**Podcast Project**

Your main assignment will be to create a Podcast.

* The project will be on the topic that was preapproved in class
* Your goal is to use at least 30 of the key terms of the course in your podcast correctly
* It will come with a completely typed script
	+ In your script please **bold** and underline the 30 key terms
* You should add sound effects

Please read the information below for more details. Keep in mind that all the Orange Texts below that are underlined are connected to an external link.

You may right click the words and “open hyperlink” to be taken to a corresponding page.

Recording

You can actually use the recording feature found on many Pocket PCs or use a microphone attachment for an iPod. However, the sound quality is not high.

If students have practiced what they are going to say, recording will be a much quicker process. Although you can try using the built-in microphone on a computer, I suggest using a USB headset microphone like the those made by [Logitech](http://www.logitech.com/index.cfm/products/productlistns/US/EN%2Ccrid%3D101). Students then don't have to worry about their distance from the microphone while they read their scripts or notes.

Macintosh Users

If you use Macintosh, I suggest using the included [GarageBand](http://www.apple.com/ilife/garageband/%22%20%5Ct%20%22_blank) software for recording and postproduction. Apple has useful information for [using GarageBand](http://www.apple.com/support/garageband/podcasts/) for recording podcasts.

PC Users

If you use Windows, I suggest using the free software [Audacity](http://audacity.sourceforge.net/) for recording and postproduction. For making music, I suggest using Sony's free [ACID XPress](http://www.sonycreativesoftware.com/download/trials/acidxpress). Visit[ACIDplanet.com](http://www.acidplanet.com/tools/8packs/) each week for free musical loops for ACID Xpress.

[Jake Ludington's MediaBlab](http://www.jakeludington.com/podcasting/20050222_recording_a_podcast.html) has a great tutorial for recording using Audacity.

It's best if students record short portions of audio at a time. Students then have less chance of messing up what they intend to say. When the portions are played right after another, the listener won't realize that some things were recorded separately.

It might sound counterintuitive, but I suggest recording the introduction last for a couple of reasons. First, recording last allows you to introduce exactly what will be in the podcast because it has already been recorded. Second, students have had practice in front of the microphone and are more comfortable. They'll record a much better introduction, and after all, the introduction should hook the listeners!

Postproduction

After recording, it's time to edit the audio. You may not have recorded the audio in order, so the first priority is to make sure all audio is arranged properly. Also, clips can be trimmed to delete any unnecessary pauses or interruptions.

Music and sound effects can be added in postproduction. If you're using a Mac and GarageBand, it's easy for student to mix loops of music. Audacity users cannot compose music within the software. If you use music, be sure it is "podsafe." Podsafe music is the term for music that can be legally used in a podcast and freely distributed online for others to download. There's actually so much podsafe music online, that you can spend hours sifting through it. Here are some sites for podsafe music:

* [The Free Sound Project](http://www.freesound.org/index.php)
* [SoundSnap](http://www.soundsnap.com/)
* [Flash Kit - Sound FX](http://flashkit.com/soundfx/)
* [Podcast Bumper Music](http://bumpermusic.blogspot.com/)
* [Four Bees Free Media](http://www.fourbees.com/fourbees/audelm.asp)
* [Podsafe Audio](http://www.podsafeaudio.com/)
* [Mutopia](http://www.mutopiaproject.org/)
* [ACIDplanet](http://www.acidplanet.com/tools/8packs/) (offers a free 8-pack of loops each Friday)

Although loops may seem specific to GarageBand or ACID XPress, they are simply AIFF or WAV files that can be used in any audio editing program.

Remember to give the artist credit for the music, if possible.

To easily fix volume levels that are too high and too low, use the free [Levelator](http://learninginhand.com/blog/2006/10/help-for-podcasters-levelator.html%22%20%5Ct%20%22_blank).

Once the podcast sounds just the way you want it, it's time to send it to iTunes. You can do this from the File menu in GarageBand, or you can export to an AIFF or MP3 in Audacity and then open the exported file in iTunes. Now you select the file you imported in iTunes and select Get Info from the File menu. Complete the fields. It's best to make sure this information is consistent in each podcast produced.



More information can be found in the [Converting Your Podcast](http://www.ilounge.com/index.php/articles/comments/beginners-guide-to-podcast-creation/) section of this article.

Once you have the fields completed the way you want them, then click OK. Next, choose "Convert Selection to MP3" from the Advanced menu. Finally, select the file in the iTunes list and drag and drop it onto the computer's desktop. Now your MP3 file is there, ready for publishing!

