



**PODCASTING WORKSHOP**

# **King County Council Podcasting Workshop**

March 11, 2008

Jean Kent, Trainer

[jean.kent@comcast.net](mailto:jean.kent@comcast.net)

<http://www.jeankent.net/kcc-podcasting/>



# PODCASTING WORKSHOP :: AGENDA

## Agenda

- I. Podcasting / Vodcasting Overview (10 minutes)
- II. Introduction to Recording & Editing with Audacity (25 minutes)
- III. Converting to MP3 with Audacity (15 minutes)
- IV. Creating a Video Podcast (15 minutes)
- V. Creating a RSS Feed with FeedForAll (25 minutes)
- VI. USB Mixer Overview (15 minutes)
- VII. Best Practices, Legalities, and ADA (10 minutes)
- VIII. Q & A (5 minutes)

### 4 Stages of Training (Fill in the blanks)

Stage 1: Unconscious and Incompetent

Stage 2: Conscious and Incompetent

Stage 3: Conscious and Competent

Stage 4: \_\_\_\_\_ and \_\_\_\_\_

### What do you know? (Circle the correct answer)

- 1. You must have an iPod in order to be a podcaster. T F ?
- 2. It's OK to use copyrighted music in your podcast because this is a government agency. T F ?
- 3. Apple has sold over 100 million iPods. T F ?
- 4. Almost 100 local government podcasts are listed in iTunes. T F ?



# PODCASTING WORKSHOP :: OVERVIEW

## Podcasting / Vodcasting Overview

### DEFINITIONS

A **podcast** is a collection of digital media files which is distributed over the Internet, often using syndication feeds, for playback on portable media players and personal computers. (Wikipedia - <http://en.wikipedia.org/wiki/Podcast>)

**Video podcast** (sometimes shortened to **vidcast** or **vodcast**) is a term used for the online delivery of video on demand video clip content via Atom or RSS enclosures. (Wikipedia - [http://en.wikipedia.org/wiki/Video\\_podcast](http://en.wikipedia.org/wiki/Video_podcast))

A **podcatcher** is software that that allows users to subscribe to podcasts via their RSS feeds and to manage the media files. The best known podcatcher is iTunes; others include Zune Marketplace and Juice.

**MP3** is the file format for most audio podcasts. Files in this format can be listened to on MP3 players – iPods, Zunes, and dozens of other models. Many cell phones now play MP3 files and personal computers play them, too.

**MP4** or **M4V** is the file format for most video podcasts. These files can be viewed on iPods, Zunes, Creative Zen media players, Wii, and personal computers.

**RSS** (Really Simple Syndication) is a family of Web feed formats used to publish frequently updated content such as blog entries, news headlines or podcasts. (Wikipedia - <http://en.wikipedia.org/wiki/RSS>)

### PRODUCTION PROCESS

#### **Step 1 – Planning**

- ✓ Determining content
- ✓ Writing script
- ✓ Selecting music for intro and outro
- ✓ Scheduling recording



# PODCASTING WORKSHOP :: OVERVIEW

## Step 2 – Producing

- ✓ Rehearsing
- ✓ Recording
- ✓ Editing
- ✓ Adding music

## Step3 – Encoding

- ✓ Converting to mp3 (audio) or mp4 / m4v (video)
- ✓ Creating ID3 tags

## Step 4 – Distributing

- ✓ Copying media file to web server
- ✓ Updating RSS feed
- ✓ Copying RSS fee to web server

## SOFTWARE & HARDWARE

### Software

- ✓ Audacity - <http://audacity.sourceforge.net/>
- ✓ LAME - <http://lame.buanzo.com.ar/>
- ✓ iTunes - <http://www.apple.com/itunes/download/>
- ✓ Jodix Free iPod Video Converter - <http://www.ipod-video-converter.org/>
- ✓ FeedForAll (\$40) - <http://www.feedforall.com/>

### Hardware

- ✓ BSW Podcast Starter Kit (\$249) - <http://www.bswusa.com/proditem.asp?item=PODCAST-STARTER>
- ✓ \*USB Headset with boom microphone (\$60) - [http://www.plantronics.com/north\\_america/en\\_US/products/cat6180048/cat6180052/prod5870017](http://www.plantronics.com/north_america/en_US/products/cat6180048/cat6180052/prod5870017)
- ✓ Computer with sound card

\* Used instead of podcasting kit for “on-the-fly” recording.

## Audacity Overview

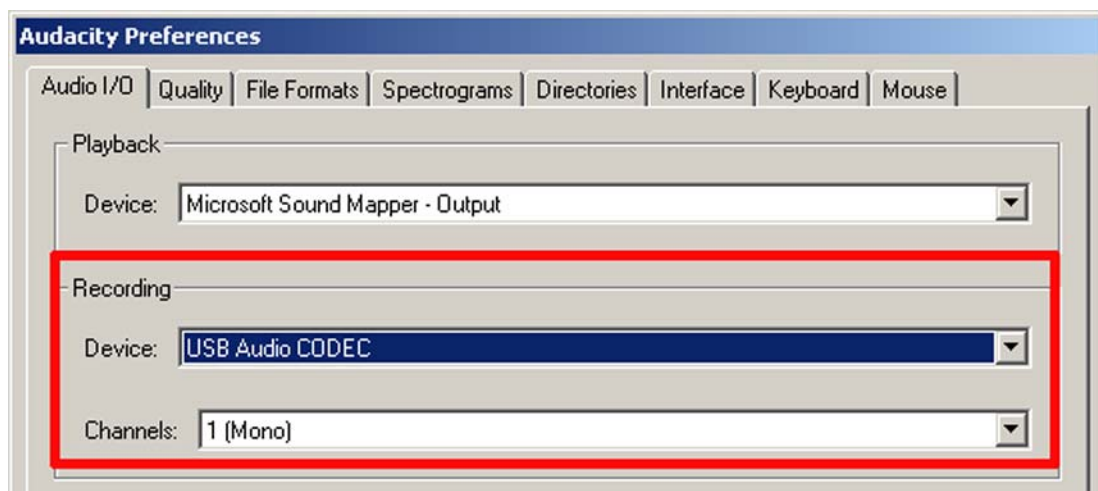
Audacity is a free program that many podcasters use for recording their podcasts. It is quite easy to use and has decent online support at <http://audacity.sourceforge.net/manual-1.2/index.html>.

Audacity requires a helper file for converting recordings to MP3, the format used for podcasts. The helper file is the LAME MP3 Encoder and you can download it from <http://lame.buanzo.com.ar/>. The first time you use Audacity to export a recording to MP3, you'll be prompted to find a file named **lame\_enc.dll** on your computer. You only have to do this once!

## Audacity Preferences

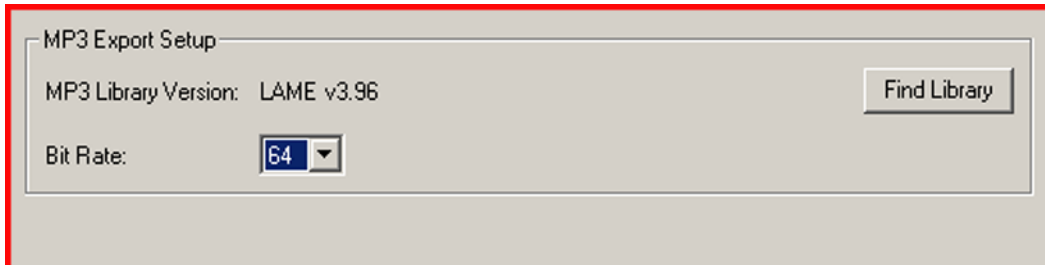
Before you record your first podcast, change the Audacity preferences using the steps outlined below:

1. Open Audacity.
2. Select **Edit** → **Preferences** and click the **Audio I/O Tab**.
3. Make sure the USB mixer (**USB Audio CODEC**) is properly selected as the **Recording** device. See below:



## PODCASTING WORKSHOP :: AUDACITY

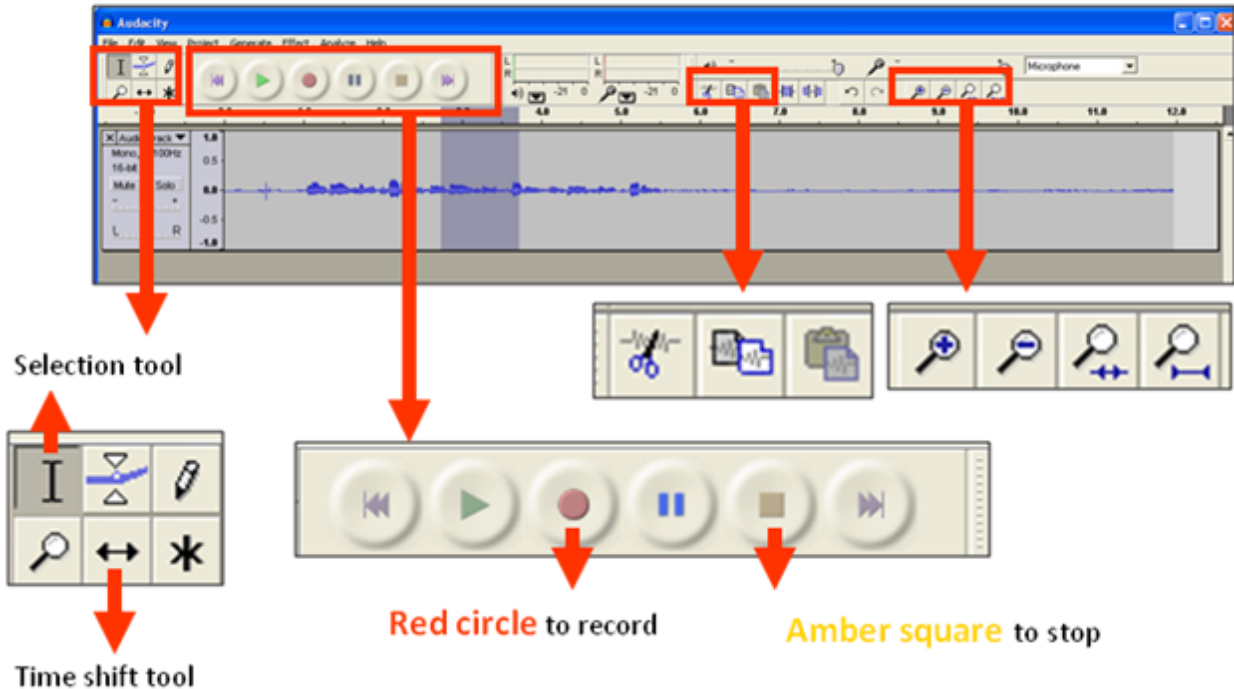
4. Click on the **File Formats Tab** and adjust the **Bit Rate** to **64** in **MP3 Export Setup** towards the bottom of the screen. See below:



### File Management & Naming Recommendations

1. Use a convention for naming your podcast or vodcast files. This insures the files are listed in a logical, easy to manage way on your users' computers.
  - a. The recommended file name for the King County Podcast Training Episode 1 recorded on March 11, 2008 would be **KCPT-2008-03-11**.
  - b. Start with the Initials of the podcast program. King County Podcast Training, would become KCPT.
  - c. The year the podcast was created comes next and in this case would be 2008. Always use four digits.
  - d. The month the podcast was created follows the year and in this case would be 03. Always use two digits.
  - e. The day the podcast was created is the final element and in this case would be 11. Always use two digits.
  - f. NO spaces allowed in file names but dashes are okay!
2. Use this convention for the files that Audacity creates when you record an audio podcast.
3. Audacity saves the recording in a unique format that no other program can open.
4. Audacity creates a master file, a back up file, and a folder with all the data you recorded in your podcast.
5. After exporting a recording to MP3, store the Audacity files in a separate storage device since these files can be quite large.

## Main Audacity Tools



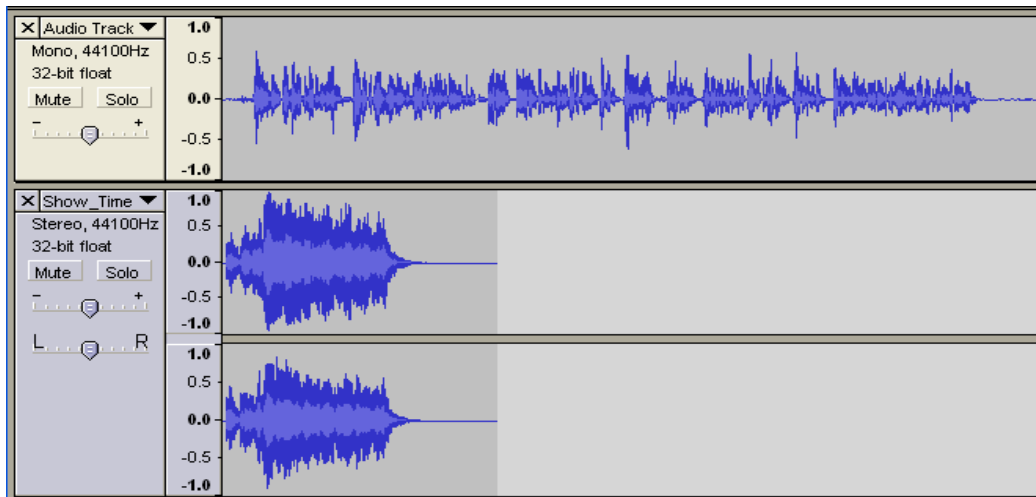
## Most Common Editing Procedures

1. Deleting unwanted portions of track – Select with Selection tool (**I**) then click Scissors button or press Delete.
2. Adding silence – Use Selection tool (**I**) to click in track where silence is desired, then click **Generate** → **Silence**. In the dialog box, enter the number of seconds of silence you want to add.
3. Adjusting volume – Select the section that's too loud or soft then click **Effect** → **Amplify**. Use the slider to increase or decrease the volume then click **OK**.
4. Removing noise – Select a section that has background noise (air conditioner hum, etc.) and select **Effect** → **Noise Removal**. Click **Get Noise Profile**. Next select all the audio you want filtered and click **Effect** → **Noise**

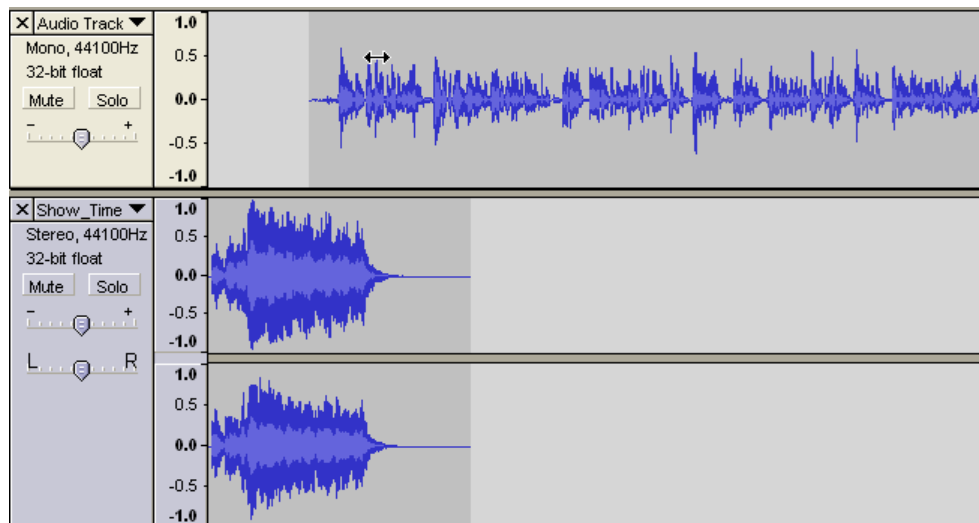
**Removal** again. Adjust the slider for less or more (or leave it at the default position) and click the **Remove Noise** button.

## Adding music to your podcast

1. When you have finished editing your recording and have saved a music file to add at the beginning of your podcast (called “bumper” music), click **Project → Import Audio**. Select the music file and it will be placed on a new track. See below:

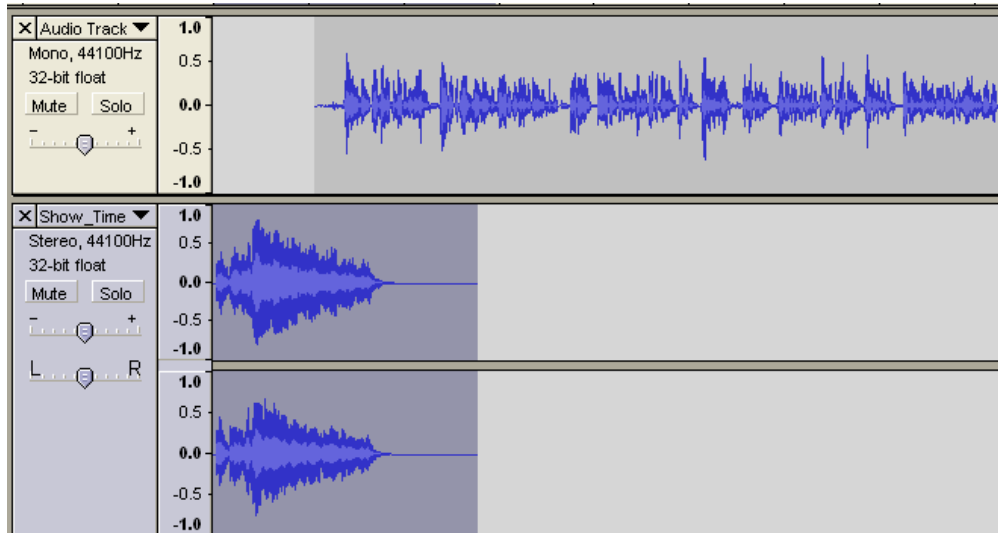


2. Select the **Time Shift** tool ( $\leftrightarrow$ ) with your mouse then click and drag your voice recording track to the right so about 3 - 5 seconds of music will play before the speaker starts speaking. See below:



## PODCASTING WORKSHOP :: AUDACITY

3. Click on the **Selection tool (I)** then drag it through the music track. Click **Effect → Fade Out** and the music track will look like the one below:



4. Use the same tools and procedures if you want to use music in your outro (called stinger music).
5. Music tips:
  - a. Use the same music in your podcast episodes.
  - b. Use a small amount, 3 – 5 seconds maximum.
  - c. Give the musician credit if required.
  - d. Select music that you think your target audience will enjoy.



# PODCASTING WORKSHOP :: AUDACITY

## King County Podcast Training Script

Welcome to this King County Podcast Training Episode 1. I'm Jean Kent your friendly podcast consultant and in this episode I want to give you six recording tips and five editing tips using Audacity.

My first tip is to have a script and read it out loud before recording it. This is the best way to improve the flow and readability of the text. And, it's always a good idea to rehearse it a few times before recording, if at all possible.

Here's the second tip. Before you begin recording, check the level (or volume) of your microphone. The lights on the mixer should be in the green zone with some louder parts in the yellow zone. Adjust the level if the red light labeled "clip" lights up frequently. Clipping is bad and you want to avoid it.

Tip # 3. Click the Pause button, the one with the two blue vertical bars if the person recording needs to stop for a few moments. Press the Pause button a second time to resume. Don't click the Stop button unless your recording is complete. If you click Stop then Record, a new track will be started instead of continuing from where you left off.

The fourth tip. It goes without saying that you should find a quiet place for recording unless you want extraneous noise in the background. This is rarely the case.

Tip # 5. Even with a script or detailed outline, it's easy to mispronounce words or even misspeak. If this happens, tell your recorder to stop speaking for 3 or 4 seconds then repeat the problem section starting from a logical place. When you're editing the recording, you'll be able to see the section that needs to be removed because it will be marked by the pause in the waveform.

The sixth and final recording tip. Most of the people you'll be recording will be comfortable speaking into a microphone. Nevertheless, remind them to add some life to their voices and to avoid speaking too quickly.

Now for some editing tips. Tip # 1. You'll notice that there are a few seconds of silence at the beginning and at end of this recording. We want to remove the silence so let's perform our first Audacity edit now.

Here's how. Go to the beginning of the track by clicking on the **Skip to Start** button. It's on the left of the Media controls section. Then use the selection tool to select the silence at the



## PODCASTING WORKSHOP :: AUDACITY

beginning of the track, this is indicated by the flat wave form line, and press the delete key. Use the **Skip to End** button to quickly jump to the end and remove the silence from it, too.

Tip #2. If you find it necessary to remove a very short piece of your recording, you can zoom in on a section before deleting the sound. For example, your speaker might sneeze or cough in the middle of a sentence. You want to get rid of the unexpected sound only. Use the selection tool and click in the track near the sound you want to remove. Then click the **ZOOM IN** tool to make it easier to select the sneeze. When you've gotten rid of the sneeze, click the **ZOOM OUT** tool to go back to a normal view. Here's a sentence to practice with.

One of the best things about podcasts is (sneeze) that you can listen to them at your convenience.

Editing tip #3. If your speaker includes a lot of ums or ahs or other annoying speech habits when recording without a script, you'll want to delete them. Most of the time you'll be able to identify a pattern in the wave form for an um or ah making it easier to find. When you hear an um or ah, click the Stop button. Use the Selection tool to highlight the sound. Press the space bar to play the selection to make sure you're deleting the part you want to get rid of. Remember you can zoom in on the wave form which makes it easier to select the precise sound you want to remove. Here's a sentence to practice with.

Um the first time I um recorded without an ah script, I was ah shocked to um hear ah how many um times I used ah and um in just one sentence!

Tip #4. It's best to spend time adjusting the volume before you start recording. But, sometimes, your speaker's voice gets softer or louder and you want the level to be uniform. You can adjust the volume by selecting the soft or loud section and then selecting **Effect** from the menu bar and **choosing** Amplify. In the dialog box that appears, move the slider to the right or left to increase or decrease the sound. Click the **Preview** button to hear the adjusted volume and either accept it or adjust it again. Here's a sentence you can practice with.

This sentence is spoken softly and the level needs to be increased. This sentence is spoken loudly and the level needs to be decreased.

Finally, I want to give you an example of flubbing a phrase, pausing for 3 seconds then repeating the sentence so the mistake can be fixed. Here are a couple sentences to practice with.

People with vision problems or other types of disabilities like dyslexia, (Pause)



## PODCASTING WORKSHOP :: AUDACITY

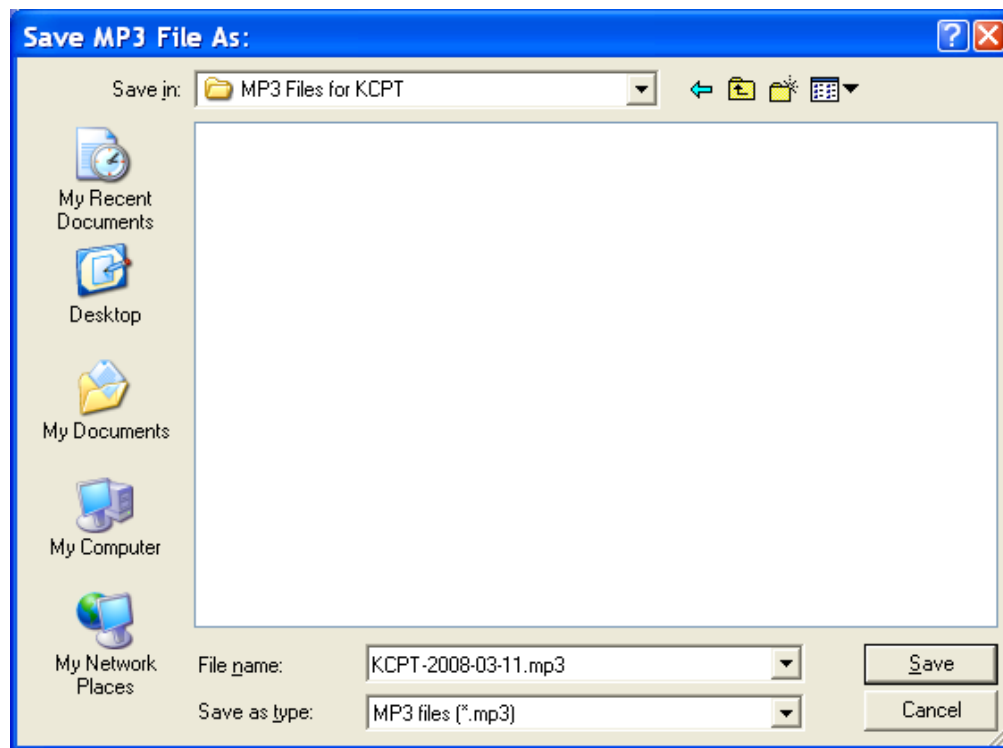
People with vision problems or other types of disabilities like dyslexia, appreciate being able to listen rather than read.

Now, I'm going to stop recording and save this as an Audacity Project. I'll be using the file naming convention suggested earlier and then you can edit the file for some hands-on practice.

You might want to record this script – or one of your choice – yourself and practice editing it, as well. The more you practice, the better you'll get.

## Converting to MP3 with Audacity

1. After you've completed all your editing and added bumper and stinger music, select **File → Export As MP3....**
2. The **Save As MP3 File** dialog box opens letting you select a location and new file name for the MP3 file. Make sure you note the location of the file so you can find it again. And, if you've followed the file naming convention suggested earlier, you won't need to change the name of the MP3 file.

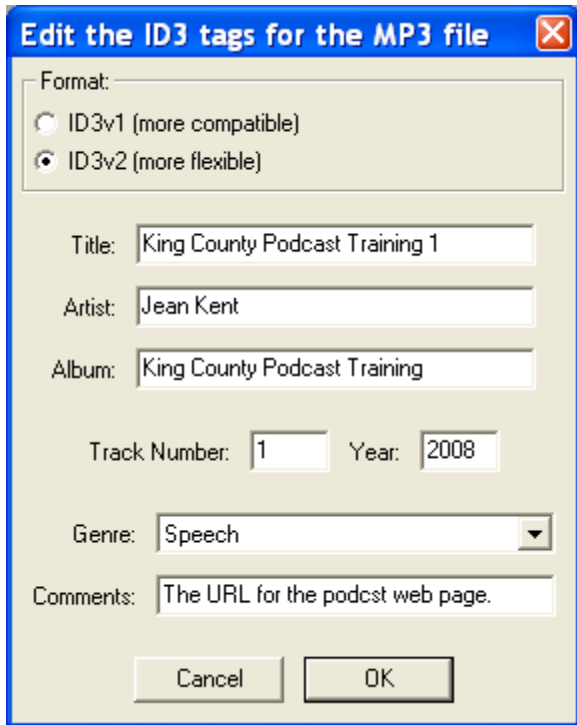


3. An **Edit the ID3 tags for the MP3 file** dialog box will open and should be completed. See the next page for instructions.



# PODCASTING WORKSHOP :: CONVERTING TO MP3

ID3 Tags are embedded into your MP3 file and they provide important information about the file that is useful to people who will listen to podcasts on a computer, an iPod or other MP3 player. ID3 stands for **IDentify a MP3** and ID3v2 is the current version.



**ID3v2** will be selected automatically.

**Title** is the title of the episode.

**Artist** is the name of the person or group responsible for the recording.

**Album** is the title of the podcast series.

**Track Number** can be left blank or use a number if it is logical.

**Year** is the year the podcast was created.

**Genre** –Select “Speech” since Podcast isn’t available.

**Comments** is a place to add other information like the URL for the podcast web page.

I have found it helpful to make notes so that my ID3 tags are standardized for all my podcasts.

Title: \_\_\_\_\_

Album: \_\_\_\_\_

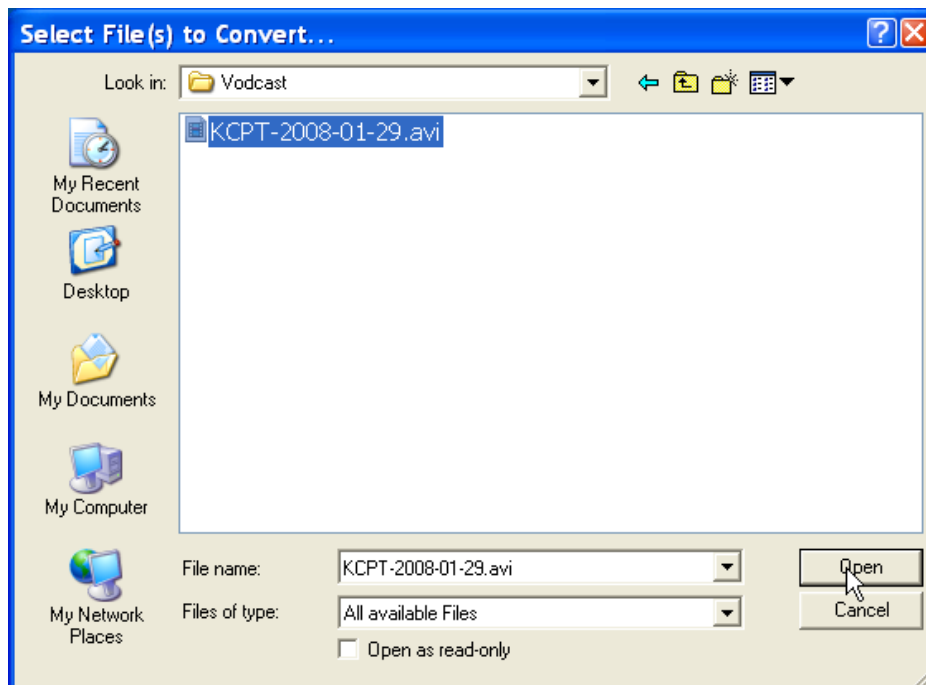
Comments: \_\_\_\_\_

## Video Podcasts or Vodcasts

As their name suggests, video podcasts are podcasts in video format that can be watched on a video iPod, a Zune, a computer, or other portable media device that play videos. More and more video editing programs now include a “Save for iPod” format. There are also freeware programs that convert popular video formats into MP4 or M4V, the ones that can be viewed on portable media devices that support video.

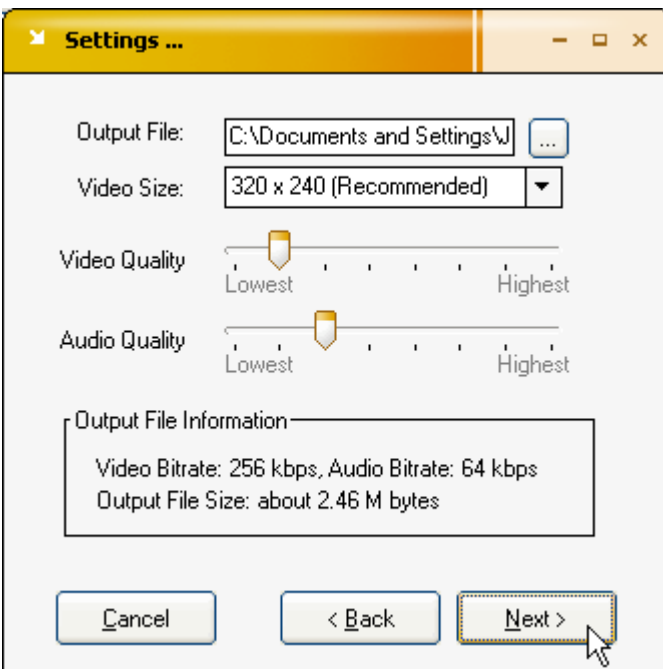
For our training today, we’ll use a freeware program called **Jodix Free iPod Video Converter**. It’s easy to use and converts most video formats that you will be working with including AVI, MPEG, WMV, and RM.

1. Launch **Jodix Free iPod Video Converter**. The welcome screen instructs you to click the “Add Files” button. When you click the button, a **Select File(s) to Convert...** dialog box appears.
2. Find the files you want to convert.



## PODCASTING WORKSHOP :: VIDEO PODCASTS

3. A wizard begins to guide you through the conversion process. First you'll see information about your input file like its duration, video size, and audio sampling rate.
4. Next, the **Settings...** dialog box appears. See below for an overview of the suggested settings.



**Output File:** Select location for converted file.

**Video Size:** Use 320 x 240.

**Video Quality:** For low action video, 256 kbps is fine.

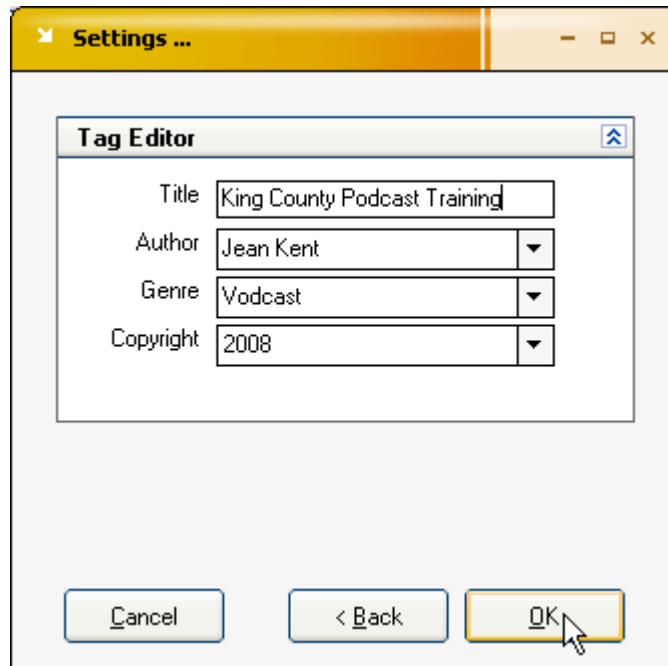
**Audio Quality:** For speaking voices, 64 kbps is fine.

**Output File Information:** This is a summary of the settings and resulting file size of your video.

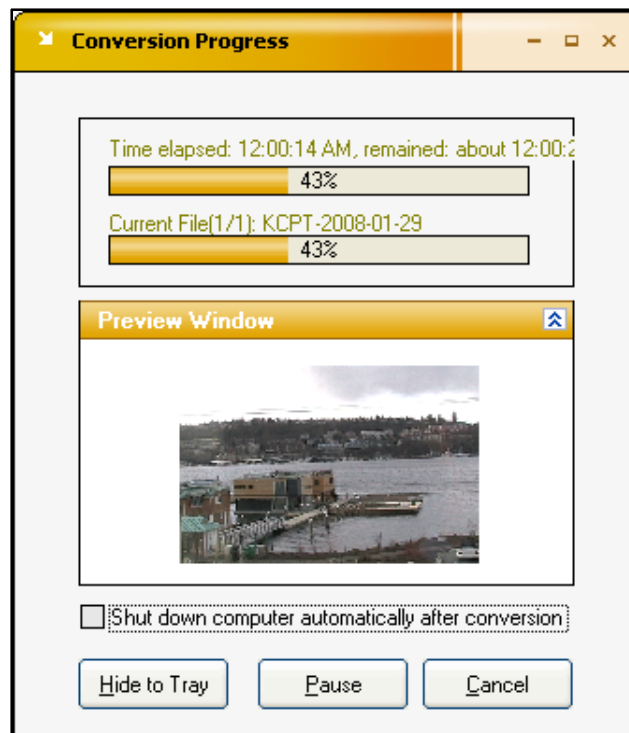
Click **Next** to continue.

5. Now you can edit the ID3 tags. See an example on the next page.

## PODCASTING WORKSHOP :: VIDEO PODCASTS



6. In the next dialog box, click the **Convert!** button and your video will be converted to the **MP4** format.
7. The **Conversion Progress window** opens. You can close the preview window to speed up the conversion.





# PODCASTING WORKSHOP :: RSS FEEDS

## RSS Feed Overview

RSS (stands for Really Simple Syndication) feeds are special control files that keep track of your podcast information and all the episodes that are available to your audience. When you add a RSS feed to your podcast or vodcast series, you make it easy for people interested in your program to get the newest episodes using a “podcatcher” like iTunes. Each time they open iTunes on their computer, iTunes checks to see if a new episode is available. If it is, the episode is automatically downloaded and can be heard or viewed on their computer or transferred to an iPod, Zune, or other portable media player.

RSS feeds are XML files, similar to HTML files that have tags and a specific set of rules that must be followed. They can be written by hand but it’s better to use a program that creates the code for you.

At the workshop today we’ll use an evaluation copy of **FeedForAll**, a relatively inexpensive program that creates the code for basic and iTunes enhanced RSS feeds. Once a new feed is created, it must be placed on a web server along with the MP3 or MP4 file. After a new episode is created and placed on the web server, the feed must be edited to include the episode title, description, file size, and URL. The edited RSS feed file replaces the earlier version of the file on the web server.

Before you turn to the next page for step by step instructions for creating a RSS feed with FeedForAll, collect the following information:

Title of the podcast series \_\_\_\_\_

Location (URL) of the podcast/vodcast \_\_\_\_\_

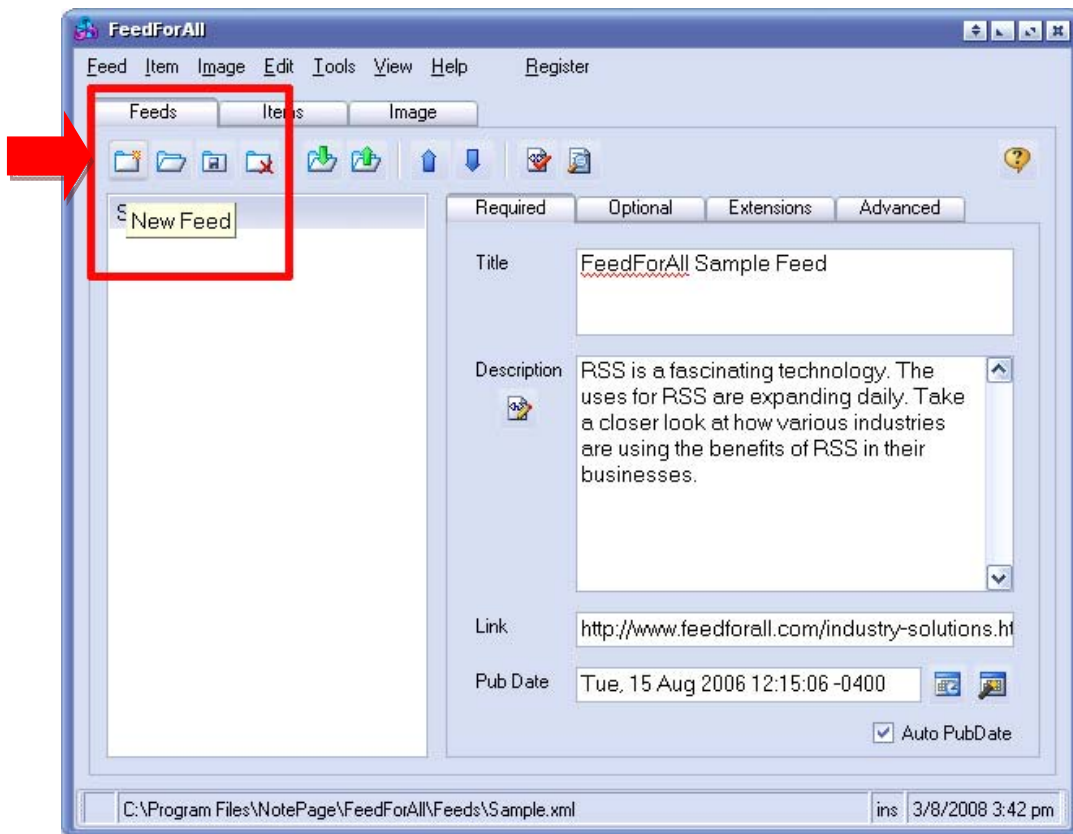
Size of the podcast/vodcast file in bytes: \_\_\_\_\_

Duration of podcast/vodcast in the format hh:mm:ss \_\_\_\_\_



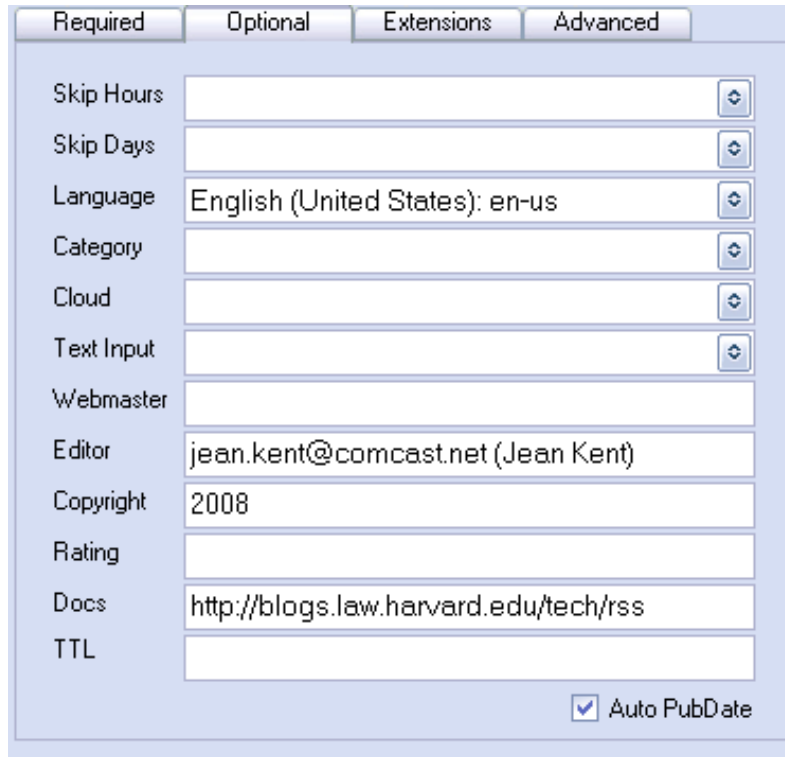
## PODCASTING WORKSHOP :: RSS FEEDS

1. Launch **FeedForAll** and click on the **New Feed** button.



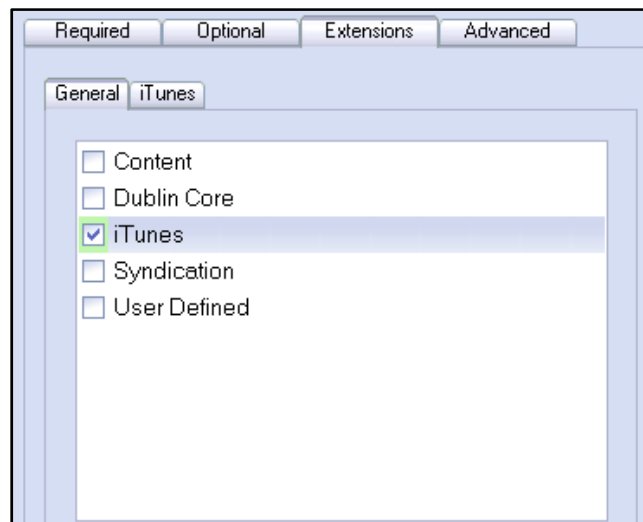
2. Next you're prompted to enter a title for the podcast or vodcast. This is the **collective title** of the series. Then you'll add a description of the series and the URL for the podcast. The publishing date will be automatically supplied though you can change it if you want to.
3. Click the **Optional Tab**. Here are the items you'll need to fill in.
  - a. **Language** – Use the pull down menu to select English (United States)
  - b. **Editor** – Fill in the email address followed by the name in parenthesis
  - c. **Copyright** – Fill in your standard copyright information.
  - d. See next page for an example:

## PODCASTING WORKSHOP :: RSS FEEDS



Required	Optional	Extensions	Advanced
Skip Hours			
Skip Days			
Language	English (United States): en-us		
Category			
Cloud			
Text Input			
Webmaster			
Editor	jean.kent@comcast.net (Jean Kent)		
Copyright	2008		
Rating			
Docs	http://blogs.law.harvard.edu/tech/rss		
TTL			
<input checked="" type="checkbox"/> Auto PubDate			

- Since so many people use iPods and iTunes, you *should* create a RSS feed that's iTunes compatible. iTunes requires several additional elements be added to your feed and FeedForAll guides you through the process. Click the **Extensions Tab** and click in the checkbox next to **iTunes**. This is shown below.

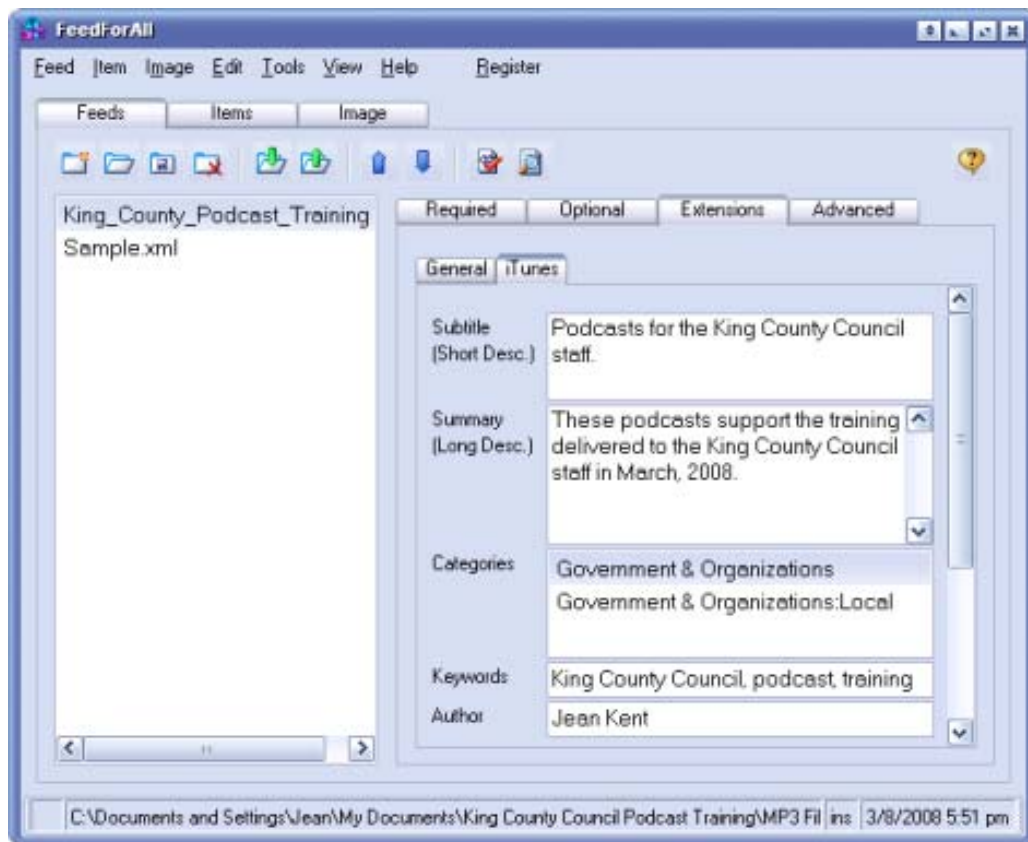


Required	Optional	Extensions	Advanced
<div style="border: 1px solid gray; padding: 5px;"> <p>General   <b>iTunes</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Content</li> <li><input type="checkbox"/> Dublin Core</li> <li><input checked="" type="checkbox"/> iTunes</li> <li><input type="checkbox"/> Syndication</li> <li><input type="checkbox"/> User Defined</li> </ul> </div>			



## PODCASTING WORKSHOP :: RSS FEEDS

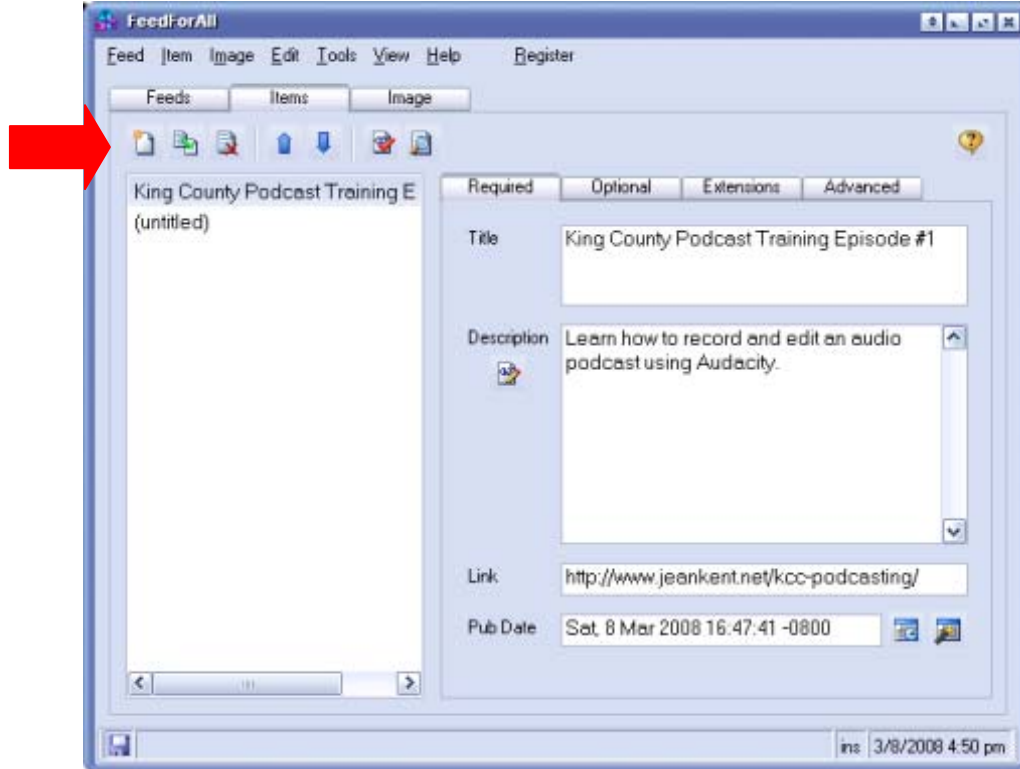
5. Click the **iTunes Tab**. There are several new items to complete and most are self explanatory. There are good instructions for completing the iTunes specific items at the FeedForAll web site (<http://www.feedforall.com/ffa-itunes-tutorial.htm>) and also at the iTunes web site (<http://www.apple.com/itunes/store/podcaststechspecs.html>). The figure below has an example:



6. When you've filled out the iTunes page, click on the **Items Tab** then click on the **New Item** button. Fill in the title of the specific episode, a description of the episode, and the URL for the podcast. See the figure on the next page:

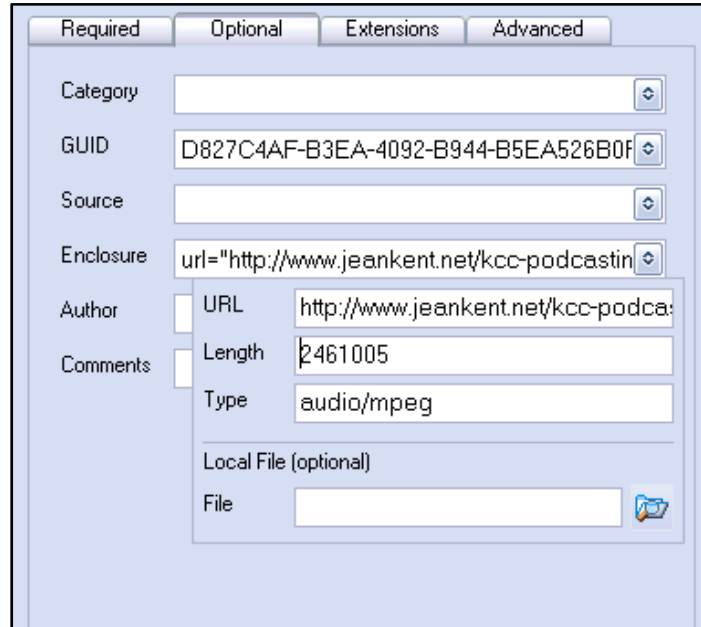


## PODCASTING WORKSHOP :: RSS FEEDS



7. Select the **Optional Tab** while in the **Items** section. When you click in the **Enclosure** box, a drop down menu will appear.
  - a. In the **URL** box, enter the URL for the audio (or video) file for this episode.
  - b. In the **Length** box, enter the size of the file in **bytes**.
  - c. In the **Type** box, enter **audio/mpeg** if this is an audio podcast OR **video/mp4** if this is a video podcast.
  - d. **FeedForAll** will often fill in the **Type** box for you based on the file type indicated in the URL of the podcast or vodcast file.
  - e. See the figure on the next page:

## PODCASTING WORKSHOP :: RSS FEEDS



8. Next click the **Extensions Tab**.

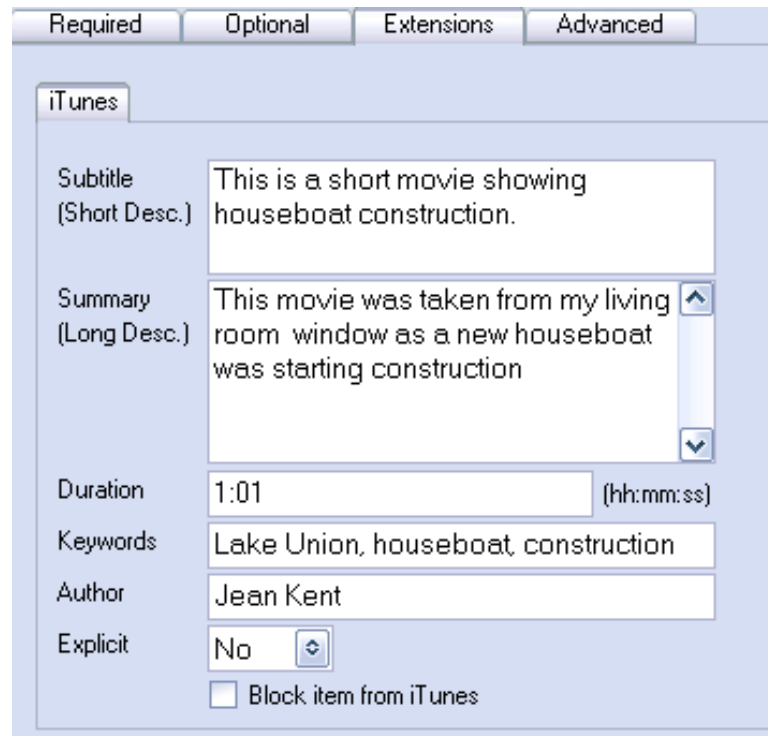
- In the **Subtitle** box, enter a short description of the podcast.
- In the **Summary** box, enter a long description of the podcast.
- In the **Duration**

box, enter the duration in the format hh:mm:ss.

- In the **Keywords** box, enter keywords for the podcast.

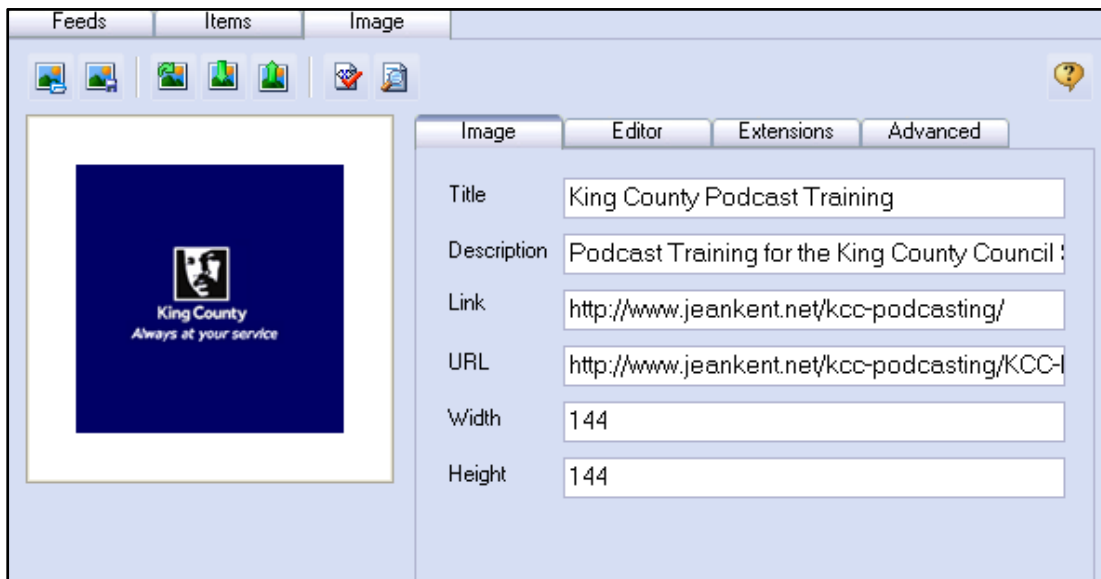
- In the **Author** box, enter the author of the podcast.

- In the **Explicit** box, make sure **No** is selected.



## PODCASTING WORKSHOP :: RSS FEEDS

9. iTunes requires that you add an image to your feed. With apologies to the person who created the logo for the King County web site, I modified it for the workshop today and resized it to 144 x 144 pixels. Click the **Image Tab**. In the **Title** box, type the name of the podcast series. Type a short description of the podcast series in the **Description** box. The URL for the podcast goes in the **Link** box. The URL for the image file goes in the **URL** box. Add the height and width. Note! You might get a warning about the image being too large. Ignore it. See the figure below:



10. Save your feed! **FeedForAll** creates the file name and adds the .xml file extension for you. **Your feed file must be copied to the web server.**
11. Each time you create a new episode, you'll need to add information about it to the feed file. This is quite easy to do. **Open FeedForAll** and select the feed you want to update. Click the **Items Tab** then click the **New Item** button.
- In the **Title** box, fill in the title of the episode.
  - In the **Description** box, fill in a description of the episode.
  - In the **Link** box, enter the URL for the podcast series.



## PODCASTING WORKSHOP :: RSS FEEDS

12. Click on the **Optional Tab** within the Items section and then in the **Enclosure** box.
  - a. In the **URL** box, enter the URL for the episode file.
  - b. In the **Length** box, enter the length in **bytes** for the file.
  - c. In the **Type** box, enter the type information if not automatically filled in by FeedForAll.
13. Click the **Extensions Tab**.
  - a. In the **Subtitle** box, enter a short description of the episode.
  - b. In the **Summary** box, enter a long description of the episode.
  - c. In the **Duration** box, enter the duration in the format hh:mm:ss.
  - d. In the **Keyword** box, enter keywords for the episode.
  - e. In the **Author** box, enter the name of the author.
  - f. In the **Explicit**, make sure No is selected.
14. Save your feed and copy it to the web server. **You must replace the earlier version of the feed file with this updated version.**

The next two pages show the XML code for the feed I created for today's workshop. Aren't you glad you didn't have to hand code this?

<?xml version="1.0" encoding="UTF-8"?>

<rss

xmlns:itunes="http://www.itunes.com/dtds/podcast-1.0.dtd"  
version="2.0">

<channel>

<title>King County Podcast Training</title>

<description>This podcast provides instructions for creating podcasts, vodcasts, and RSS feeds. It has been created to

<link>http://www.jeankent.net/kcc-podcasting/</link>

<copyright>2008</copyright>

<docs>http://blogs.law.harvard.edu/tech/rss</docs>

<language>en-us</language>

<lastBuildDate>Sun, 9 Mar 2008 14:07:40 -0700</lastBuildDate>

<managingEditor>jean.kent@comcast.net (Jean Kent)</managingEditor>

<pubDate>Sun, 9 Mar 2008 13:01:47 -0700</pubDate>

<generator>FeedForAll v2.0 (2.0.2.9) unlicensed version http://www.feedforall.com</generator>

<itunes:subtitle>Podcasts for the King County Council staff.</itunes:subtitle>

<itunes:summary>These podcasts support the training delivered to the King County Council staff in March, 2008.</itunes:summary>

<itunes:author>Jean Kent</itunes:author>

<itunes:owner>

<itunes:name>Jean Kent</itunes:name>

<itunes:email>jean.kent@comcast.net</itunes:email>

</itunes:owner>

<itunes:category text="Government & Organizations"/>

<itunes:category text="Government & Organizations">

<itunes:category text="Local"/>

</itunes:category>

<itunes:keywords>King County Council, podcast, training</itunes:keywords>

<itunes:image href="http://www.jeankent.net/kcc-podcasting/KCC-Logo-small.png"/>

<itunes:explicit>no</itunes:explicit>

<itunes:block>no</itunes:block>

<image>

<url>http://www.jeankent.net/kcc-podcasting/KCC-Logo-small.png</url>

<title>King County Podcast Training</title>

<link>http://www.jeankent.net/kcc-podcasting/</link>

<description>Podcast Training for the King County Council Staff</description>

<width>144</width>

<height>144</height>

</image>

<item>

<title>King County Podcast Training Episode #2</title>

<description>This is a short video podcast that shows a houseboat being constructed in Lake Union. It is used as an e

<link>http://www.jeankent.net/kcc-podcasting/</link>

<author>jean.kent@comcast.net (Jean Kent)</author>

<enclosure url="http://www.jeankent.net/kcc-podcasting/KCPT-2008-01-29.mp4" length="2806929" type="video/mp4">

<guid isPermaLink="false">F7433CAB-8DA0-494B-93D0-340DDD34FD09</guid>

<pubDate>Sat, 8 Mar 2008 18:43:06 -0800</pubDate>

<itunes:subtitle>This is a short movie showing houseboat construction.</itunes:subtitle>

<itunes:summary>This movie was taken from my living room window as a new houseboat was starting construction</itunes:summary>

<itunes:duration>1:01</itunes:duration>

<itunes:author>Jean Kent</itunes:author>

<itunes:keywords>Lake Union, houseboat, construction</itunes:keywords>

<itunes:explicit>no</itunes:explicit>

<itunes:block>no</itunes:block>

</item>

<item>

<title>King County Podcast Training Episode #1</title>

<description>This podcast has six recording tips and five editing tips using Audacity.</description>

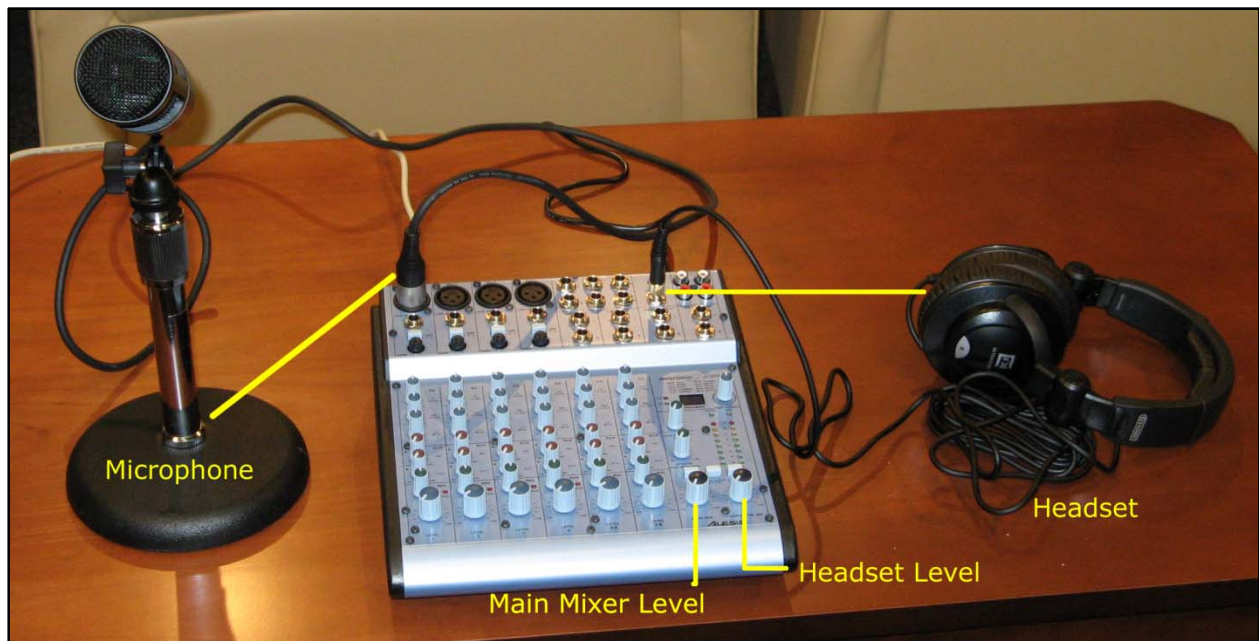
```
<link>http://www.jeankent.net/kcc-podcasting/</link>
<enclosure url="http://www.jeankent.net/kcc-podcasting/KCPT-2008-03-11.mp3" length="2461005" type="audio/mpeg" />
<guid isPermaLink="false">D827C4AF-B3EA-4092-B944-B5EA526B0FED</guid>
<pubDate>Sat, 8 Mar 2008 16:47:41 -0800</pubDate>
<itunes:subtitle>Tips for recording & editing with Audacity.</itunes:subtitle>
<itunes:summary>This episode introduces Audacity for podcast recording. It offers some tips for recording and editing with Audacity.</itunes:summary>
<itunes:duration>5:51</itunes:duration>
<itunes:author>Jean Kent</itunes:author>
<itunes:keywords>Audacity, podcasting</itunes:keywords>
<itunes:explicit>no</itunes:explicit>
<itunes:block>no</itunes:block>
</item>
</channel>
</rss>
```

## PODCASTING WORKSHOP :: MIXER SETUP

### USB Mixer

King County Council podcasts will be recorded on an eight channel USB mixer that plugs directly into a computer. There are two microphones plus a headset for listening to and adjusting the sound captured by the microphones. The TV staff will be responsible for setting it up but everyone should get some hands-on practice with it.

Here's what it looks like when it is completely set up:



Note: A microphone stand and cable are needed for the second microphone. They might be available for the training.

### Tips for Hooking up the Mixer

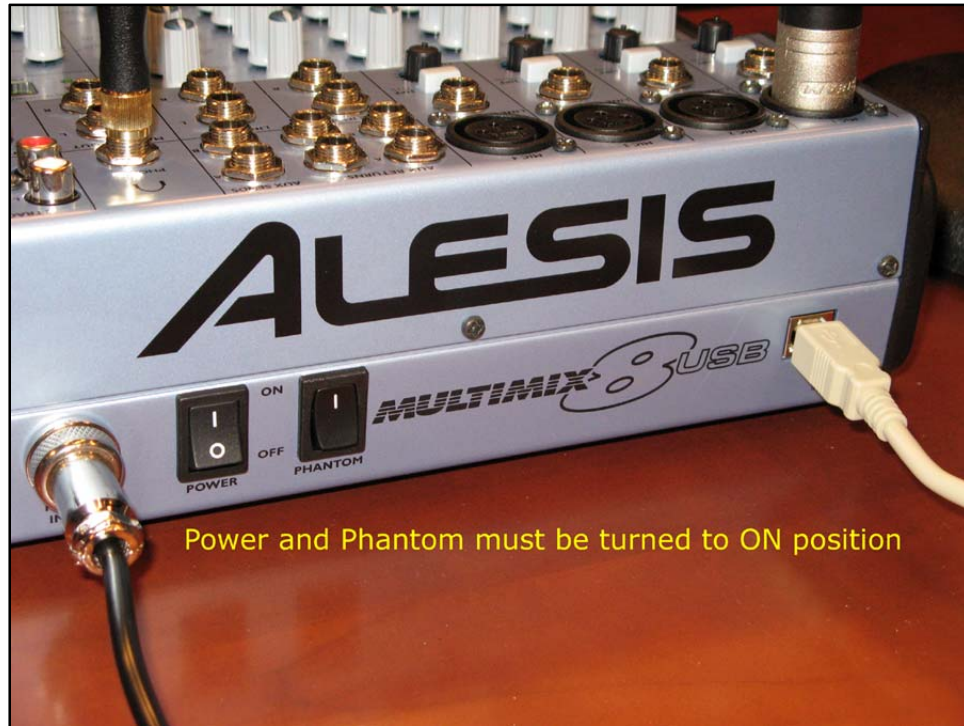
1. Connect the power supply to the mixer before plugging it into an electrical outlet.
2. Plug in the microphones before turning on Phantom power.
3. Turn on the mixer first then plug it into the computer.
4. Make sure all master output knobs are turned all the way down when powering the mixer up or down.



King County  
Always at your service

## PODCASTING WORKSHOP :: MIXER SETUP

At the back of the mixer you'll find the power input, the main power switch, the Phantom power switch, and the USB connector. It looks like this:



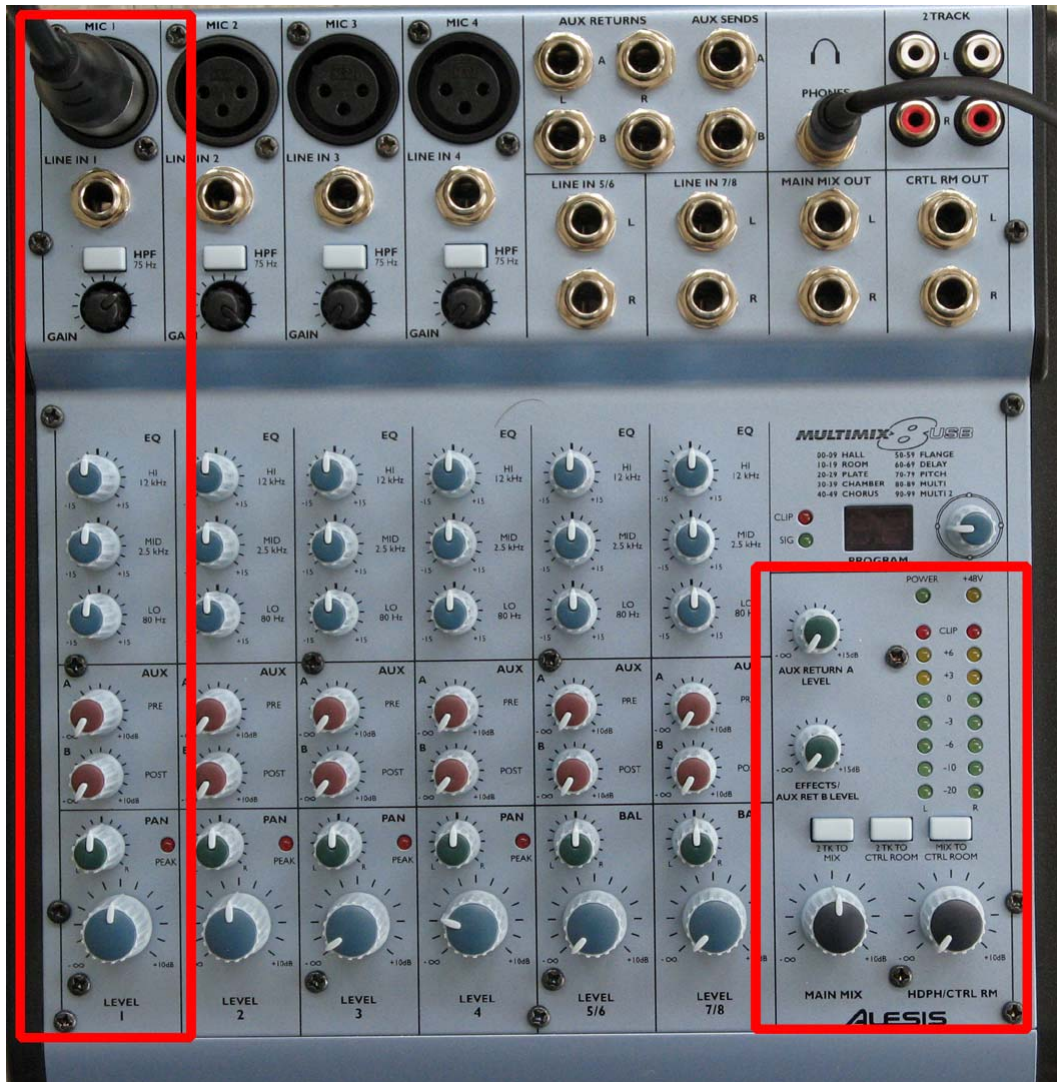
### Setting Levels

Even though you can change levels in Audacity, it is really important to record with the correct level. The sound will be better. On the next page, you'll find a picture of the controls associated with Channel 1 along with suggestions for how each one should be set.

Tip: If you're recording with two microphones, you'll need to set the levels for both of them.



# PODCASTING WORKSHOP :: MIXER SETUP



The area on the left with the red box around it has the adjustments for Channel 1. Starting from the bottom of the picture and moving up, here are the suggested settings:

1. Turn **Level** control to 12:00 position.
2. Turn **Pan** control to 12:00 position.
3. Turn **AUX SEND** and **GAIN** controls all the way down.
4. Turn **EQ** controls to 12:00 positions.



## PODCASTING WORKSHOP :: MIXER SETUP

5. While speaking into the microphone, turn the **Gain** control up until the PEAK LED lights. Slowly turn it down until the PEAK LED no longer lights when you talk

The area on the right side of the mixer (shown with a red box around it) has the LED lights that represent volume. Green is good, yellow is okay on occasion, but red is bad. Turn down the gain until most speech is registering in the green zone.



## PODCASTING WORKSHOP :: MISCELLANEOUS

### Best Practices, Legalities, Accessible Programs

Here are a few best practices to consider for your podcasts and vodcasts. I encourage you to find, listen to and watch as many other similar podcasts as possible. iTunes provides a quick and easy way to find them. When I looked in early March, I found almost 100 local government podcast / vodcasts programs.

- ✓ Use music or some other branding mechanism – see “Meet the Mayor.”
- ✓ Create show notes that include images, a short summary of the episode, and the listening time.
- ✓ Appropriate length – too short and podcasts are perceived as a waste of time, too long and it’s hard to maintain interest.
- ✓ Include the purpose of the episode at the beginning and why someone would want to listen.
- ✓ Speaker should assume an Informal tone and convey high energy (within reason).

### Legalities

*Podcasting Legal Guide: Rules for the Revolution* by Colette Vogeles, Mia Garlick, and The Berkman Center Clinical Program in Cyberlaw, Creative Commons. Found at

[http://mirrors.creativecommons.org/Podcasting\\_Legal\\_Guide.pdf](http://mirrors.creativecommons.org/Podcasting_Legal_Guide.pdf)

This is a 42 page document that provides an excellent overview of the legal considerations for podcasting and Vodcasting.

### ADA / 508 Compliance

Suggestions for creating 508 compliant podcasts can be found at

<http://jdfrey.wordpress.com/2006/11/22/section-508-compliant-podcasting-and-undue-burden/>.