**Podcasting**

**Outline**

**Introduction** – What is a Podcast? The Benefits of Podcasting?

**Show Longs** – Where to locate your show logs?

**Audition** – How to edit your show logs?

**We-Transfer** – How to transfer the file over to you?

**Mixcloud/Soundcloud** – where to upload? [how to upload online]?

**Introduction**

What is a Podcast?

A podcast is a digital audio file which is uploaded on the Internet and can be downloaded and listened to on a media playback device [i.e. a computer or smartphone].

What are the benefits of creating a podcast?

The main benefits to creating podcasts revolve around the freedom to listen to your recorded show at **any time**. Listening back to yourself is useful for improving your vocal discipline, as well as inspiring new ideas and features for your shows.

In addition, it means that your **friends & family** can listen to your shows at **any time** of the day and possess the freedom of **easy and free access** to your show logs, as the logs are stored in one place [Mixcloud/Soundcloud].

Process of Podcasting Outline

This page will look at the process of producing a podcast. This will include discovering where to find your show logs, how to edit your show logs on audition, how to transfer the audio file from the studio to your PC and how to upload the audio file online.

**Step One - Show Logs**

Your show logs are located in the *Show Logs* folder which can be found on the Windows Desktop on the Xpression computers in Studios 2 and 3. The format of the show logs is very simple to follow too.

With all show logs you must look for the **date** and **time** recorded under the respective headings of ‘date modified’ and ‘title’. The duration of each audio file is **1 hour,** thereby the time you are looking for will always be on the hour of which your show has finished rather than the hour your show started. For instance, if I did a specialist show on Mondays at 6pm, I would look for the audio file which says Monday at **19:00** because the audio recorded would have encompassed the hour I had broadcast [6-7pm].

Once you have selected your audio file, you will need to insert it into **audition**.

**Step Two – Audition**

Audition is the **editing software** that is used on the Xpression computers. This is the place where you will crop and cut segments of your audio file and in some cases add audio segments to it.

The shows are all recorded on the **hour mark**, which means that the recording isn’t tailored to when you present and start your show. If your show started at 10:05 am, the five minutes from 10:00 – 10:05 would still be recorded in the 11am file. This is where editing becomes extremely valuable. You can **‘cut’** out the audio which you would like to remove by using the Audition software. Alternatively, if your show has run on to the next hour and you want to add in the first five minute segment of the next hour, then you can use audition to **crop,** insert and combine the **new audio file segment** into one.

Once the audio file has been edited you need to export the file from Audition, in an mp3 format, to a chosen document folder.

The instructions on how to use Audition software for this purpose are clearly laid out in the **Station Sound Guide** which is located in Xpression Studio 2.

**Step Three – WeTransfer**

Now that you have the edited audio file, the next step involves **transferring the audio file** from the studio computer to either a **memory stick** or via **email**.

Transferring the audio to a memory stick is very self-explanatory. You need to connect the memory stick to the computer hub [Studio 2’s control hub is located outside Studio 1, whilst Studio 3’s control hub is next to the computer].

To transfer audio via email, you need to use a website called [www.**WeTransfer.com**](http://www.WeTransfer.com). You are required to upload the audio file to this website and then type in the email address you wish to send it too and then once the file is transferred you can download from your email onto a PC as an mp3 file. The final step requires you to now **upload** the edited audio file online.

**Final Step – Mixcloud & Soundcloud**

To upload your final audio version online, we would recommend that you use one of these two websites – both free to use and easy to access – Mixcloud and Soundcloud.

Once you have the saved file in your possession, you need to go to the Mixcloud website and register an account. Once you have an account made, you can then upload your audio file onto Mixcloud. You then need to provide details of the title and a short description of the audio content produced.

You have now created a **podcast**.