# Podcasting Guide Dept. of Medicine November 2010

## Learning Objectives:

- 1. Overview of podcasting and how it can be valuable in an academic medicine environment
- 2. What you'll need to get started with podcasting (equipment, computer programs, etc.)
- 3. Recording an event
- 4. Editing audio files post-event
- 5. Saving your project and exporting in podcast format
- 6. Sharing your podcast online and through RSS feeds

## What is podcasting?

"Podcasting" combines the words "broadcasting" and "iPod." The term can be misleading since neither podcasting nor listening to podcasts requires an iPod or any portable player, and no broadcasting is involved.

Put simply, a podcast is an audio program that is distributed over the internet.

## How can podcasting be valuable for the Dept. of Medicine?

Every week, sections in the DOM host lectures, talks, grand rounds and presentations, all of which offer valuable information on a variety of different subjects. But with busy schedules, not everyone can attend every talk that interests them. This is where podcasting comes in.

With internet access, anyone can have access to audio or video podcasts of these events. Podcasts can be made available via several different modes, including:

- Listen live from a website where the file is posted
- Download file to computer for listening later
- Upload file onto a mp3 player, like iPod
- Subscribe to RSS feed to be notified every time a new podcast is available



Podcasting is already in use at our medical education institutions, including Harvard Medical School, BIDMC, Mayo Clinic, UCSF, Johns Hopkins, University of Michigan, and more.

## **Podcasting: Getting Started**

Here's what you'll need to get started with creating podcasts:

- A computer with a microphone, or an external USB microphone/headset attachment (to be made available by the Dept. of Medicine)
- An internet connection
- Audio editing software

#### Using the Acoustic Magic Voice Tracker Microphone

The Dept. of Medicine has one microphone for loan to record audio podcasts of lectures, meetings and other events. Reserve a time to sign out the microphone by using the <u>Google Podcast Microphone Calendar</u>.

To use the microphone to record a digital audio file, you need to have a laptop computer to bring to the event with you. The two go hand-in-hand. If you do not have a laptop for use, the Dept. of Medicine has a laptop for loan for this purpose, with Audacity installed and microphone setting configured.

#### If you're using your own laptop

Before attempting to record your first podcast, you need to make sure that your laptop recognizes the microphone, and that voice recording settings are properly configured. Follow these steps:

#### **On Windows**

1. Plug the microphone into the microphone jack on the side of the laptop. It is usually next to the headphone jack, and has a tiny image of a microphone.

2. Click Start  $\rightarrow$  Settings  $\rightarrow$  Control Panel  $\rightarrow$  Sounds and Audio Devices

3. Click the "Voice" tab, and find the Voice Recording section

4. Click "Test Hardware" to test that the microphone is working with your computer. The machine will tell you to read the paragraph on the screen aloud. You should see the progress bar move as you speak, and see the green lights on the front of the microphone flash intermittently.

5. If the test is successful, set your Voice recording volume to  $\frac{3}{4}$  of max. This can also be adjusted from within Audacity.

#### On a Mac

1. Click the Apple menu and select Control Panels; select Monitors & Sound.

2. Click the Sound icon.

3. Under Sound Monitoring Source, select one of the seven input sources (where the sound will come from): If using the DOM microphone, select External Mic

4. Choose Sound Output Quality: 11.025, 22.050 or 44.100 KHz. Some systems may not have all choices.

#### Audio editing software

Some computer operating systems come with audio editing software built in. Windows machines may have Sound Recorder (Vista) or Windows Movie Maker, which has basic audio editing capabilities. Mac computers with iLife installed may have Garage Band, which can be used to edit audio files. Consult your program's how-to manual or help application to learn how to use these programs.

An alternative program is Audacity, a free, easy-to-use and multilingual audio editor and recorder for Windows, Mac OS X, GNU/Linux and other operating systems. You can use Audacity to:

- Record live audio (when used in conjunction with an internal or external microphone)
- Convert tapes and records into digital recordings or CDs.
- Edit Ogg Vorbis, MP3, WAV or AIFF sound files.
- Cut, copy, splice or mix sounds together.
- Change the speed or pitch of a recording

Download and install Audacity at http://audacity.sourceforge.net/download/

### Creating podcasts with Audacity

First you need to import your backing music into Audacity. You can import audio files from your audio recorder/microphone that are already saved on your computer by clicking Project > Import Audio.

# For step-by-step instructions for using Audacity to record, import and edit audio podcasts, see the separate Creating an Audio Podcast with Audacity PDF

#### A couple tips:

- In Audacity, use the "Line In" option to record using our external microphone



- Make sure that the microphone volume is turned up to max

•)		P	<u> </u>		ſ
			Input Volume: 1.0		
2:28.0	2:29.0	2	:30.0	2:31.0	

## Export as a WAV and publish your Mp3

Once you have edited your recording in Audacity, you need to export it as an WAV file, which will then be converted into MP3, a universal compressed audio format that will play on iPods and other portable devices (and will also be suitable

for others who may just want to listen to it on their computer) and which will also be small enough to distribute via the web.

Follow the directions in the Audacity guide (PDF) to export your audio podcast as a WAV file. Then save it to the Shared Drive "DOM Website" at **\\Bumc.bu.edu\bumc\BUMC Projects\DOM Website** 

\*\*\*NOTE: You will need permissions to this drive before accessing it; contact Peter Cahn at <u>pcahn@bu.edu</u> for permissions and access instructions. \*\*\*