

"Podcasting is an easy and inexpensive method for creating radio-like content that can then be distributed over the Internet. It provides you, as a content creator (that is, podcaster), with capabilities that were previously available only to professional broadcasters and required prohibitively expensive tools." -from the book, [*Absolute Beginner's Guide to Podcasting, George Colombo & Curtis Franklin, Jr.*](#)

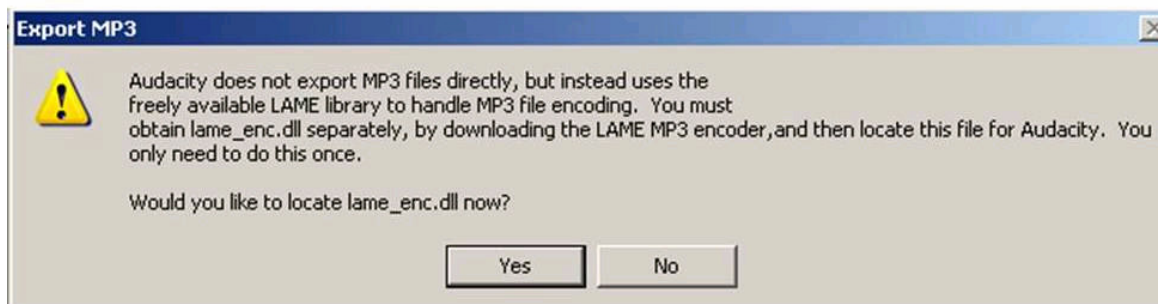
Once you have decided on the content to be recorded, follow these steps to broadcast your message to the World:

1. **Decide on your recording devices.** Choose one of the following:
 - PC, [Audacity](#), and a microphone with mini jack (*If you are reading these directions as part of the Dysart Podcasting Kit, Audacity has already been downloaded for you, and is located in the folder titled Podcasting Kit*)
 - If you want to record a "round-table session," you might want to use multiple microphones, although you don't have too. This will require a mixing board and multiple microphones. Your school may have a mixing board and mics, or you can purchase a cheap one from a store such as [Radio Shack for about \\$40.00](#). Inexpensive microphones can also be purchased. Headset mics often provide better sound because the mic keeps a consistent distance from the talker's mouth.
 - iPod with microphone

2. **Record your podcast**

3. **Edit your podcast.** Use Audacity to edit out things you don't want, and to add things you do. Try adding intro music or other effects to engage the listener.

4. **Convert the file to MP3.** Audacity won't save your recording as an MP3 without some additional work. If you try and save it as an MP3, you will get the following alert:



5. **Installing LAME:** [Download the LAME encoder from this site](#). (If you are reading these directions as part of the *Dysart Podcasting Kit*, the LAME encoder has already been downloaded for you, and is located in the folder titled *Podcasting Kit*). Open the zipped folder, find the file named **lame_enc.dll**, and save it to the folder: C:\Documents and Settings\All Users. The first time you use the "Export as MP3" command in Audacity, Audacity will ask you where lame_enc.dll is saved. You only have to do this once.

6. Once you have your MP3, you need to transfer it to a webserver. Dysart teachers/administrators have a podcast server. You can access it from within the district (or using VPN from home), by typing \\www\podcasts into your navigator address bar.



7. **Publish On The Web.** The best way to publish your podcast is by using a blog. The District has approved [edublogs](#) as a blogging service. Take a quick tour of [how to use edublogs here](#). Once you have created an entry, link your mp3 to your blog. Your MP3 address will be:
http://www.dysart.org/podcasts/firstinitial_lastname/nameof file.mp3 It is a good idea to add information into the blog entry about your show. Posting shownotes and contact information are also a must.

8. **Creating Your Podcast Feed:** So, you've created an audio program. You've uploaded the files to the web. You're publishing a blog that contains links to your audio files. What's next? Enter [FeedBurner](#). An RSS feed is the final step in transforming your collection of MP3 files into a bona fide podcast! An RSS feed allows people to subscribe to your podcast. Then, whenever you post a new episode, they will be notified. They will be notified by using a service such as iTunes. With FeedBurner's SmartCast™ service, you can use edublogs to publish your podcast. Here's how it works: If your blog post contains a link to an audio file, FeedBurner will convert it to an *RSS enclosure* that programs like iTunes will recognize. It is pretty self explanatory, you just copy and paste the url of your blog into the yellow bar on the front page of [FeedBurner](#), and then follow the

directions and answer the questions. This will then give you a feed address that you can submit to iTunes.