

Basic Podcasting for PC using:



Requirements for a Basic Audio Podcasting

1. Hardware

- **Computer: Desktop or Laptop**

You can use any computer to record and publish your podcast. You can choose either a PC or Mac depending on preference or availability. The basic process for either (PC or Mac) remains the same; the software programs used might differ in some cases.



- **Recording Device**

You **don't need an iPod** to create podcast or listen to a podcast.

To record your audio using your computer, you can just plug your headset (with microphone) in and get started. It's a good idea to buy a headset with noise-canceling to filter out unwanted background noise to improve the quality of your recording.



Also you can use digital voice recorders for mobile recording. There are many brands available at different price levels.



You can use microphones to record audio as well.



2. Software:

- **Audacity**



Audacity is free, open source software to use to create your audio and export your recording to an MP3 audio file for use in the podcast.

Be sure to download and extract the LAME MP3 encoder . It is required for exporting audio to MP3 using Audacity.

Free Download Audacity (for PC and MAC):

<http://audacity.sourceforge.net/>

Free Download LAME mp3 encoder:

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

- **iTunes**



iTunes is a digital media player application, introduced by Apple for playing and organizing digital music and video files. Users can subscribe to and manage podcasts using iTunes.

Free download (for Mac and Windows):

<https://www.apple.com/itunes/download/>

Preliminary Setup before Recording Audio

A Podcasting Workshop for Kent State University faculty

1. Connect the Audio Source



To record audio from an external source you have to connect your audio recording device.


- If you are using a **microphone**, plug the microphone in_ to your computer. Depending on the microphone and how close you sit next to your audio speakers, you might want to route your audio output to your headphones instead.
- If you are using a **digital voice recorder** to record audio: Record your audio and then plug the recorder in to your computer. Open the audio file in the recorder using Audacity.
Note: Some voice recorders may not create files directly in to an mp3 format. Before using (or buying) a voice recorder, you may want to check what format(s) it creates files in. Accordingly you might have to use a converter to convert the audio file in to mp3. For Podcasting you will need an mp3 file.

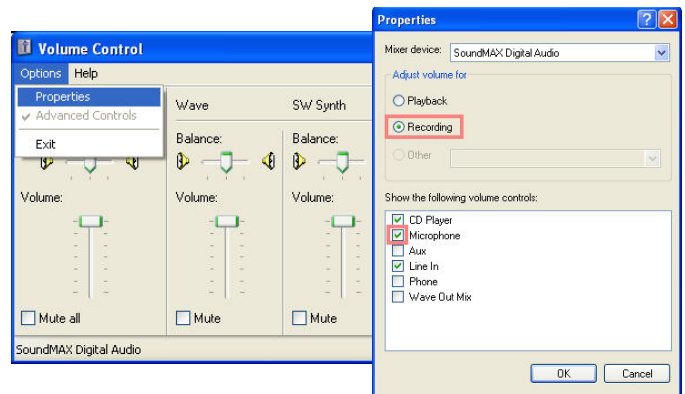
You can also use pre-recorded audio files or podsafe music files available on internet to.

2. Set the Input Level

◆ Windows Volume Control

When you are ready to record, plug your microphone into your soundcard's mike input. Make sure you have the correct settings to record your voice.

- Open up volume controls Windows's **Volume Control** by clicking on the **Volume tray icon**  or through Start > Control panel > Sound and audio devices > Audio tab > Click one of the volume buttons.
- Click **Option > Properties** and then select **Recording**
- Make sure **Microphone** is selected as the source and click **Ok**
- Adjust its volume to as high as you would like



◆ Set up Audacity

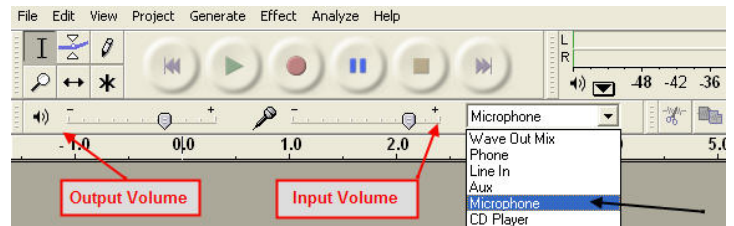
Make sure you have downloaded and installed Audacity (<http://audacity.sourceforge.net/>). Once



installed you should be able to see the Audacity icon on your desktop. Double click on the Audacity icon to open it.

◆ Audacity Mixer Toolbar

Audacity contains its own mixer and this controls the settings of the windows mixer. Use the slider on the audio mixer to increase or decrease the **Input or Output Volume**.

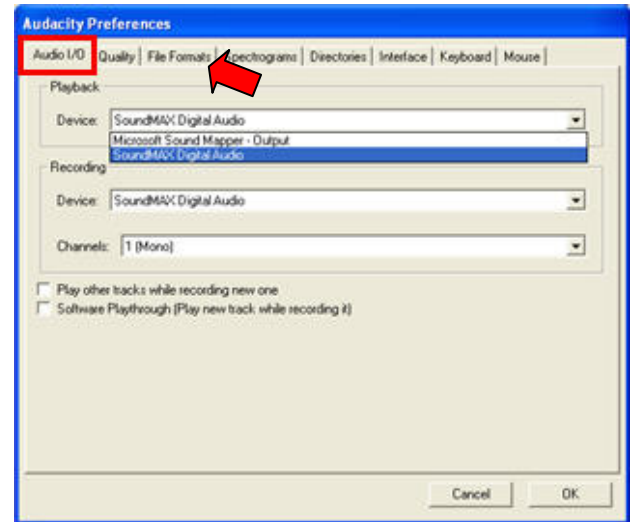


3. Setting Preferences in Audacity

❖ Start Audacity and with a New Project open (grey desktop)

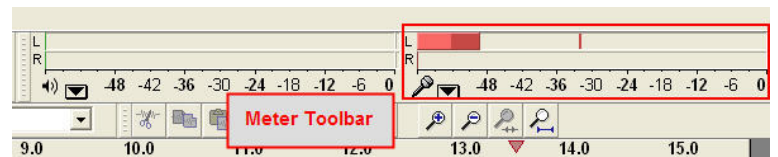
Click **Edit** tab and locate the **Preferences** menu

- Under the **Audio 1/O** tab
 - Under **Device** select your soundcard from the drop down menu (by default Microsoft is selected)
 - Under **Channels** select Recording Channels to be **'1 (Mono)'**
 - Uncheck **"Play other tracks while recording"**
- Under the **File Formats** tab:
 - Make sure *"Make a Copy of the file before Editing"* is selected
 - Make sure *WAV (Microsoft 16 Bit PCM)* is selected from the under the Export format drop down menu.



◆ Check the Meter Toolbar while recording

The Meter Toolbar is a visual way of checking that audio is going in to or out of Audacity when you record or play. The Meter Toolbar is located alongside the Play controls.



A Red volume level bar should be visible when you speak in to the microphone.