

## Podcasting for Creative February



## How to Make a Podcast

A Podcast is an audio programme, a little bit like a radio show, that listeners can tune into, any time they like, via the internet.

Podcasts often focus on a particular theme or topic like Irish History, **Art and Creativity**, Travel, Sports - or any specific interest area the podcast maker wants to share and can be of any length.

Podcasting can be a great way to **share your opinions, voice and ideas** with your classmates and school community; it can be a platform to share other students achievements; a space for learning new things, and most importantly - A fun way to express your Creativity.

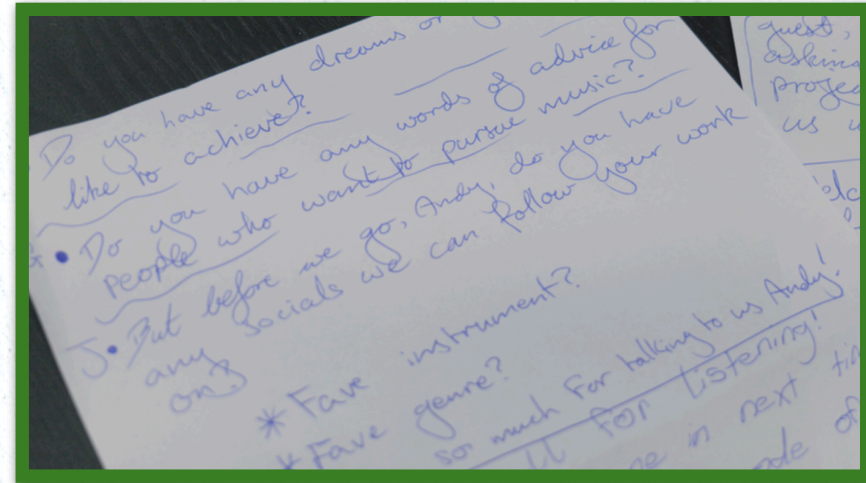
This Creative February why not express yourself and make your mark by creating your own podcast!

## Step One: Planning

The first step of making your podcast is to decide what the topic and format of your podcast will be. Format simply means the structure of how a programme or podcast is arranged. Think about who will host the podcast, what guests will feature and what you will talk about, what questions you will ask and finally how will your podcast be arranged.

At this point it can be useful to **brainstorm** and write down your ideas first, and then write a **loose script or plan** for the podcast.

Remember you don't have to stick rigidly to your script when you're recording your podcast - think of it more like a guide to support you in creating.



## Step Two: Equipment

To create a podcast you will need

- A **computer, tablet or another device** (like your phone) that can you can record audio on software to edit your podcast on. You can make a podcast on any of these devices and there are free software options that you can use, including; **Garage Band** for Apple products, **Audacity** for Windows or Chromebook, **Super Sound** for Android.
- A **USB microphone**; A USB microphone is a microphone that can plug straight into a computer via a USB cable. They are simple and straightforward to use. They don't need additional power sources and they don't need a special interface in order to plug a computer - you can plug them straight in and start recording straight away. If you are recording and editing your podcast on a phone you can also get microphones that can plug in via USB-C.

[thomann.de/ie](http://thomann.de/ie) stock a wide range of USB and USB-C Microphones. **Rhode** is an excellent brand to chose.

- A **Pair of Headphones**: A pair of headphones is essential as they will allow you to properly hear what you record. This is really important, especially in school where there can be a lot of movement and noise. Over ear headphones are best.

Finally you will need **A Quiet Space**. It's important to have a quiet space to record your podcast in. A small room, with a carpet is best as sound is reflected around large spaces and hard surfaces, creating reverberation. You definitely don't want to record your podcast in the school gym.

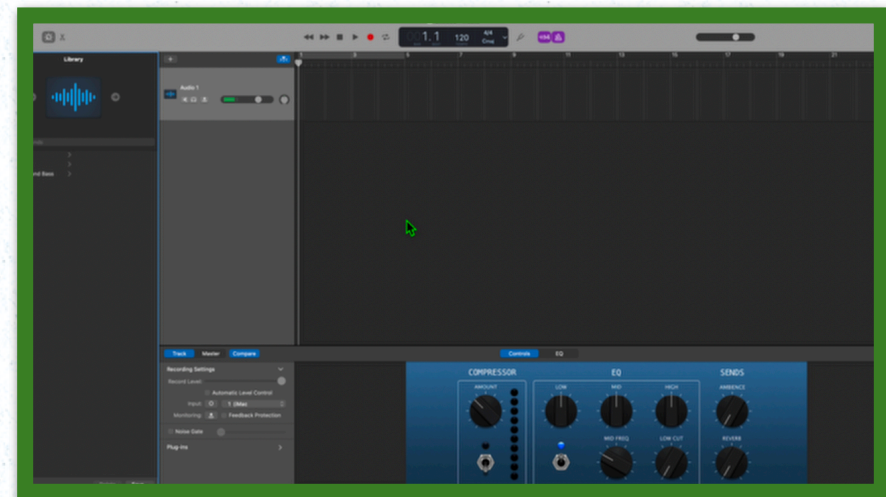


## Step Three: Recording

Set up your space for the recording. Set up your microphone and recording equipment and think about where it's best for your host and guests to sit.

Plug your USB Microphone into your device and open whatever recording software you have decided to use. In this video we are going to record and edit our podcast in Garage Band, which comes free on Apple Devices.

When you open Garage Band, or any sound recording software, you will see that a new project opens with a brand new track ready to record into. A track is like a timeline where your recordings go. You can create multiple tracks by clicking this plus button.



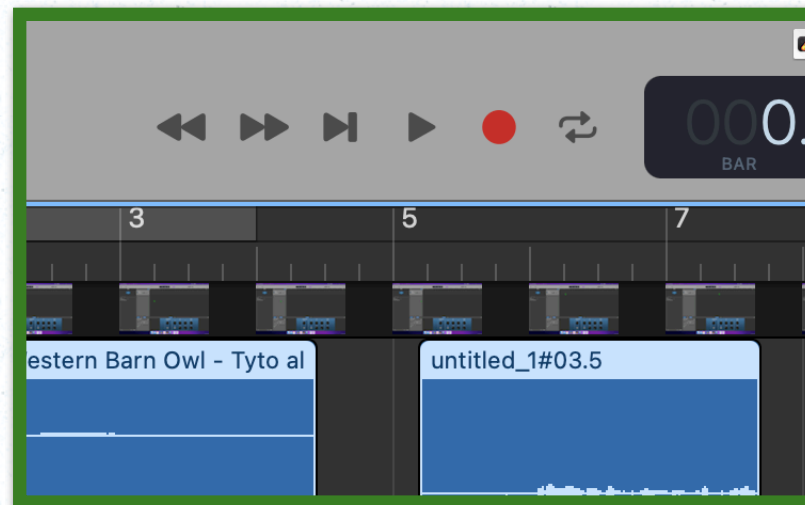
In Garage Band you will want to turn off the metronome before you record a podcast. You'll find that at the top of the multitrack area.

Before you start recording it's a good idea to test your **sound levels** and ensure that everyone can be heard clearly and at the right level. You may find that you need to move your microphone to accommodate everyone.

You will see a little meter beside or near the track. This indicates your audio level - how loud or quite things sound on the microphone. Once you're happy with the levels you are ready to record.

Start to **record by clicking the red button**. You will see your audio record onto the track as you go.

Don't worry if you make a mistake while recording. You can stop and start your recording as many times as you need to get it right.



## Step Four: Editing

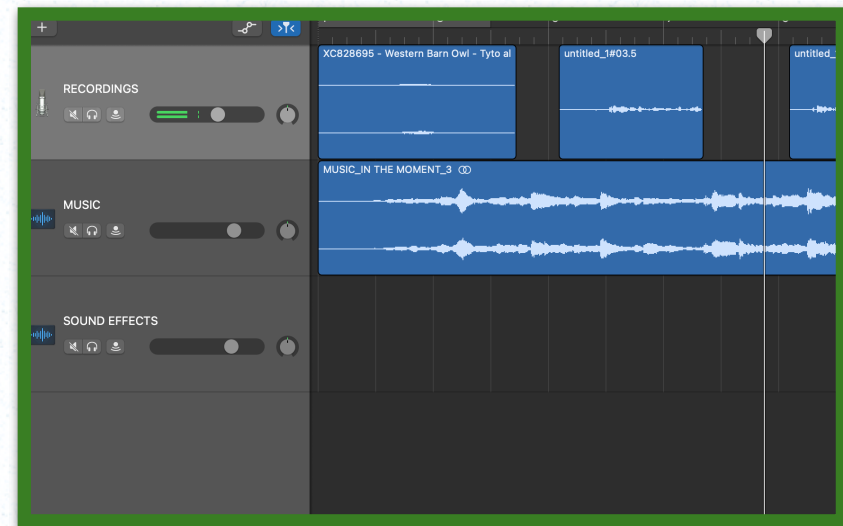
Depending on how long you want your podcast to be, you might want to cut out parts of your recording or move some of the audio around. You might want to add music or sound effects, or add more recordings in at a later point.

All audio editing software works in a similar way, although there may be differences in how the editing tools appear. Most audio editing software will allow you to create multiple tracks and are called “multi-track editors.”

Earlier we recorded our audio on a single track. If you want to add music or new audio you can create new tracks in the software by right-clicking and selecting “new audio track,” which you can then rename so you remember what it is.



Single Track



Multiple Tracks

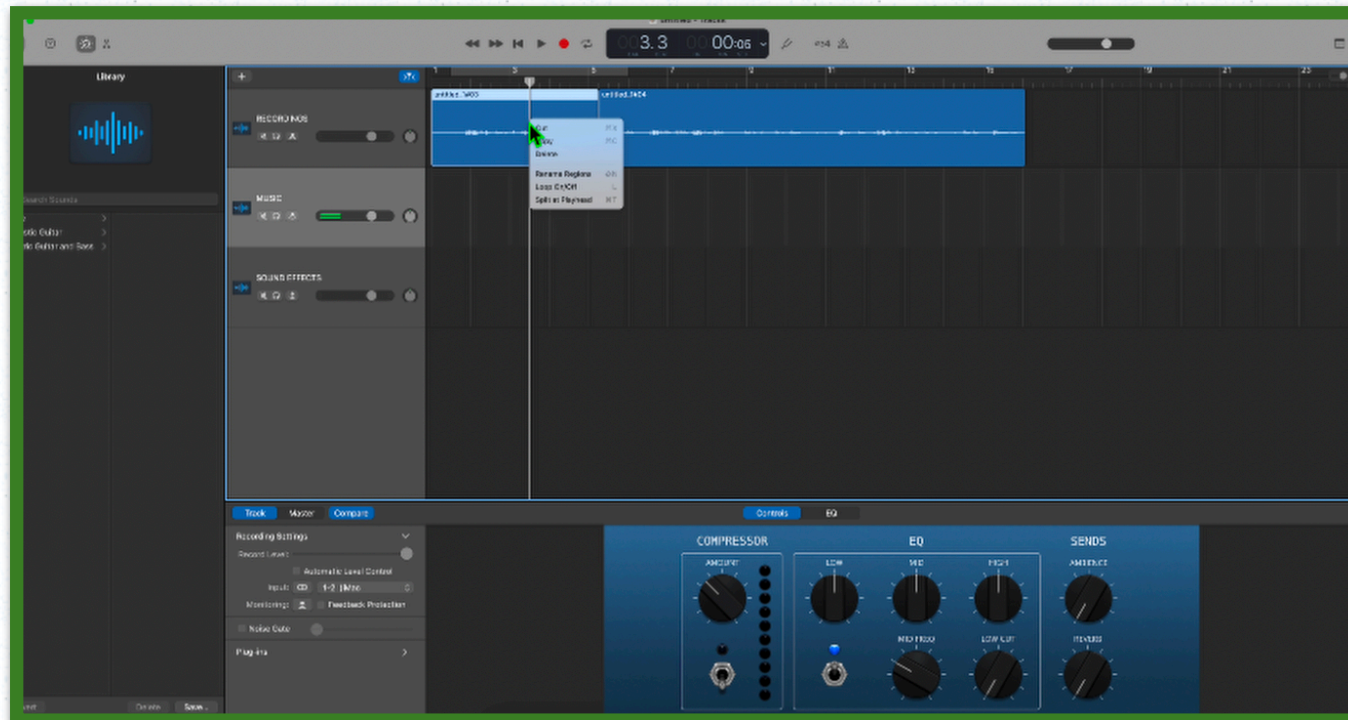


Using multiple tracks you can layer up sounds and audio.

To cut out parts of your audio drag the playbar over the place you want to cut and right click and select **“split at playhead.”** You can split the track to cut out the audio you want to remove. In other software you might find a scissors or razor tool which does the same job.

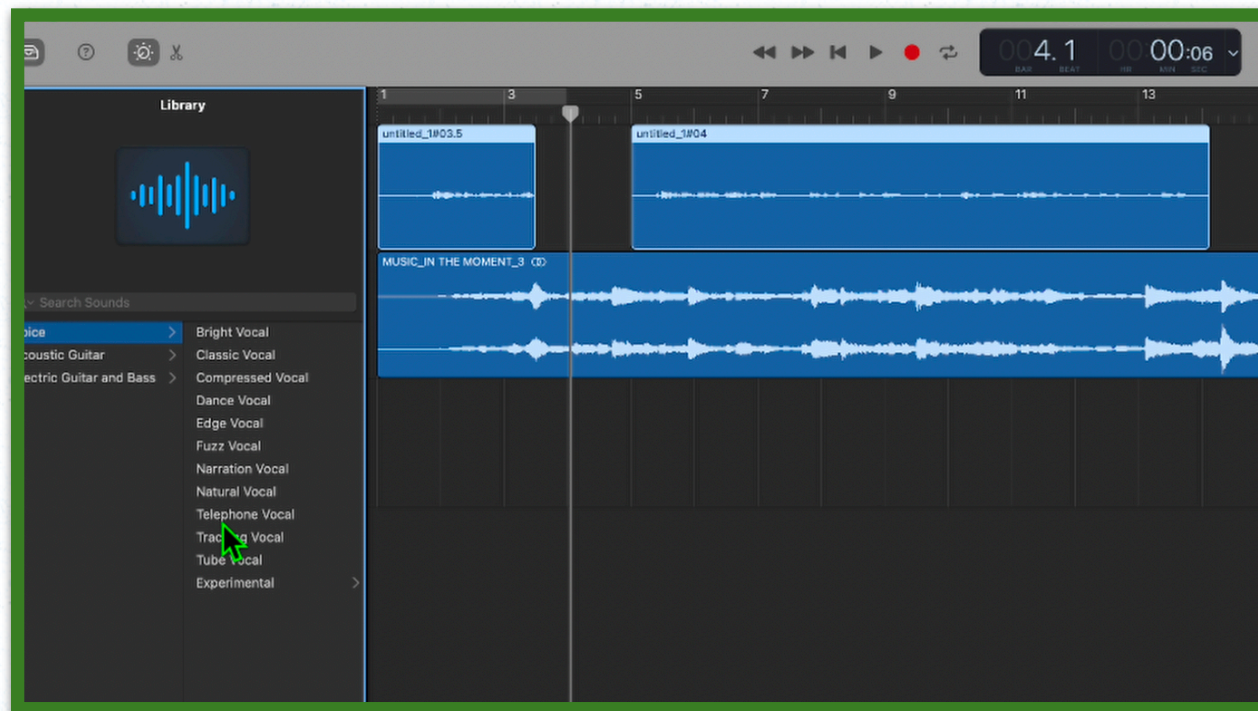
Similarly you can trim the **beginning and end of clips** by dragging them from the bottom of the clip.

You can move your individual audio clips around on the timeline to wherever you want them to appear by dragging and dropping them into place. You might want to leave spaces between your recordings for music or sounds.



When you are happy with the edit and the position of all your audio clips, you can **add music and sound effects**. It's always best to do this after you edit your recorded clips and moved them into the right place.

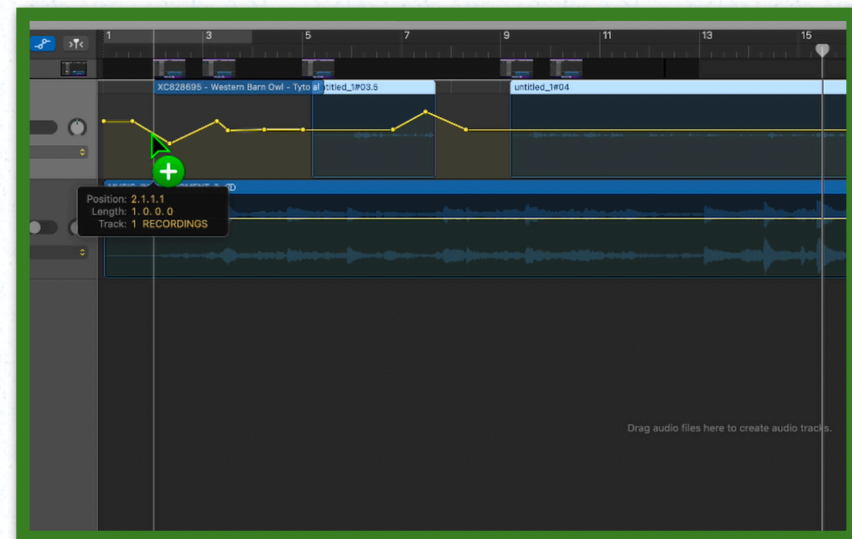
At this point you can also **add effects** to your audio clips. In Garage Band and other software you will find an effects rack to the left of your window. You can drag effects onto individual clips. These can be fun to play with.



## Step Five: Mixing

Mixing means adjusting the volume of your tracks, cleaning up messy sound until you are happy with it.

You can adjust the volume of your clips by adjusting the volume bar in the track, or by clicking “mix” in the toolbar followed by “show automation.” This will bring up a new track which generates a little yellow bar that represents your sound level. You can adjust the sound up and down by creating little points on the bar. Remember only do this after your podcast is fully edited because if you add new audio in at this point, all the sound on your timeline will move and your volume levels wont match.



## Step Six: Sharing Your Podcast

To export your project from Garage Band click “share” and “export song to disk” and select a save destination for the file. In other software this might be found in the file tool bar and simply called “export.” At this point make sure you click **Mp3**. An Mp3 is a type of audio file format that you can upload online to any audio platform.

Exporting your file should only take a few minutes.

When your file is exported it’s time to share it online. There are lots of podcast platforms to chose from. To start your school website might have the capacity to share audio from the website directly. You should check with your schools IT person. You can also use free platforms like **Sound Cloud**, **MixCloud** if you set up an account.

**This Creative February  
Create your own Podcast and  
“Make Your Mark”**

**Share your Podcast to  
[creativeschools@artscouncil.ie](mailto:creativeschools@artscouncil.ie)**

**#CreativeFebruary #CreativeSchools**