## STEP 1: Choose or download a recording Software

If you choose to use Audacity, download **Audacity** from http://audacity.sourceforge.net/

You will also need to download a lame_enc.dll file to export recordings as MP3, this is a one off process which should be saved to the Audacity directory.
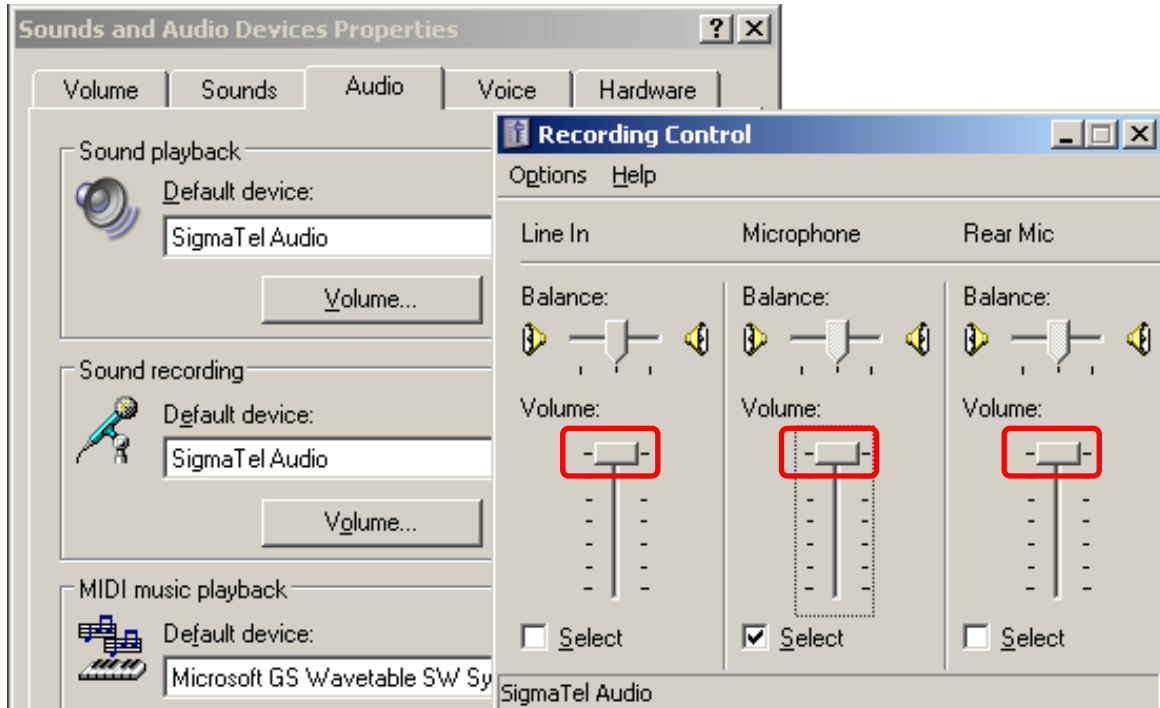
***Go to http://lame.buanzo.com.ar/http://www.dll-files.com/dllindex/dll-files.shtml?lame_enc to download the file for free.***
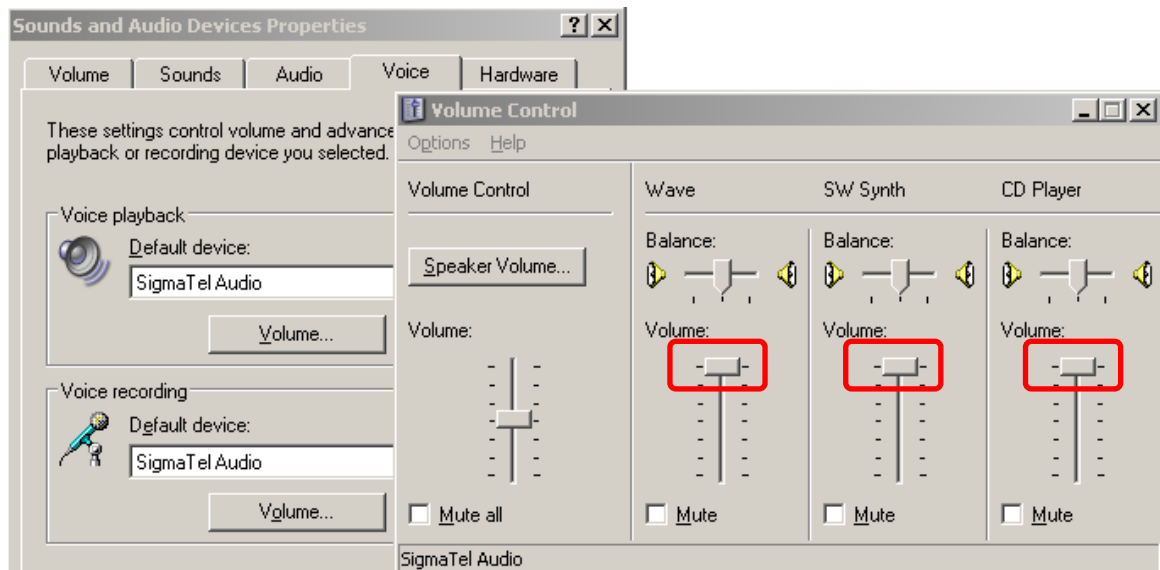
## STEP 2: Maximise recording levels

1. Go to **Start** > **Settings** > **Control Panel** > **Sounds and Audio Devices**
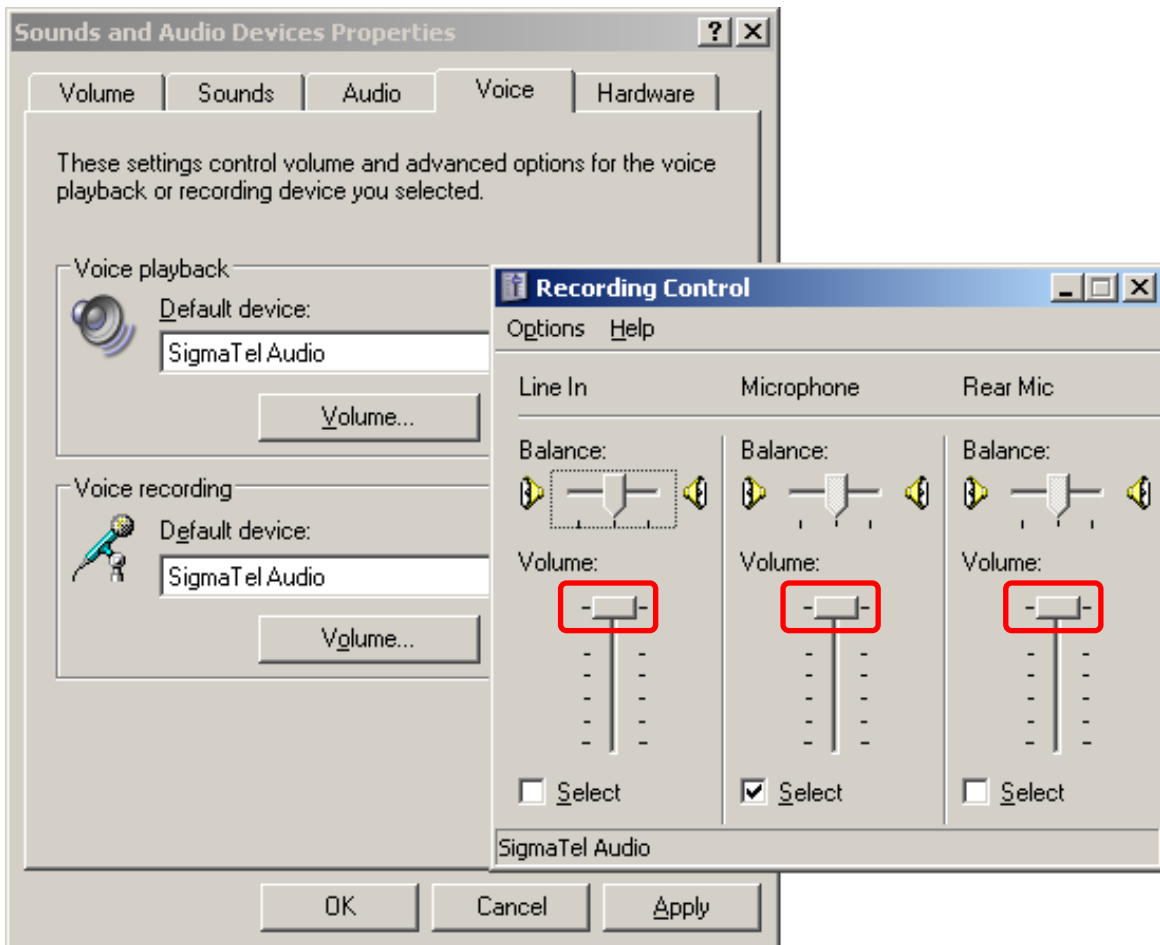2. Set **Audio Sound Playback** to Max
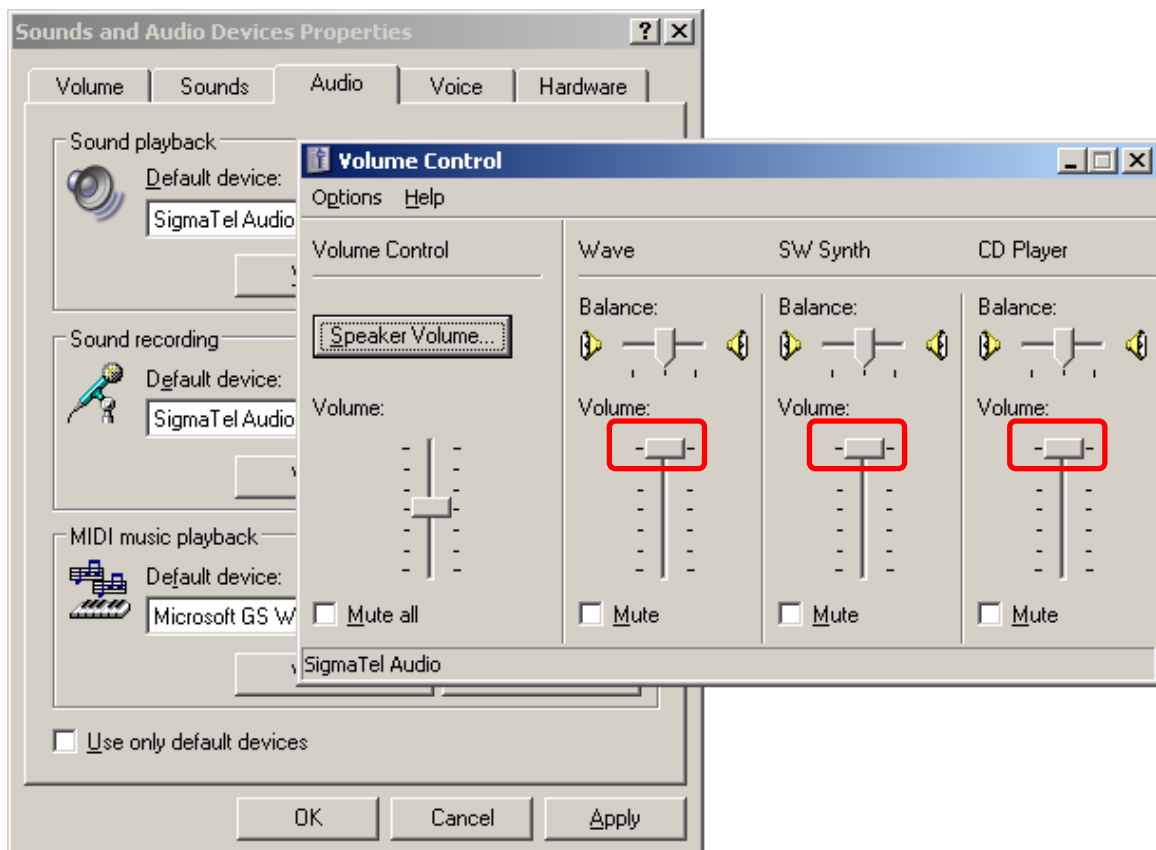
3. Set **Audio Sound Recording** to Max



4. Set **Voice Playback** to Max

**TLTC** Teaching and **Learning Technology** Centre
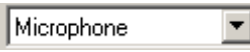
5. Set **Voice Recording** to Max



6. Click **OK** to Save
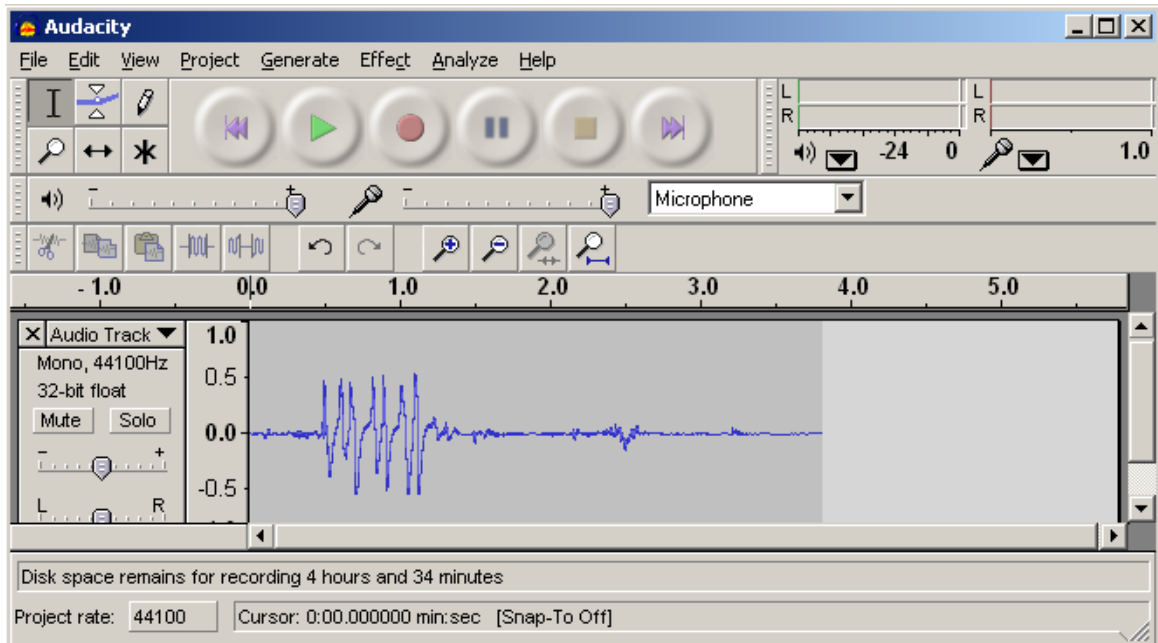
## STEP 3: Create your MP3

7. Obtain a good quality microphone **OR** Hire microphone from media centre
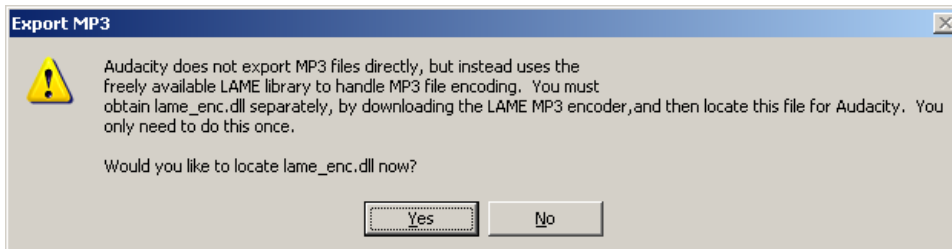
8. [icon] Set Input Level Meter to Linear

9. Set Input Volume [icon] to Max

10. Select **Microphone** from drop down list [Microphone ▼]

**Teaching and Learning Technology Centre**

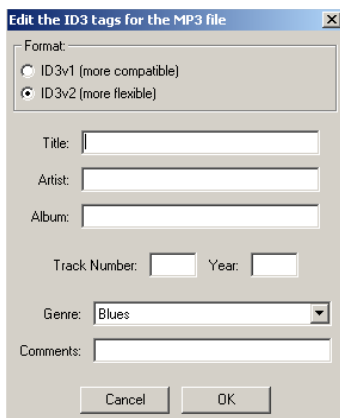11. Choose a quiet space OR arrange to use the sound studio in the media centre



12. When complete, select **File** > **Export as MP3**, the message below appears



13. Select **Yes** and locate the **lame_enc.dll** saved earlier

14. Complete ID3 tags for MP3 if required.

## STEP 4: Set up a web site (if necessary)

To be able to set up an RSS feed both the MP3 file and RSS file need to be hosted on a server and if you do not have access to the server such as learn1.londonmet.ac.uk, then you will need to set up a website, somewhere, if you do not have any website already.

For this session we will be using **Lycos** to host the files.

15. Enter http://www.tripod.lycos.co.uk/ in to the Address field of a browser (Internet Explorer or Firefox)
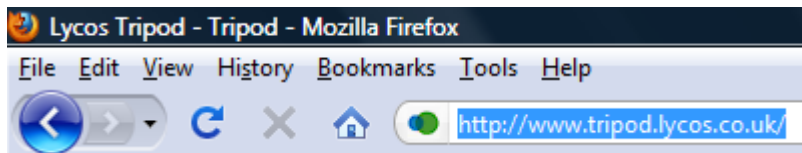


16. An email will be sent to you with the subject "**Activation of your Lycos Tripod account**"

17. Click on the link and enter a password to activate the account
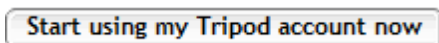


18. Click to start uploading files

19. Re-enter your username and password



20. The screen displays with your websites URL

21. Open **Notepad** from **Start** > **Programs** > **Accessories** > **Notepad** and copy your URL into it as you will need this for the RSS file later.

22. Select **File** > **Save As** > **MyPodcasts.txt**

23. Return to the lycos window and select **WebFTP** (Web *File Transfer Protocol*) to upload the MP3 files.
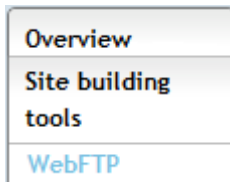
24. The **WebFTP** window displays

25. Create a folder for your podcasts i.e. **podcasts**

26. Double click the **podcasts** folder

27. Upload the MP3 files in the **Upload file(s) from your pc:** panel

Teaching and
**Learning Technology**
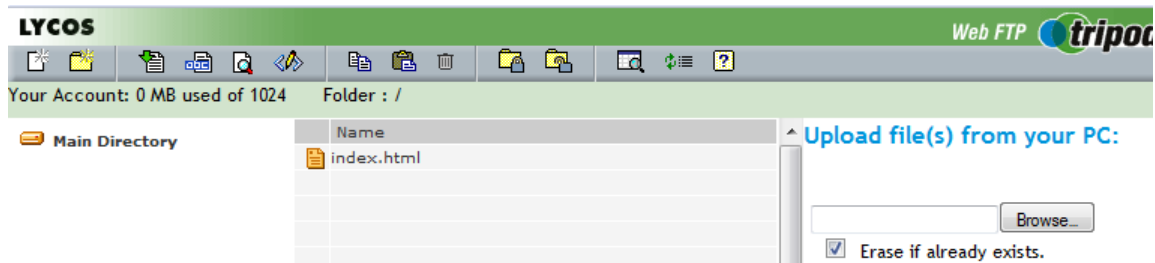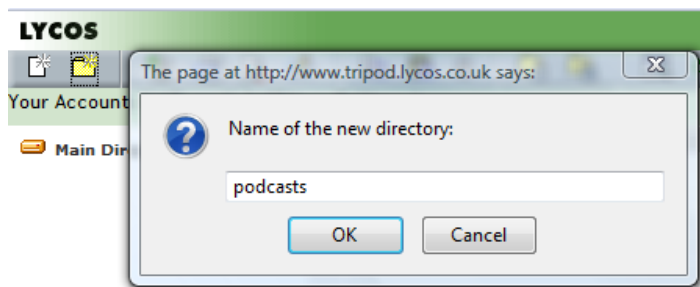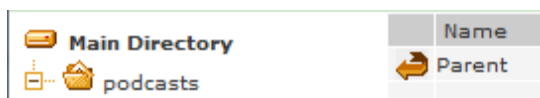Centre

Upload file(s) from your P

L:\portfolio\podcasts\sha ☐ Browse...
☑ Erase if already exists.

L:\portfolio\podcasts\sha ☐ Browse...
☑ Erase if already exists.
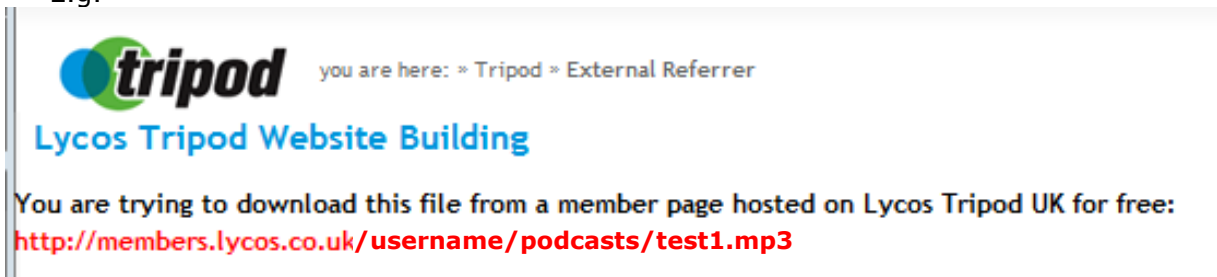
L:\portfolio\podcasts\sha ☐ Browse...
☑ Erase if already exists.          and click  ⬇ Upload

Name
↩ Parent
🔊 test1.mp3
🔊 test2.mp3

28. Select one of the MP3 files  🔊 test3.mp3  and select **File Preview** 🔍.  Although this will not play the file, it will display the full URL, which you will also need to add to the **Notepad** file open.

E.g.

**tripod**  you are here: » Tripod » External Referrer

**Lycos Tripod Website Building**

You are trying to download this file from a member page hosted on Lycos Tripod UK for free:
http://members.lycos.co.uk/username/podcasts/test1.mp3

29. To check that the MP3 file plays, enter the URL shown above in the address field. Alternatively, the list of files you have in the podcasts folder will display if you enter **http://members.lycos.co.uk/username/podcasts** in the address field.

## Index of /username/podcasts

- Parent Directory
- test1.mp3
- test2.mp3
- test3.mp3

30. Click on one of the MP3 file(s) and the audio will play

🏠 📄 http://members.lycos.co.uk/username/podcasts/test1.mp3

31. Copy (**ctrl c**) the URL by clicking in the Address field and paste (**ctrl v**) the URL, e.g. **http://members.lycos.co.uk/username/podcasts/test1.mp3**, into the **MyPodcasts.txt** file, this will be the **Enclosure Link** for the RSS file.

**REMEMBER TO SAVE THE MyPodcasts.txt NOTEPAD FILE**

32. Repeat the process for each mp3 file uploaded to the website.

**Teaching and Learning Technology Centre**

33. Minimise the **WebFTP** windows

## STEP 5:   Generating the RSS feed

34. Go to http://www.tdscripts.com/webmaster_utilities/podcast-generator.php and complete the fields as shown below, entering your details in the text fields provided.



35. The **Enclosure size** of the MP3 file is the size that the file takes up on the disc

   I.    Go to the folder on your drive where you stored the original MP3 file
   II.   Right button mouse click and select **Properties**
   III.  Use the **Size on disk**: full value in **bytes**
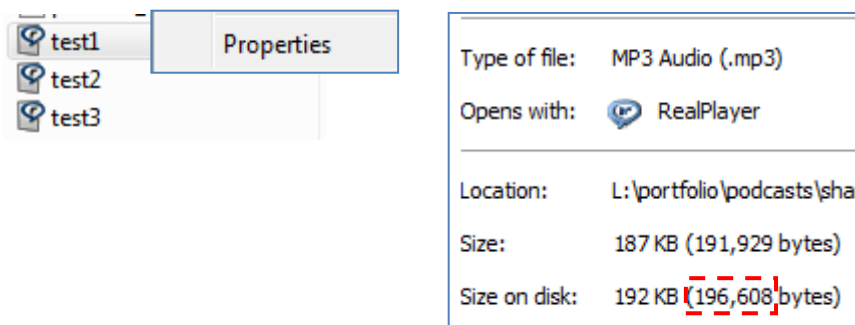
36. Click **Create RSS 2.0 feed (first time)** button

```
<?xml version="1.0"?>
        <rss version="2.0">
        <channel>
                <title>Amanda's homepage</title>
                <link>http://members.lycos.co.uk/username</link>
                <description>All my academic work</description>
                <language>en-us</language>
                <copyright>amanda Copyright 2009</copyright>
                <lastBuildDate>Fri, 28 Aug 2009 09:19:34
GMT</lastBuildDate>
                <generator>tdscripts.com Podcast
Generator</generator>
<webMaster>username@domain.co.uk</webMaster>
```

37. Select all the code displayed in the top window by clicking the right button mouse **Select all** > **ctrl c** to copy

38. Open another **Notepad** session from **Start** > **Accessories** > **Notepad** and select **ctrl v** to paste the code into **Notepad**

39. To save the file go to **File** > **Save as** > **completePodcastName.rss**

NB: This **RSS** document needs to be amended each time a new MP3 file is added to the series i.e. imagine a book with chapters, the RSS document is the *book* while the MP3 files are the *chapters*.

40. To add the 2nd MP3 file to **completePodcastName.rss**, copy all the code (**ctrl c**) from **<item>** to **</item>** (inclusive)

```
Untitled - Notepad
File  Edit  Format  View  Help
<?xml version="1.0"?>
        <rss version="2.0">
        <channel>
                <title>Amanda's homepage</title>
                <link>http://members.lycos.co.uk/username</link>
                <description>All my academic work</description>
                <language>en-us</language>
                <copyright>amanda Copyright 2009</copyright>
                <lastBuildDate>Fri, 28 Aug 2009 09:19:34
GMT</lastBuildDate>
                <generator>tdscripts.com Podcast Generator</generator>
<webMaster>username@domain.co.uk</webMaster>
                <ttl>1</ttl>
                <item>
                        <title>My first podcast</title>
                        <description>This is the first chapter in a series
of talks</description>
                        <pubDate>Fri, 28 Aug 2009 09:19:34 GMT</pubDate>
                        <enclosure
url="http://members.lycos.co.uk/username/podcasts/test1.mp3"
length="196608" type="audio/mpeg"/>
                        </item>
                </channel>
        </rss>
```

41. Place the cursor after **</item>**, click mouse and press return

42. Place the cursor below **</item>** and paste (**ctrl v**) the code.

```
<?xml version="1.0"?>
        <rss version="2.0">
        <channel>
                <title>Amanda's homepage</title>
                <link>http://members.lycos.co.uk/username</link>
                <description>All my academic work</description>
                <language>en-us</language>
                <copyright>amanda Copyright 2009</copyright>
                <lastBuildDate>Fri, 28 Aug 2009 09:19:34
GMT</lastBuildDate>
                <generator>tdscripts.com Podcast Generator</generator>
<webMaster>username@domain.co.uk</webMaster>
                <ttl>1</ttl>
                <item>
                        <title>My first podcast</title>
                        <description>This is the first chapter in a series
of talks</description>
                        <pubDate>Fri, 28 Aug 2009 09:19:34 GMT</pubDate>
                        <enclosure
url="http://members.lycos.co.uk/username/podcasts/test1.mp3"
length="196608" type="audio/mpeg"/>
                        </item>
<item>
                        <title>My first podcast</title>
                        <description>This is the first chapter in a series
of talks</description>
                        <pubDate>Fri, 28 Aug 2009 09:19:34 GMT</pubDate>
                        <enclosure
url="http://members.lycos.co.uk/username/podcasts/test1.mp3"
length="196608" type="audio/mpeg"/>
                        </item>
                </channel>
        </rss>
```

43. Modify the **title**, **description**, **enclosure URL** and **length** of the 2nd <**item**> to reflect the 2nd MP3 file

```
<item>
    <title>My second podcast</title>
    <description>This is the second chapter in a series of talks</description>
    <pubDate>Fri, 28 Aug 2009 09:19:34 GMT</pubDate>
    <enclosure
url="http://members.lycos.co.uk/username/podcasts/test2.mp3"
length="180224" type="audio/mpeg"/>
</item>
```

44. **Save** the **completePodcastName.rss** file and upload to the **Main Directory** or root of your website – same place as index.html file

**Main Directory**
  podcasts

Name
  completePodcastName.rss
  index.html
  podcasts
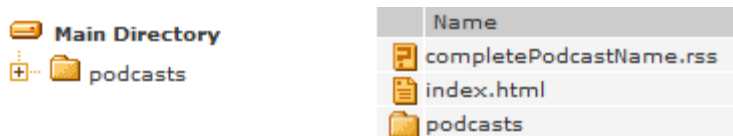
45. Select **completePodcastName.rss** and **Preview** 🔍 to obtain the URL

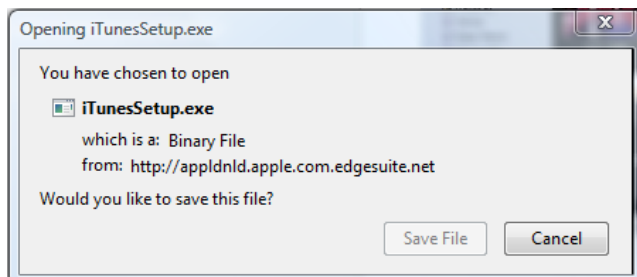http://members.lycos.co.uk/username/completePodcastName.rss

46. Save URL to **MyPodcasts.txt** file

## STEP 6:   Install iTunes

To be able to set up an RSS feed you need an aggregator, iTunes is easiest to use and free to download but there are others such as google that you may prefer.

47. Go to http://www.apple.com/itunes/download/ and click the **Download Now** button
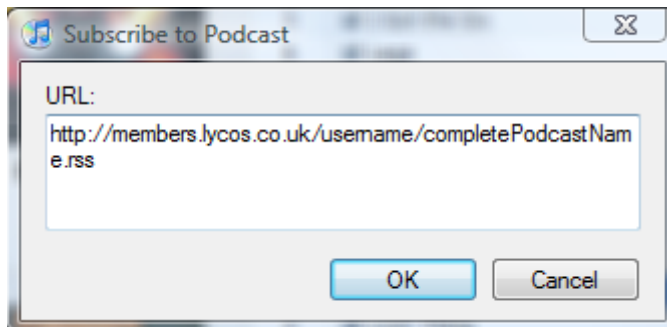
48. Save File



49. Then **Run** the .exe (executable) file

50. Open iTunes either from the desktop icon or from **Start** > **Programs** > **iTunes** > **iTunes**

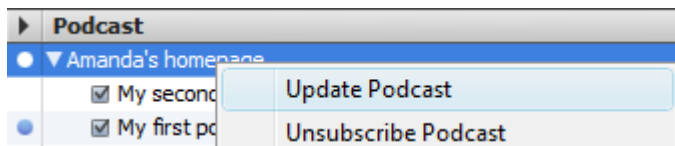51. Go to **Advanced** tab > **Subscribe to Podcast**
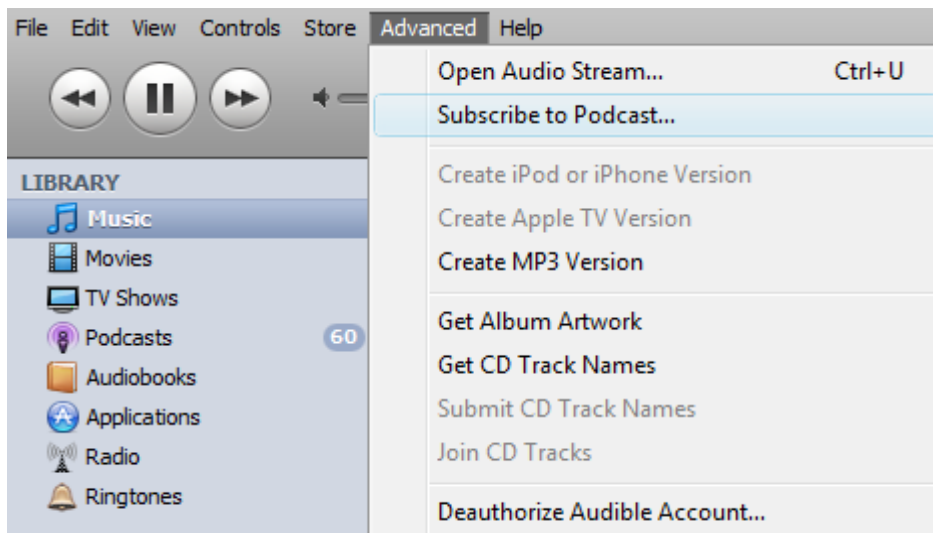
52. Enter the URL of the RSS file e.g.
**http://members.lycos.co.uk/username/completePodcastName.rss** and click
**OK**



53. Right button mouse click and select **Update Podcast**



54. The files will update.

55. **Update Podcast** each time a new *chapter* is added to the *book* and uploaded to the website.

## Further resources:

1. "*How To Make Your First Podcast - Simple. Quick. Easy.*" Available at
   http://www.youtube.com/watch?v=o4rz0jSXvG8
2. Audacity guide.pdf http://podcastingforpp.pbworks.com/f/Audacity+guide.pdf