That sounds easy!
Simple audio recording and editing for instructional podcasts

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LEARNING...**

What is a podcast?

"A digital audio file of speech, music, broadcast material, etc., made available on the Internet for downloading to a computer or portable media player; a series of such files, new instalments of which can be received by subscribers automatically." (OED)

What is a podcast?

- Narrowcast
- Available on demand
- Free
- Subscribe using RSS
- Can be cheaply produced by anyone

Podcasts and libraries

- A trusted information resource
- Support discovery and access
- Podcast creation: an alternative channel to engage users

Potential library applications

- Orientation tours
- Promotion of resources
- Research tips
- Promotion of exhibitions and events
- Interviews eg staff and their research

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Tools needed, part 1

- Something to record on
  - Computer microphone
  - Handheld digital recorder
  - Mobile phone apps
    - Iphone : [Recorder Plus](#)
    - Android : [Triveous Voice Recorder](#)
    - Windows Phone : [The Sound Recorder](#)
- Best to record in Wav format, and Stereo

Recording tips

- Angle
  - To the side or above the speaker's mouth
  - NOT below
- Distance
  - Ideally 3-4 inches
- Background noise
  - Steady noise can be cleaned up, rowdy neighbours can't

Recording tips

- Script
  - Always use one when you can
- Etiquette
  - Interviewees previewing content
- Copyright
  - Who owns the recordings?

Tools needed, part 2

- Something to edit on
  - [Audacity](#)
    - Free software
    - Works on multiple systems
    - Well established, with good help pages and support
    - Tutorials on Lynda.com
    - Flexible tool for both simple and advanced use

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Using Audacity

- Direct recording
  - Record straight to a new project
- Importing
  - Work with previously recorded audio
- Saving
  - Save your project
- Exporting
  - Export it for uploading
    - MP3 encoder

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Using Audacity

- Basic editing
  - Trimming
    - Top and tail
  - Cutting
    - Remove errors and pauses
  - Rearranging
    - Layering / lining up different tracks

Using Audacity, Effects

- Noise Reduction
  - Removes static background noise like hissing
  - Requires a section of audio with no talking
  - Makes the sound clearer to listen to

    Before: After:

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Using Audacity, Effects

- Leveler
  - Reduces the difference between loud and soft sections of recording
  - Improves the listening experience on small speakers, earphones, or in noisy places
  - Helpful if there is a variation in speakers' voice levels

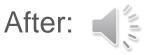Before: After:

Using Audacity, Effects

- Fade In / Face Out
  - Blends together audio from different sections
  - Select the section to fade, enabling long or short transitions
  - Creates smoother edits

  Before: After:

Using Audacity, Effects

- Amplify
    - Changes the overall volume of the track
    - Retains the relative volumes, unlike Leveler
    - Useful if your overall edit is of low volume

Using Audacity, Effects

- Normalise
  - Creates a balance between the left and right channel
  - Sets a standard peak audio
  - Best used last, just before export, as a finishing touch

Using Audacity, Demo

- Introduce the interface

- Import audio

- Show basic editing

- Demo some effects

- Export audio

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Sharing podcasts

- Hosting and distribution
- Promotion
- Feedback
- Providing transcripts / accessibility

Questions?

Download via tinyurl.com/arclibpodcasts