**Podcasting Workshop Handout**

**4-26-2018**

[**https://blogs.uoregon.edu/podcasting/**](https://blogs.uoregon.edu/podcasting/)

1. To record and edit your content, we suggest either of these programs:
   1. **Audacity**: audacityteam.org/download
   2. **Wavepad (Mac only)**: nch.com.au/wavepad/index.html
2. To record your podcast:

a. Plug in your mic to your computer or use your laptop’s built-in mic.

b. Open Audacity and click the red circle “record” button. Record your audio.

c. Press the black square “stop” button to end the recording.

d. Alternatively, drag and drop a pre-recorded audio file into Audacity.

e. For best sound quality when recording, UO staff can book CMET’s Educational Tech Studio (<https://library.uoregon.edu/edtechstudio/>). Or, find a quiet room (tip: putting a blanket over yourself and the mic helps cut out ambient noise!)

1. Edit your episode
   1. I keep it very simple:

**i.** **For a tutorial on what each toolbar button does, read:** <https://manual.audacityteam.org/man/toolbars_overview.html>

**ii. Noise reduction**

* + - 1. Click and drag over the 2-3 second portion of the recording at the beginning of the track
      2. Select the “effect” menu at the top of the screen and select “noise reduction”
      3. Click the “get noise profile” button. Then, select your entire audio track, open the “effect” menu again, open “noise reduction” and click “ok.” (The standard settings have worked fine for me)
      4. Repeat for each track

**iii. Cut any portions you want to remove**

* + - 1. Click and drag over soundwave, then hit the button with scissors on it)
      2. Only do this for flubs
      3. Try not to cut out the space between words / make the time between two people speaking too short. If you accidentally do, see step iv

**iv. Generate Silence** (only in certain cases, see Step ii, part 3)

* + - 1. Click the spot in the recording where you would like to add silence
      2. Select the “generate” menu at the top of the page
      3. Select “silence” and input the amount of silence you need. (Less is more)

**v. Add sound effects**

* + - 1. I like to use Free to Use Sounds (freetousesounds.com) public domain, royalty free, and creative commons sound files
      2. Drag and drop the second sound file into Audacity, which automatically creates a new track below your original audio.
      3. For a tutorial on how to add music/sounds to your recording, watch this video: <https://www.youtube.com/watch?v=hWiiSyUvHPg>

**vi. Attach intro music**

* + - 1. I use two websites, Free Music Archive (freemusicarchive.org) and MusOpen (musopen.org), for public domain and creative commons recordings which are royalty free
      2. Drag and drop the sound file into Audacity, which automatically creates a new track below your original audio.
      3. For a tutorial on how to add music/sounds to your recording, watch this video: <https://www.youtube.com/watch?v=hWiiSyUvHPg>

**vii. Attach credits**

* + - 1. It’s important to make sure you’re giving credit for any creative commons files which require attribution. The credits are a great place to do that. I’ve recorded mine as a separate file so I can be sure I’ve covered all my bases every time.

**viii. Save your file**

* + - 1. You will want to save your file as an MP3 (you can save as a WAV file, but these are very large high-quality files and unnecessary for our purposes).
      2. Because of software patents, Audacity cannot include [MP3](file:///Applications/Audacity.app/Contents/help/manual/man/glossary.html#mp3) encoding software or distribute such software from its own websites. So, all Audacity users will need to download Lame MP3 Encoder. You can find directions here: <file:///Applications/Audacity.app/Contents/help/manual/man/installing_and_updating_audacity_on_mac_os_x.html#maclame>
      3. Once you have downloaded the Lame Mp3 encoder, in Audacity go to “File” then “Export” then “Export as MP3. Follow Audacity’s steps from there to save the MP3 to your hard drive.

1. Post your episode to your blog or website (depending on your situation, you may want to host your podcast somewhere other than your primary blog / website. The only truly free option is Internet Archive (or the UO hosted blogs available to us at blogs.uoregon.edu)
   1. Other options are easily searchable via Google. Podiant has a good plan and great statistics. Paid hosting will also usually provide an RSS feed you can plug directly in to apple podcasts.
2. To post your podcast on UO Blogs:
3. Create a new UO Blogs WordPress site at <https://blogs.uoregon.edu/>, or, use an existing UO Blogs site.
4. Log into your UO Blogs site. Go to “Posts” under the site’s dashboard. Create a new post or choose to edit an old post.
5. Click “Add Media” and then “Upload Files.”
6. Select your MP3 audio recording from your saved files. Click “Open” and then “Insert Into Post.”
7. Be sure to save your post by clicking “save” or “update.” Then, your audio file will be available on your site to be played!

**Advanced Podcasting: creating an RSS fed**

1. You will use the blog/website URL with the following bit attached to create an RSS feed Apple Podcasts will accept: ?feed=rss2&category\_name=podcast
   1. So, **[yoururl]/?feed=rss2&category\_name=podcast**
   2. Example: **https://blogs.uoregon.edu/archetypesanarchy/?feed=rss2&category\_name=podcast**
2. Paste this URL into feedburner.
   1. Note, the resulting RSS feed will only work if you:
      1. Have sound files posted at that URL
      2. Have a 1400 x 1400 pixel image to use as your podcast cover art