



# Podcast Technical fact sheet

## What is a Podcast?

Refer to the Research fact sheet.

## How do I prepare for a Podcast?

Refer to the Preparation fact sheet.

## Which software do I require to create a Podcast?

Refer to the Preparation fact sheet.

## How do I create a Podcast?

Ensure that you have your script ready for recording (see Tips for writing a script in the Preparation fact sheet).



### Microphone device

Green plug = audio input

Pink plug = audio output

Ensure that the microphone is switched on.

For more trouble shooting with the microphone, refer to the end of this fact sheet.

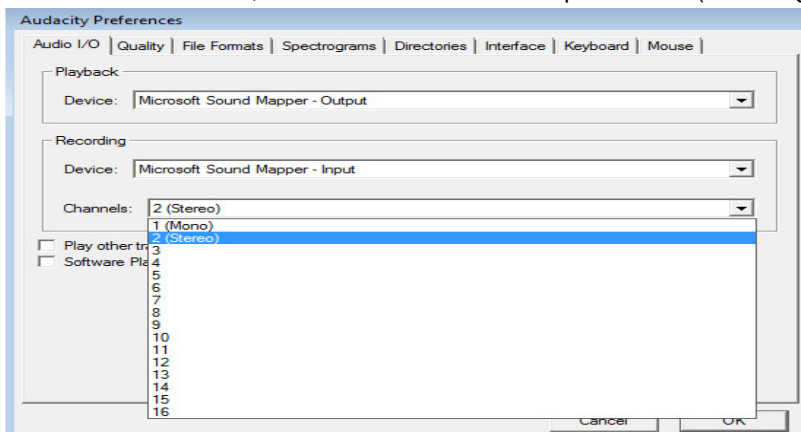


Open the Audacity software

## 1. Change the settings (once-off)

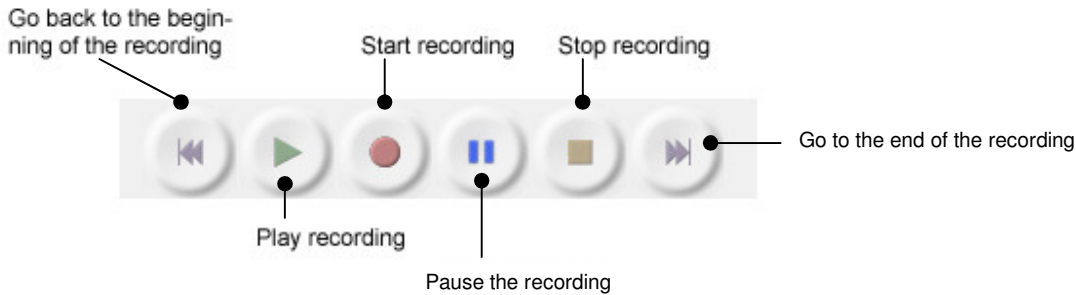
Make the following adjustments before you start recording:

- Select **Edit**
- Select **Preferences** (or **Ctrl+P** in future)
- On the **Audio I/O tab**, click on the **Channels** drop-down list (see image below).



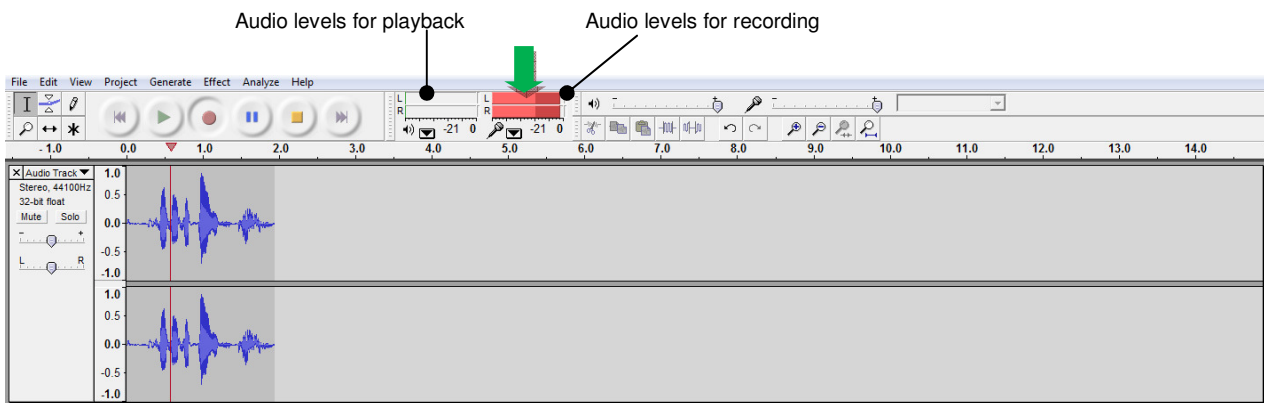
- Select the 2 (Stereo) option.
- Press **OK**.

## 2. Start recording



- Click on the **Start** button.
- Read the script.
- When you are finished, click on the **Stop** button.
- Listen to the recording by clicking on the **Play** button.
- Redo 😊

This is what a recording would look like:



Tips when you record:

1. Do not talk straight into the microphone – the “p” and “t” sounds will be too loud.
2. Make sure that the Left/Right microphone does not fill up the bar. (see the green arrow above)
3. Lower / Increase the microphone recording volume under **Settings, Control Panel, Sounds, Volume, Advanced, Recording**.
4. Record again (after changing the volume) until the bars below the green arrow are at 70% (-21dB).

## 3. Edit the recording

If you paused too long inbetween 2 sentences for example, you can cut out that pause.

- Use the mouse and select the piece you want to delete.
- Click on the delete button on your keyboard.
- Listen to the recording.

#### 4. Export the recording

- Click on **File**
- Select **Export to Mp3**
- The ID3 tags will display the information you provide when it is played on an Audio player, e.g. iPod, etc. Add the ID3 tags for your podcast. See an example below.

The screenshot shows a dialog box titled "Edit the ID3 tags for the MP3 file". It contains the following fields and values:

- Format:**
  - ID3v1 (more compatible)
  - ID3v2 (more flexible)
- Title:** Creating podcasts for clickUP
- Artist:** Johan Slabbert
- Album:** Department for Education Innovation
- Track Number:** 1
- Year:** 2008
- Genre:** Other
- Comments:** Creative Commons - Share, Remix, Reuse

Buttons for "Cancel" and "OK" are at the bottom.



Refer to the **Preparation fact sheet** should you get a missing lame.dll file notice.

#### 5. Load your recording in clickUP

Upload your recording to clickUP or a website where students can access and listen to the mp3 file.



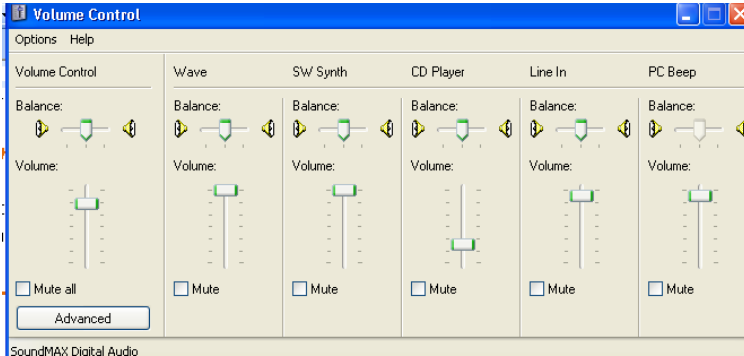
Refer to the Upload Files fact sheet

##### Tip:

In order for students to be able to download the mp3 file to their own (or a lab computer), the Department for Education Innovation suggests that you create an HTML page in clickUP and within the page make a link to the mp3 file. Please contact [e-support@up.ac.za](mailto:e-support@up.ac.za) for more information on how to do this. This way, students will be able to download the sound file without having to play it over the internet, which is slow and can cause buffering delays.

## Trouble shooting

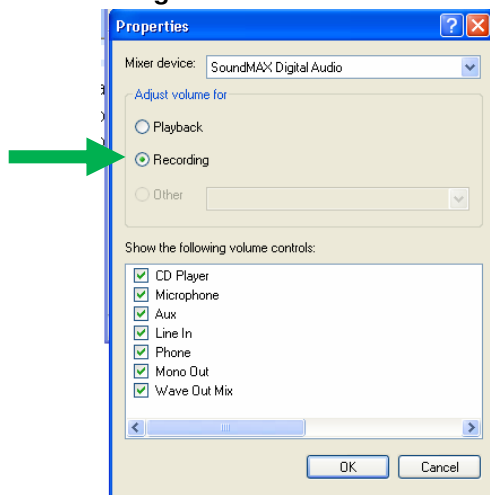
If the audio does not record, check that the microphone is selected on the SOUND settings of your computer. Unfortunately this will vary from computer to computer as to where you will find it and what it will look like. Go to the **Volume Control**. It might look like this screen:



**!** The **microphone setting** does not display on this screen!

Ensure that the Microphone is displayed:

- Click on **Options**
- Click on **Properties**
- Select **Recording**



- Ensure that the Microphone is selected.
- Click on **OK**. This will then add the microphone setting where you can make sure that the volume is properly set for the microphone device that you will be using to record the podcast.

