

Podcasting: An introduction



The small print

Prerequisites

Time in the workshop is precious – it is an opportunity for you to interact with the workshop leader and other participants through questions and discussions and to share your experiences and concerns. To make the most of this time we sometimes ask you to carry out learning activities ahead of the workshop so that everyone comes into the class with the same basic knowledge. We keep this prior learning to a minimum and often make use of online videos. Online videos provided through LinkedIn Learning can be accessed free of charge by University members anytime, anywhere, through a browser or app.

Your course booking will tell you if any prior learning activity is required. If you don't have an environment where you can do this learning, you can come along to one of our LinkedIn Learning sessions. These are a quiet space where you can work through videos or other workshop resources.

If you arrive for a workshop without having done the prior learning, the workshop leader may suggest that you come back on another session.

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About the workshop designer

Kieran Suchet has more than twenty years' experience teaching across the UK and Europe. His effective use of communicating ideas through text and digital media has benefitted clients ranging from university students to top level government officials and industrialists. In tandem with his work in bespoke tutoring, Kieran works as an actor and writer and has just launched his own production company Fruit Bat Films.

| Version | Date | Author | Comments |
|---------|----------------|---------------|----------------|
| 1.8 | September 2023 | Kieran Suchet | Slides updated |
| 1.7 | January 2023 | Kieran Suchet | Slides updated |
| 1.6 | October 2022 | Kieran Suchet | Slides updated |

About this workshop

This class will give you an insight into some of the techniques that Audacity facilitates in creating spoken word recordings for uses such as podcasting. It will introduce a workflow of: planning, recording, editing, saving and publishing content which will be useful across all your media work.

Audacity is a free, easy-to-use multi-track audio recorder and editor for Windows, Mac OS X and other operating systems. You can use Audacity to:

Record live audio.

Trim and edit your recordings.

Audacity is a free software, developed by a group of volunteers and distributed under the GNU General Public Licence (GPL)

What you will learn

How to record and edit spoken word in Audacity. How to find and save still images on Unsplash. How to upload and edit both audio and images in Adobe Rush and finally how to publish your podcast on MediaPub.

What you need to know

If you need to review these activities, LinkedIn Learning is a great place to get guidance. There is an activity with relevant videos in the IT Learning Portfolio: visit [IT Learning Portfolio | IT Learning Centre \(ox.ac.uk\)](#) and search for “Podcasting”

The resources you need

Exercise instruction will be available in class or you can create and use your own podcast to try the techniques taught. The given exercises are easy and effective and have a step-by-step approach that many will find useful.

Learning Objectives

This workshop has the following learning objectives:

Learning Objective One – Recording and editing audio in Audacity

Learning Objective Two - Combining audio and images in Adobe Rush

Learning Objective Three – Using the MediaPub podcast system

Creative Commons licence music can be found at <http://www.jamendo.com>

Licence free images can be found at <https://unsplash.com/>

Further information

Getting extra help

Course Clinics

The IT Learning Centre offers bookable clinics where you can get pre- or post-course advice.

Study Videos from LinkedIn Learning

On our website, you will find our collection of self-service courses and resources. This includes providing LinkedIn Learning video-based courses free to all members of the University. Visit skills.it.ox.ac.uk/linkedin-learning and sign in with your Single Sign-On (SSO) credentials.

Some courses recommend pre- and/or post-course activities to support your learning. You can watch the online videos anywhere, anytime, and even download them onto a tablet or smartphone for off-line viewing.

About the IT Learning Portfolio online

Many of the resources used in the IT Learning Centre courses and workshops are made available as Open Educational Resources (OER) via our Portfolio website at [IT Learning Portfolio | IT Learning Centre \(ox.ac.uk\)](https://it-learning-portfolio.ox.ac.uk)

Find the pre-course activity for this course in the IT Learning Portfolio: visit skills.it.ox.ac.uk/it-learning-portfolio and search for “Podcasting activity”.

About the IT Learning Centre

The IT Learning Centre delivers over 100 IT-related teacher-led courses, which are provided in our teaching rooms and online, and we give you access to thousands of on-line self-service courses through LinkedIn Learning.

Our team of teachers have backgrounds in academia, research, business and education and are supported by other experts from around the University and beyond.

Our courses are open to all members of the University at a small charge. Where resources allow, we can deliver closed courses to departments and colleges, which can be more cost-effective than signing up individually. We can also customize courses to suit your needs.

Our fully-equipped suite of seven teaching and training rooms are available for hire for your own events and courses.

For more information, contact us at courses@it.ox.ac.uk

About IT Customer Services

The IT Learning Centre is part of the Customer Services Group. The group provides the main user support services for the department, assisting all staff and students within the University as well as retired staff and other users of University IT services. It supports all the services offered by IT Services plus general IT support queries from any user, working in collaboration with local IT support units.

The Customer Services Group also offers a data back-up service; an online shop; and a PC maintenance scheme. Customer Services is further responsible for desktop computing services – for staff and in public/shared areas – throughout UAS and the Bodleian Libraries.

it Centre Learning **IT**

Podcasting: An introduction




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Resources for your learning

Activities for you to practice today
In the coursebook
Work at your own pace!
Be selective




Videos with today's topics [LinkedIn Learning](#)

Follow-up work
Continue with exercises after the session
Bookable Course Clinics later

2

Your safety and comfort are important

Where is the fire exit?
Please tell us if anything doesn't work
The welcome area has vending machines and a water cooler
The toilets are along the corridor outside the teaching rooms



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This session will cover ...

Downloading thematic images from Unsplash
Recording and editing audio in Audacity
Importing your audio & images into Adobe
Premiere Rush
Putting your podcast together & publishing it.
Having fun!

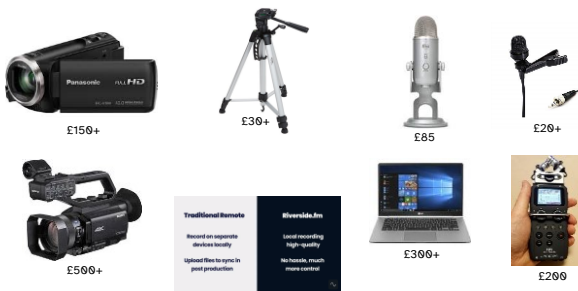
4

What is a Podcast?

Episodic – can listened to on: PC, tablet,
phone, etc
Internet connection – on demand, multiple
formats
University podcast site (30 million downloads)
<http://podcasts.ox.ac.uk/> + Apple Podcasts
RSS subscription – automatic notification
and/or download.
Community interaction

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Technical Equipment



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Podcast examples...

<http://podcasts.ox.ac.uk/>

- 1) Location projects...
- 2) Solo/collaborative projects...
- 3) Live/raw audio...

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Let's get started!

<https://unsplash.com/>

What is your topic/theme?

Choose approx. 5 images

Create a new folder 'Podcast resources' on the desktop and save images in it.

Write a bullet point for each image

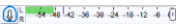
Create a 1 minute script.


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It's time to record!


Attach headset

Open Audacity – select  to check input/output is set to your USB headset

Select the mic in the record meter  to start monitoring sound

Hit RECORD button to start 

SPEAK :- be yourself 😊

Hit STOP button to pause or finish 

Save Project As: EXAMPLE.aup

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Time to playback & edit!

Press SPACEBAR or to playback

Zoom in/out to your Playhead

Trim/delete 'silences' at beginning & end and any other 'muffles' by...

...highlighting (press & hold left mouse button & drag) these areas & pressing DELETE

Goto: Edit-Undo to go back a step...or click

NB To highlight the whole track click here

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Saving/Importing/Exporting

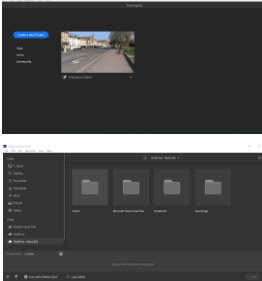
Save your finished audio to the desktop:

- 1) Save Project As: EXAMPLE.aup
- 2) Export as MP3: File >Export>Export as mp3 to desktop
- 3) Add the mp3 to the 'Podcast resources' folder on the desktop so all your A/V files are in one location

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Put it all together (pt.1)

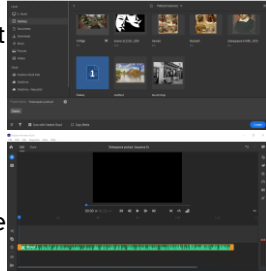
- Open Adobe Rush
- Click
- Give your project a name
- Your project will save automatically in the App



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Put it all together (pt.2)

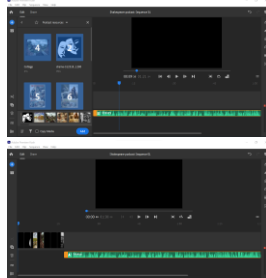
- Navigate to the Podcast resources (on Desktop)
- Select the MP3 audio file
- Click **Create**
- Your project will open with the audio file in the project timeline



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Put it all together (pt.3)

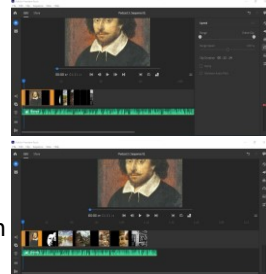
- Click the **+** icon
- Select your pictures in chronological order and click **Add**
- The pictures will appear in the project timeline above the audio track



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Put it all together (pt.4)

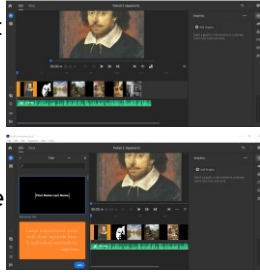
- Play through the audio track and stretch the first image to increase its duration to fit the narration
- Continue process for each picture
- Use + or - keys to zoom in or out



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Put it all together (pt.5)

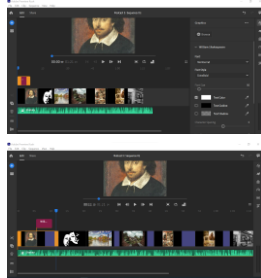
- Position the Playhead at start of Timeline
- Click the Graphics Icon, then click Add Graphic
- Choose Titles from the dropdown menu, choose a title and click 



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Put it all together (pt.6)

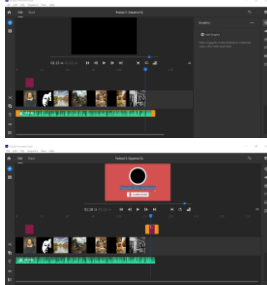
- The title will appear above the first picture in the Timeline
- Edit the title text, size, font, etc.
- Drag Title to position it and shrink/stretch as required



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Put it all together (pt.7)

- Position Playhead at end of Timeline
- Click the Graphics icon, then click Add Graphic
- Choose Overlay from the dropdown menu, choose one and click 
- Double click on text to edit



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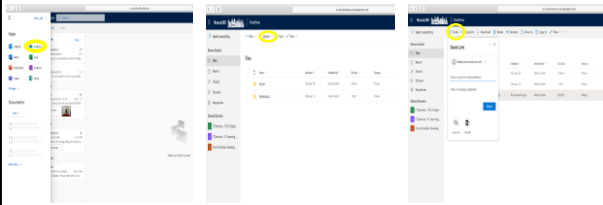
Put it all together (pt.8)

- Click the Share tab in the top left
- Choose file name, save location, quality, etc.
- Click **Export** in the bottom right
- Your video (MP4) will render
- Playback/save when complete



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Storing/sharing your episodes with OneDrive



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IT Media Services > Oxford Podcasts

Peter Robinson
media@it.ox.ac.uk

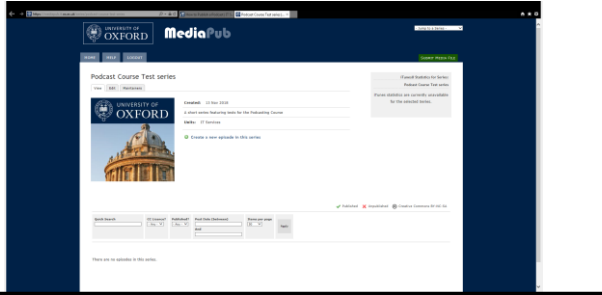
Friendly and free

Admin (release form)

Set you on your way/give you permission to upload to MediaPub

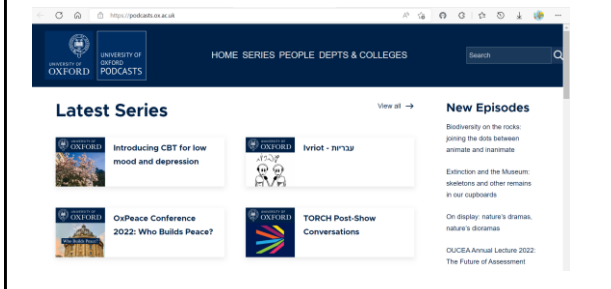
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Creating a series on Mediapub



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Oxford Podcasts



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Find the resources for this workshop
in our IT Learning Portfolio
Download the files
(and more) from the
IT Learning Portfolio at

skills.it.ox.ac.uk/it-learning-portfolio



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