

# What do I need?

- 1. Audio editing software.**

For Windows we use Audacity and LAME MP3 encoder

Go to John Lien's Tech Integration webpage for specific directions for downloading

<http://teachers.ocps.net/lienj/podcasting/how.htm#start>

- 2. Computer Microphone**

- 3. Headphone (*optional*)**

- 4. Copyright free jingles or music**

# How do I get started?

## **1. Determine your audience and purpose**

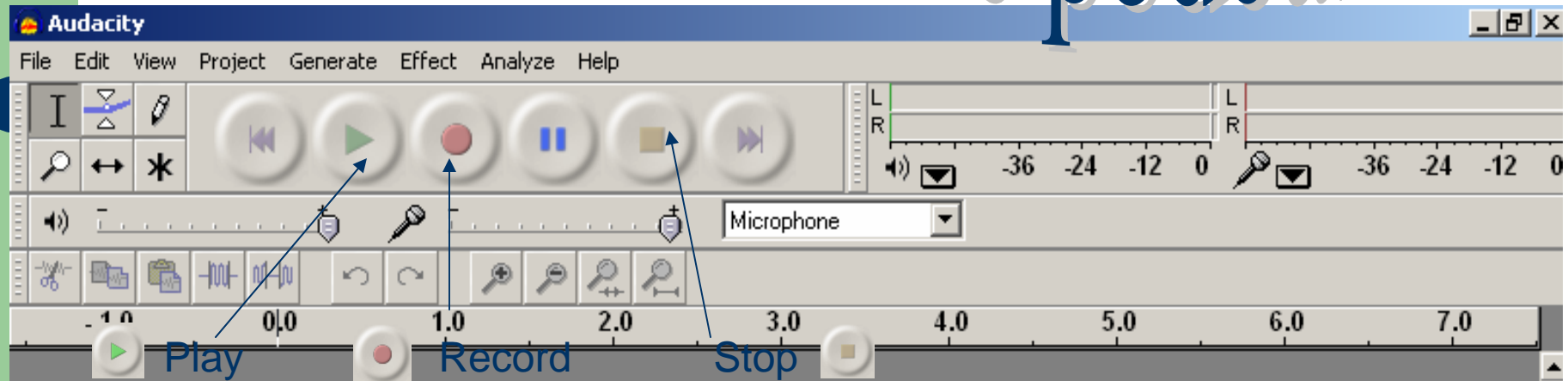
What will your podcast be about?

Who is your audience?

## **2. Plan what you will say and script it if necessary**

## **3. Create an into bit for the podcast**

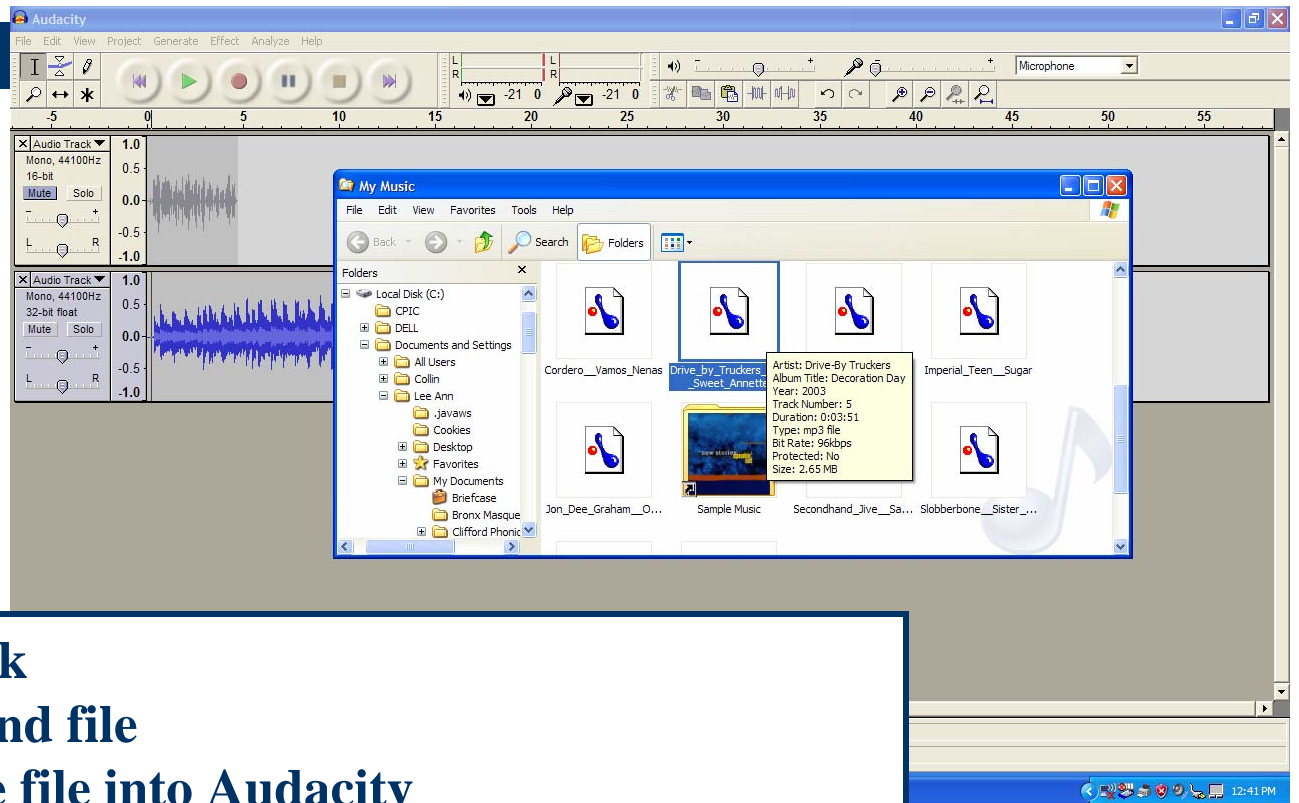
# How do I make the podcast?



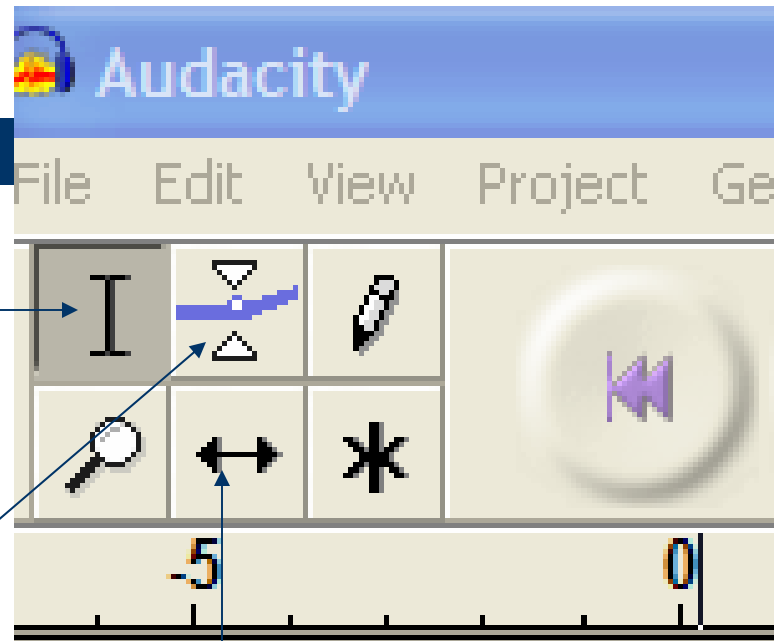
- **Open Audacity**
- **Click the record button and**
- **Start talking to record your voice**
- **Voice track will appear in Audacity window.**
- **To stop recording click the Stop button**
- **Save your track to your PODCASTING Folder**

**Step by Step Instructions at John Lien's Tech Integration site**  
**<http://teachers.ocps.net/lienj/podcasting/how.htm#start>**

# Now what?



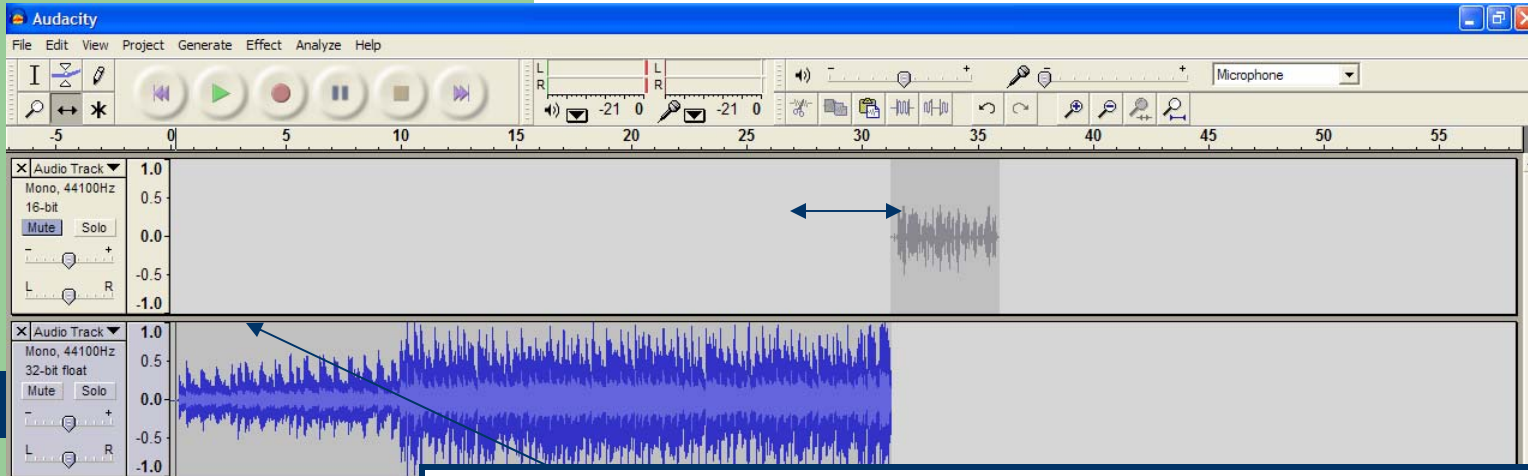
- Add an audio track
- Find a sample sound file
- Drag and drop the file into Audacity
- It will create a second track beneath your voice
- Now use Audacity tools to mix/blend the two



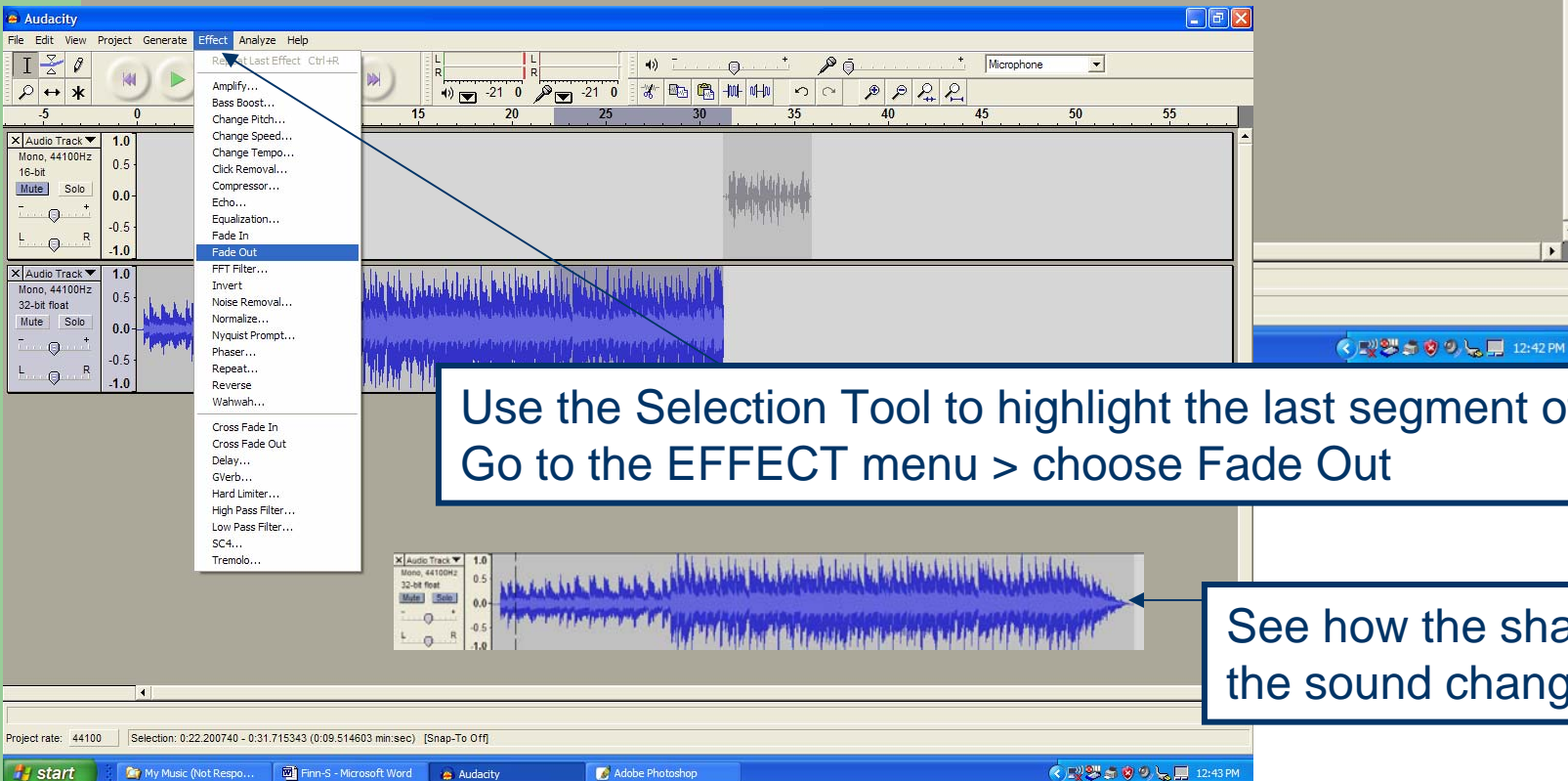
**Selection Tool:** works like a cursor to highlight what you want to change or edit

**Envelope Tool:** fades out sounds and allows you to set fade points

**Time Shift Tool:** moves tracks to the left or right shifting the time they will be heard



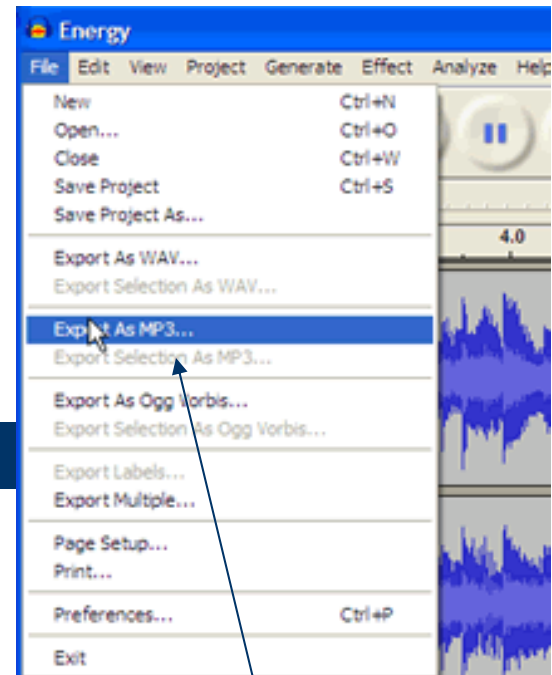
Use the time shift tool to drag your voice beyond the music



Use the Selection Tool to highlight the last segment of the music  
Go to the EFFECT menu > choose Fade Out

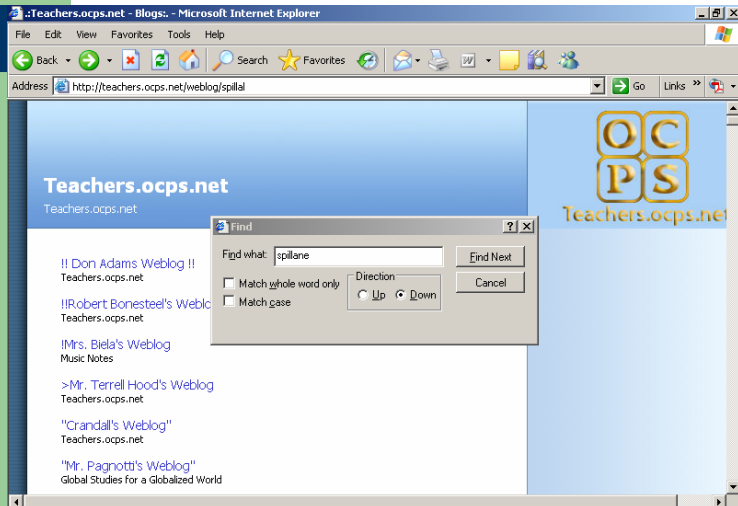
See how the shape of the sound changes?

# Export Your Podcast



- Preview your recording (rewind it and click play to listen to it)
- If you don't like the track or just want record it again, delete it by clicking on the black x on the top left of the track you want to delete
- Clicking on this button **deletes** the track. This action is undoable.
- Once you are satisfied with your recording, go to: **File** > select **Export as MP3**. Export the file to your **PODCAST folder** in My Documents

# Now What Do I Do With it?

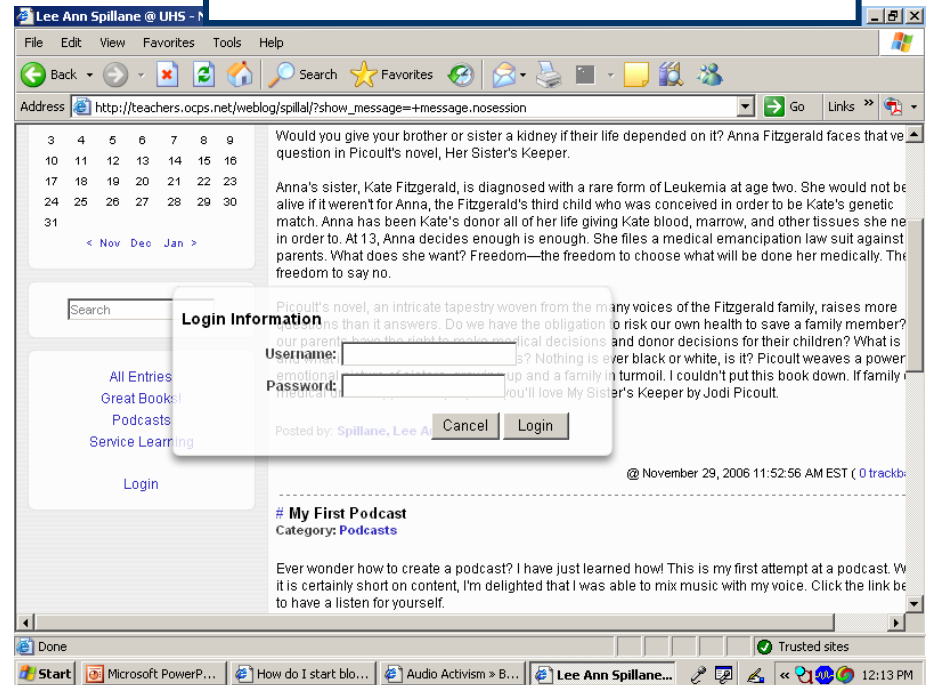


Log in to your blog

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<http://teachers.ocps.net/weblog>

Use CTRL F to search for your blog name



# Post Your Podcast

Click the  
Advanced  
Option button.

Lee Ann Spillane @ UHS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
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Advanced Cancel Save

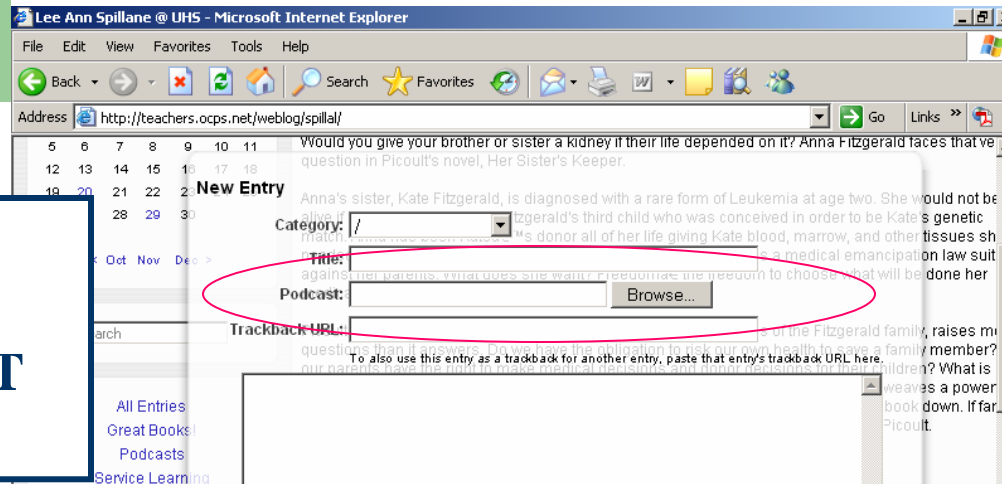
11:52 AM ( 0 tracks)

Ever wonder how to create a podcast? I have just learned how! This is my first attempt at a podcast. While it is certainly short on content, I'm delighted that I was able to mix music with my voice. Click the link below to have a listen for yourself.

Done Trusted sites

Start Microsoft PowerP... How do I start blo... Audio Activism » B... Lee Ann Spillane... 12:18 PM

- Click Browse
- Find the MP3 file you created in your PODCAST folder



- Select the MP3 file
- Click Open
- Type a message about your podcast in the large box on the New Entry Form
- Click save to post it to your weblog

