create a new control point, just click on the track where you want to place it. To move a point click and drag up, down, left or right. To remove a point, click on it and drag it outside of the track, then let go.

6. Saving your project

- When using a public computer you need to save your audacity project files before logging out. All of your files will be deleted from public computers upon logout.
- To save your project make sure you copy both the .aup file and the folder that is called “xxxxx_data” to a secure location (thumb drive, network drive, external hard drive, etc).

- To open the project in Audacity save both the .aup file and the folder to the computer. As long as they are in the same location the project will open.
7. Exporting your project
- In order to export your saved project as an mp3 file you will need to install the LAME MP3 encoder (see section 1 above).
 - Once installed go to File → Export to save your project as an MP3 file.
8. Uploading your podcast to wordpress
- Go to the wordpress site for your section and log in using your Lafayette ID and password:
 - Section 3: <https://sites.lafayette.edu/es101-03-fa13/wp-admin>
 - Section 7&10: <https://sites.lafayette.edu/es101-10-fa13/wp-admin>
 - From the left side Dashboard menu click Media → Add New
 - Drag and drop your mp3 file into the file box
 - Once it finishes uploading click on Edit.
 - Copy the File URL from the “Save” box at the far right.
 - From the left side Dashboard menu click Posts → Add New
 - Give the post a title
 - Enter any descriptive information into the text box (this is the body of the post)
 - At the bottom of the page under “Podcast Episode” paste the File URL you copied into the Media URL box and click Verify.
 - Select your section from the Categories box found in the right side column (if applicable).
 - Once you are done with your post click the blue Publish button at the top right.
 - Click “View Post” to see the post page and make sure your podcast plays properly.

9. Resources

- **Royalty Free music:**
 - <http://www.jamendo.com/en/>
 - <http://www.flashkit.com/loops/>
 - <http://www.musicalley.com/>
 - <http://www.madeloud.com/>
 - <http://magnatune.com/info/podcast.html>
- **Audacity Help:**
 - Lynda.lafayette.edu - has a video training course for Audacity
 - Contact me - Jennifer Rao (raoj@lafayette.edu)