

Podcasting – An Introduction

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podcast noun a digital recording of a radio broadcast or similar programme, made available on the Internet for downloading to a personal audio player. (From the Oxford English Dictionary)

Podcasting as a word is the combination of iPod and Broadcasting. Podcasting in its simplest form is a mp3 file that is distributed over the Internet. (From Monroe 1 BOCES' brand new [wiki](#))

True podcast fanatics will add to this that podcasts *must* include RSS or other syndication, allowing them to be part of an automatic feed to the user. While this may be true for a purist, many podcasts are simply MP3 files available on the web for download or streaming. Others are posted to a blog which has RSS capability.

To see a few samples of school-related podcasts, go to my blog at: <http://gaignri.blogspot.com> and follow the links.

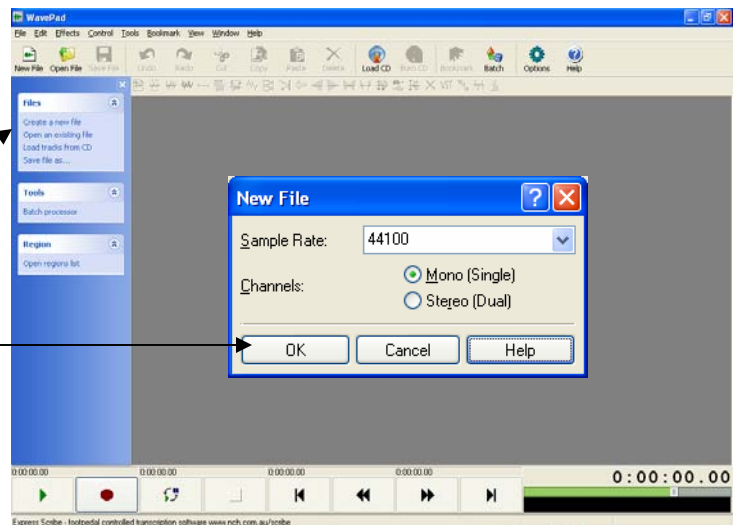
Getting Started

For basic podcasting you will need the following:

- A computer
- A microphone to use with your computer
- A recording program: we will be using a free program called WavePad <http://www.nch.com.au/wavepad/index.html> To download the *free* version of this program (NOT the Masters' version) go to this site and click on the Download Now button. Save the program to a convenient place on your computer. Run the program. When asked whether you would like to install 4 additional parts of the program, you should not click to install any of them. If you do, you will have 4 additional programs which are free *trials*. Should you become addicted to any of those, you would have to *purchase* (yes, pay!) to keep them.
- A place on the Internet (a blog, your own website, a wiki, or a page I would make for you) for posting your podcast.

Let's record

1. Click on the WavePad icon on the desktop to open the program.
2. Click on Create New File, then on OK.



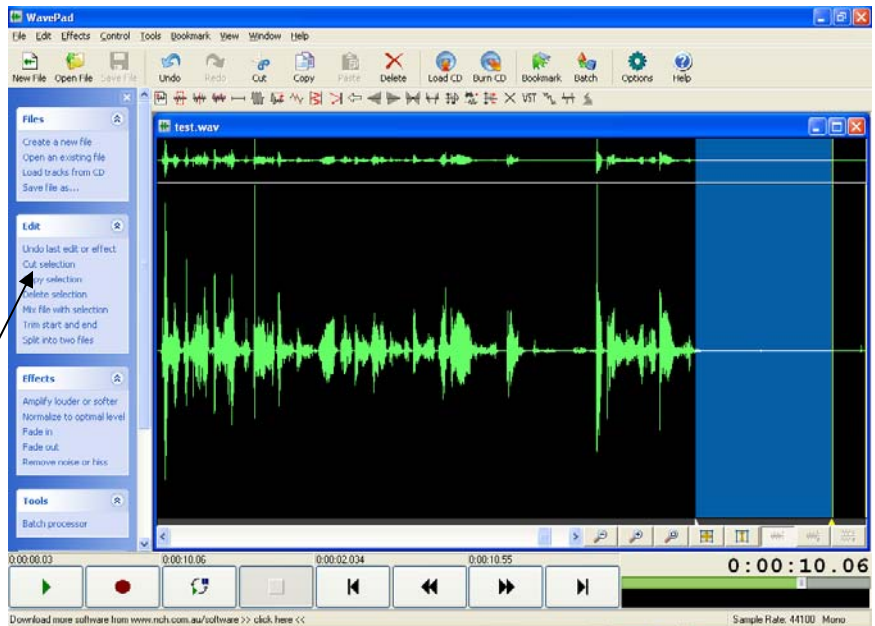
3. Be sure your microphone is attached to your computer. Usually the microphone jack on the computer is pink and has a little, hard-to-see microphone icon beside it.
4. When you are ready to record, click on the large red button at the bottom of the screen. You will immediately be recording, so don't push the button 'til you're ready. Start talking!



5. To pause during your recording, click on the black square. To begin again, click on the red circle. To stop click on the black square again. To hear your work, click on the Go to Start button and then click on the Play button.
6. As soon as you have completed your recording (remember, you will be able to edit, delete parts, add to, and otherwise change your recording), click on the red X at the top of the record screen. This will pop your recording into the main editing screen. **Now SAVE YOUR WORK!** Use the Save As option and save as file type MPEG 3 (MP3) or MPEG 4 (MP4). Do not save as WAV – the file size is huge.

Let's Edit

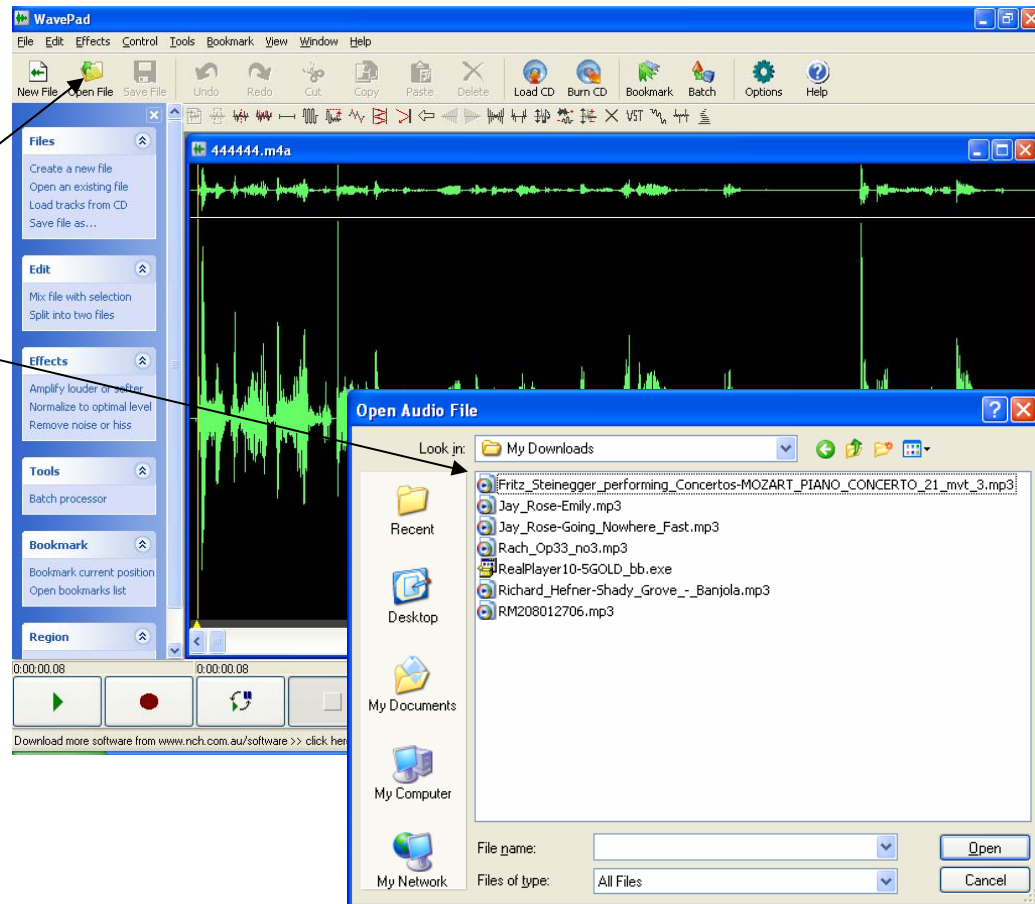
1. With your recording open in the editing screen, listen to your work. If you hear a nasty dead spot, or you are coughing or stuttering or otherwise unintelligible, cut the spot out by clicking and dragging over the offending portion, then using the Cut Selection choice on the Edit menu.
2. Click anywhere on your recording and push the green play button to listen to your work from that point on. Have fun. Try stuff out. Play. And SAVE!



Lets Mix

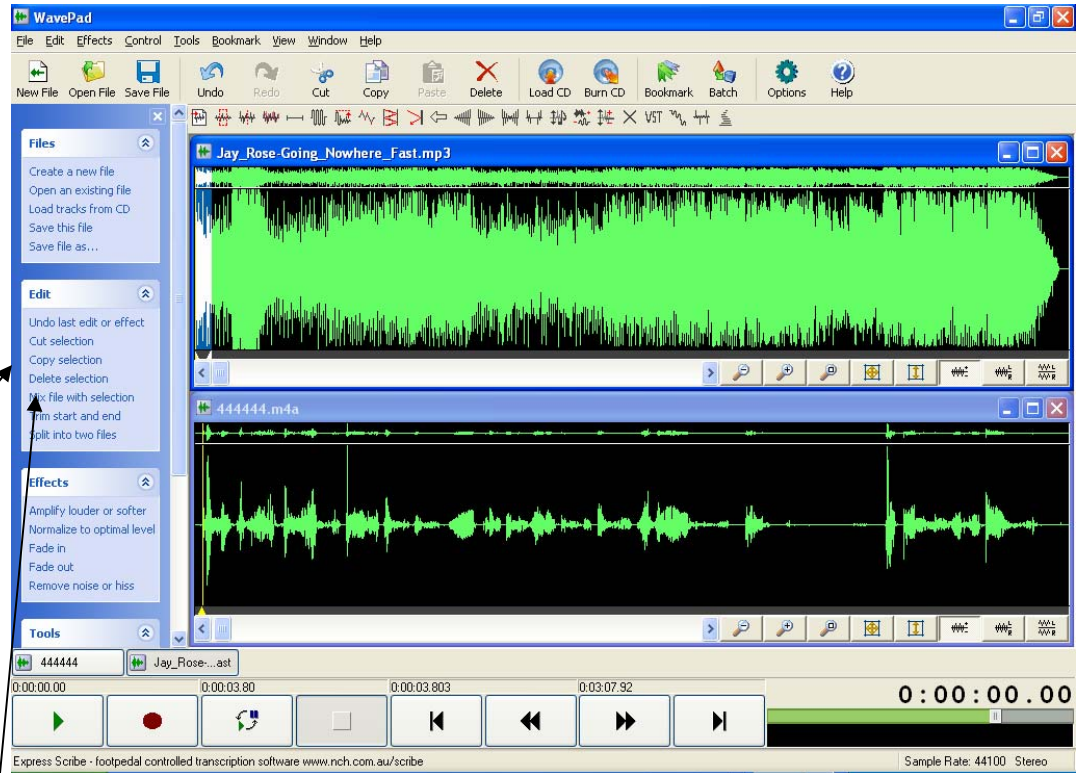
Adding a bit of music is fun. Be sure you use legally obtained music. You can find free music at [Download.com](http://music.download.com/2001-1_32-0.html) http://music.download.com/2001-1_32-0.html Not all artists at this site have free MP3's available, but most do. Remember, you can use the music *for educational purposes* but you cannot use it commercially. Any use of the music needs to give attribution...just say whose music it is. You can do this on your webpage. It doesn't have to be in your podcast itself.

1. Download music (mp3 or mp4) to a convenient place on your computer. In WavePad with the file of your voice still open, Click on Open File.
2. In the resulting window, locate your music and double click on the desired piece.



3. Your editing window will now have two sound files showing.

4. You can highlight and then copy (use the Copy selection option in the editing window) a bit of music, then drop it into your speaking file.



5. You can put music behind your entire speaking file. Click on the speaking file to highlight it (do not click and drag....just click to indicate that it is your primary file). Click on Paste Mix . A window will open to allow you to decrease (or increase) the sound level of the file being added behind your selected file. It's a good idea to lower the sound of your music. After you paste, you can increase the sound from the end of the talking portion to the end of your podcast.

Lets Play

This is just a taste of all you can do. Experiment. Play. Think about ways this can be used for your students!