Podcasting How-To Manual

Prepared for Stratton Academy of the Arts: MicroSociety & Leadership Magnet

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Illinois Public Media
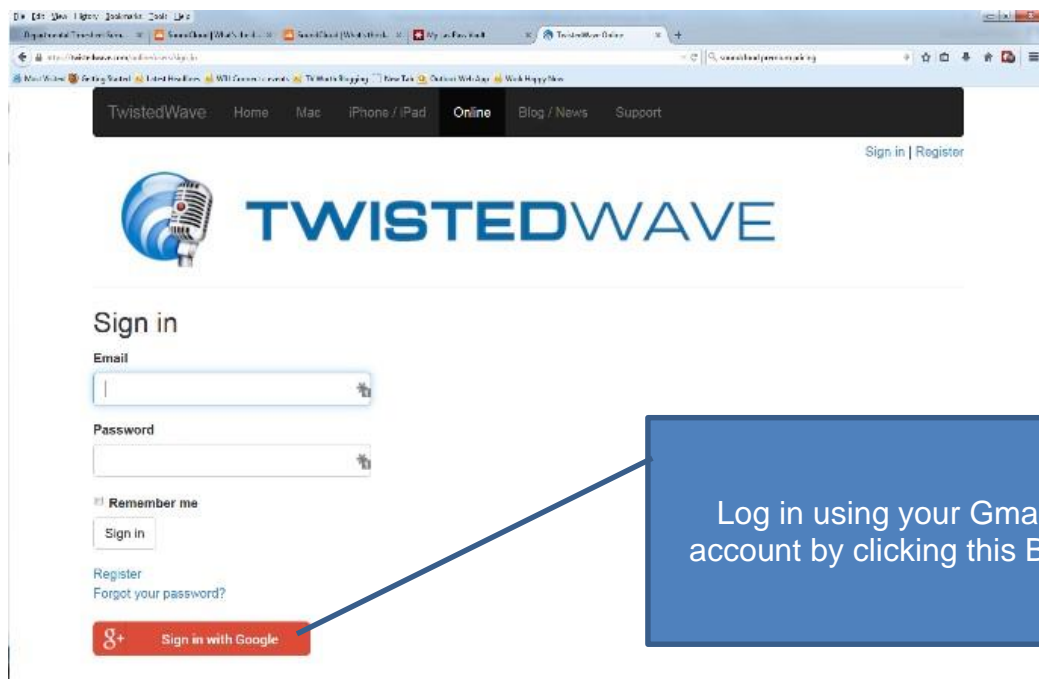### 2014

Equipment Needed:

- **Gmail accounts for students**
- **Chromebook and Chrome browser**
- **Headsets with microphones (USB connection preferred but you can use headsets with 1/8" mini plugs.)**
- **Mouse**
- **Internet access**
- **TwistedWave online audio editing software**
- **SoundCloud account**
- **Script**

Some assumptions about this manual:

- **Students are using Chromebooks at school**
- **Whatever audio is to be uploaded and shared in the podcast has already been scripted by either a teacher or students.**
- **This was written for teachers who teach 3-5th grade students.**
- **It is basic. There are many more bells and whistles in TwistedWave not listed here. If you follow these simple instructions, your students will be podcasters! (This manual has been tested on users).**
- **The interface on TwistedWave, Google or SoundCloud may change without notice. Therefore, some of the pictures in this manual may look different. This is beyond our control.**

1. Logging into TwistedWave (TW)

- Plug your headset and mouse into the USB ports on the back of your Chromebook. If your headset does not have a USB connection, it will have two cables with 1/8" mini plugs. The student will need to plug the microphone plug into the Chromebook to record the audio. Once the audio is recorded, remove the microphone plug and insert the audio plug to listen and edit.

- Users will log into Twisted Wave (TW) using the Gmail address associated with their Google account.

- Open your Chrome browser.

- Go to https://twistedwave.com/online/login and click the red box that says "Sign in with Google."

Log in using your Gmail account by clicking this Box

2. Creating a new document (audio file)

After you log into your **TW** account, the first screen should look like this:

- Click once on the green "New document" button.

- The screen that opens up should look like this:
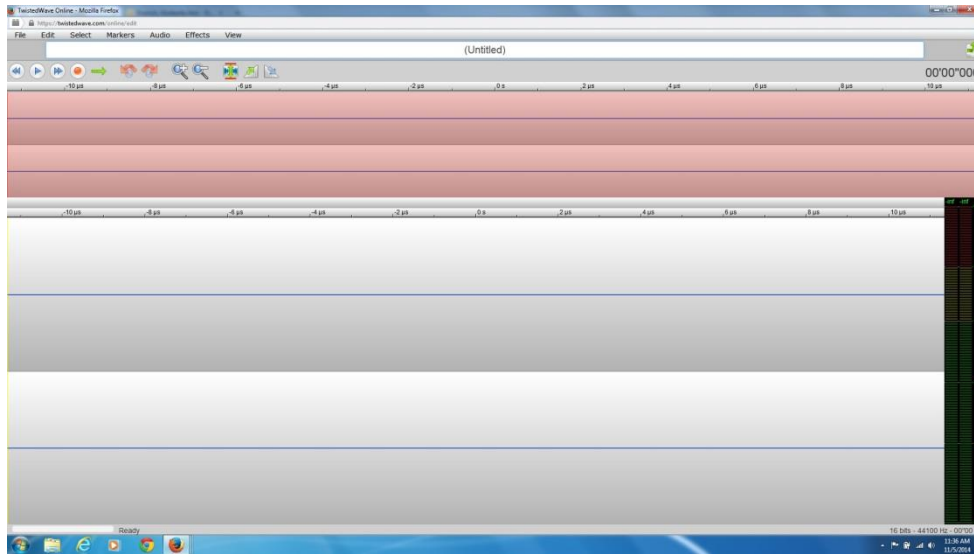
You are ready to record yourself reading your podcast script.

TEACHERS: Check each students' audio settings. Go the "Audio" section of the toolbar to reveal the pull-down menu. Make sure that there is not a checkmark next to "Move Cursor Back after Playing." If there is, highlight it to deselect it.
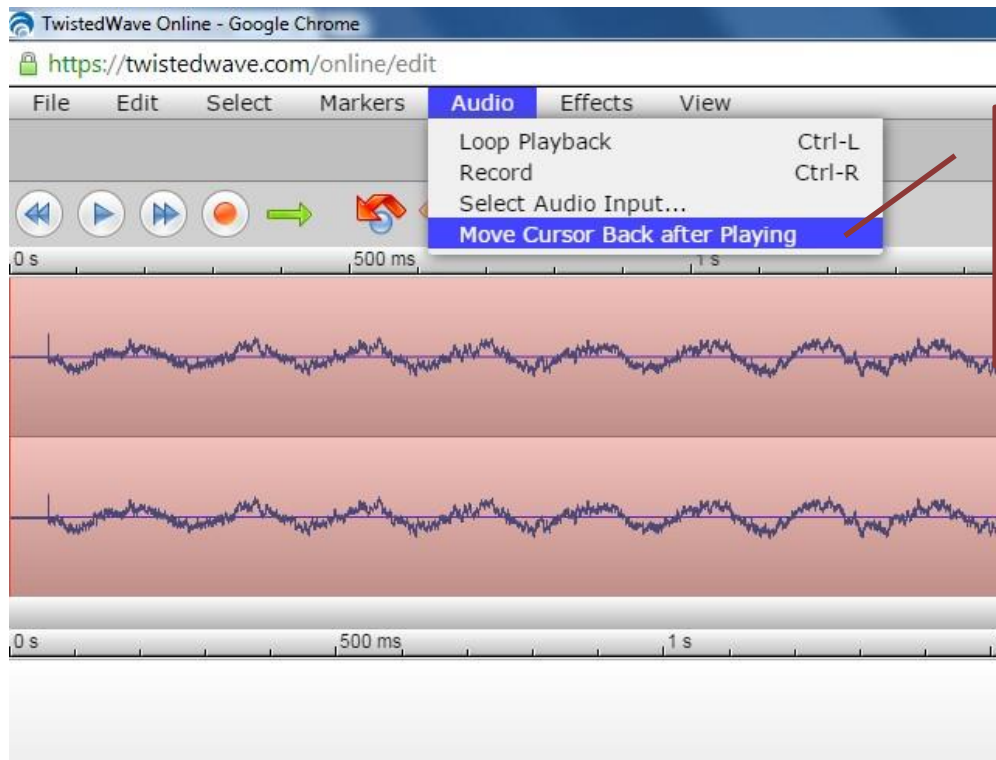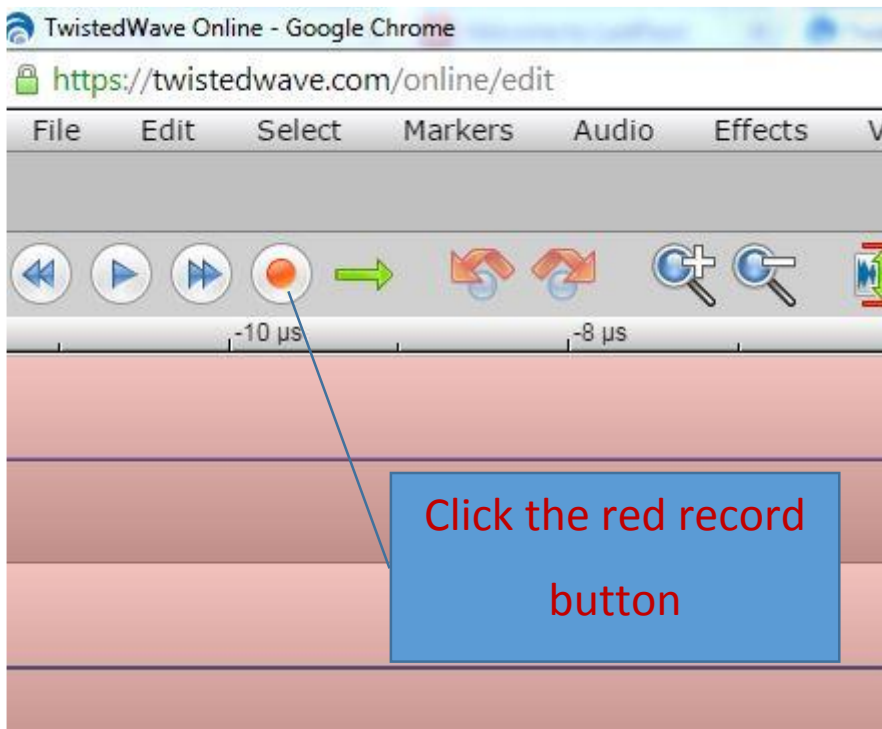

If there is a checkmark next to this line, highlight the line to de-select it.

3. *Recording Your Podcast.*

You will need the following items to record your podcast:
1) Your script printed out on a piece of paper
2) Your headset with microphone
3) A mouse connected to your Chromebook

- Click the red record button to start recording.


Click the red record button

When you click on the red record button, a window will pop-up that looks like this:


- Click on the green check mark next to the word "Allow."
- Then click on the "Close" button.
- Once you hit the close button, start reading your script. Just keep reading until you have read your entire script.
- As you read, the program records your voice into Twisted Wave.

The TW window will look like this while you are recording:
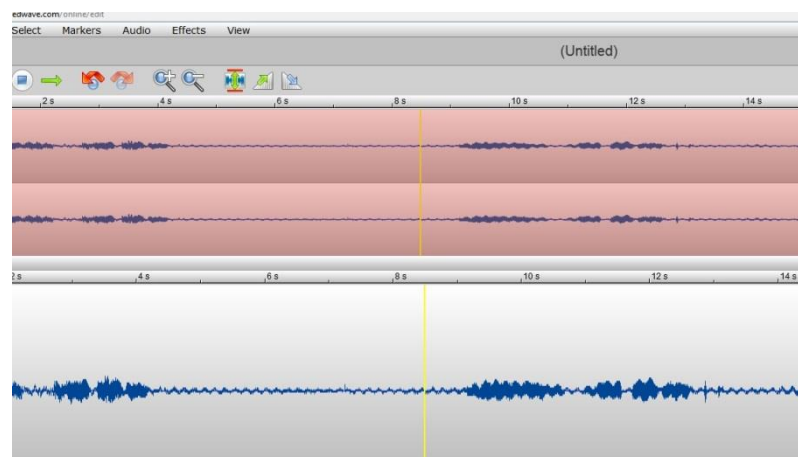
- As the student records, have her/him look at the LED levels in the meter in the right of the screen (see diagram below):

LED levels should peak around -12 when recording.
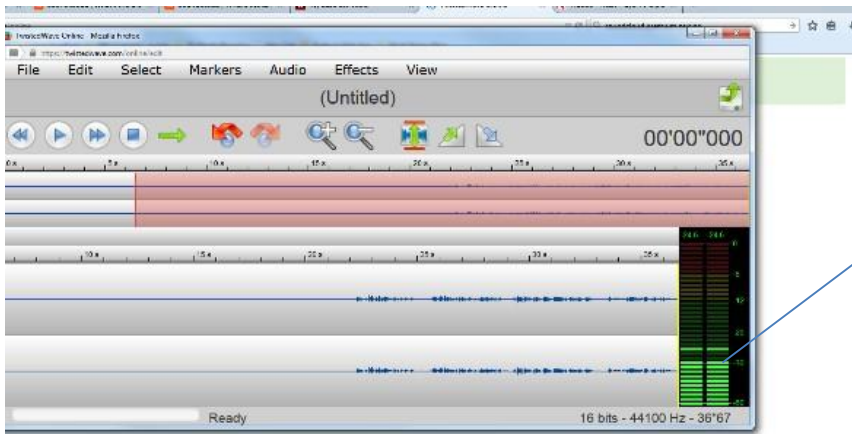
The levels should peak around -12 when recording. If not, the audio volume may be too low. Don't worry. The student can adjust this.

- When you are done recording, click the Stop button (see diagram below to locate stop button).

Stop button
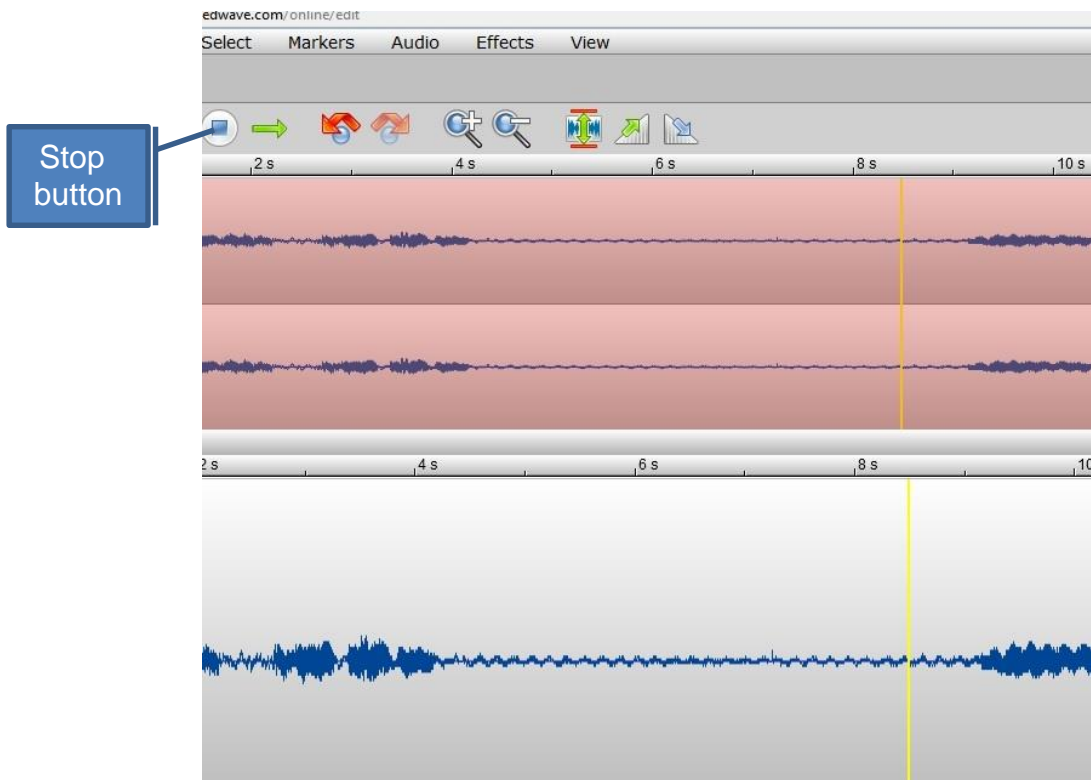
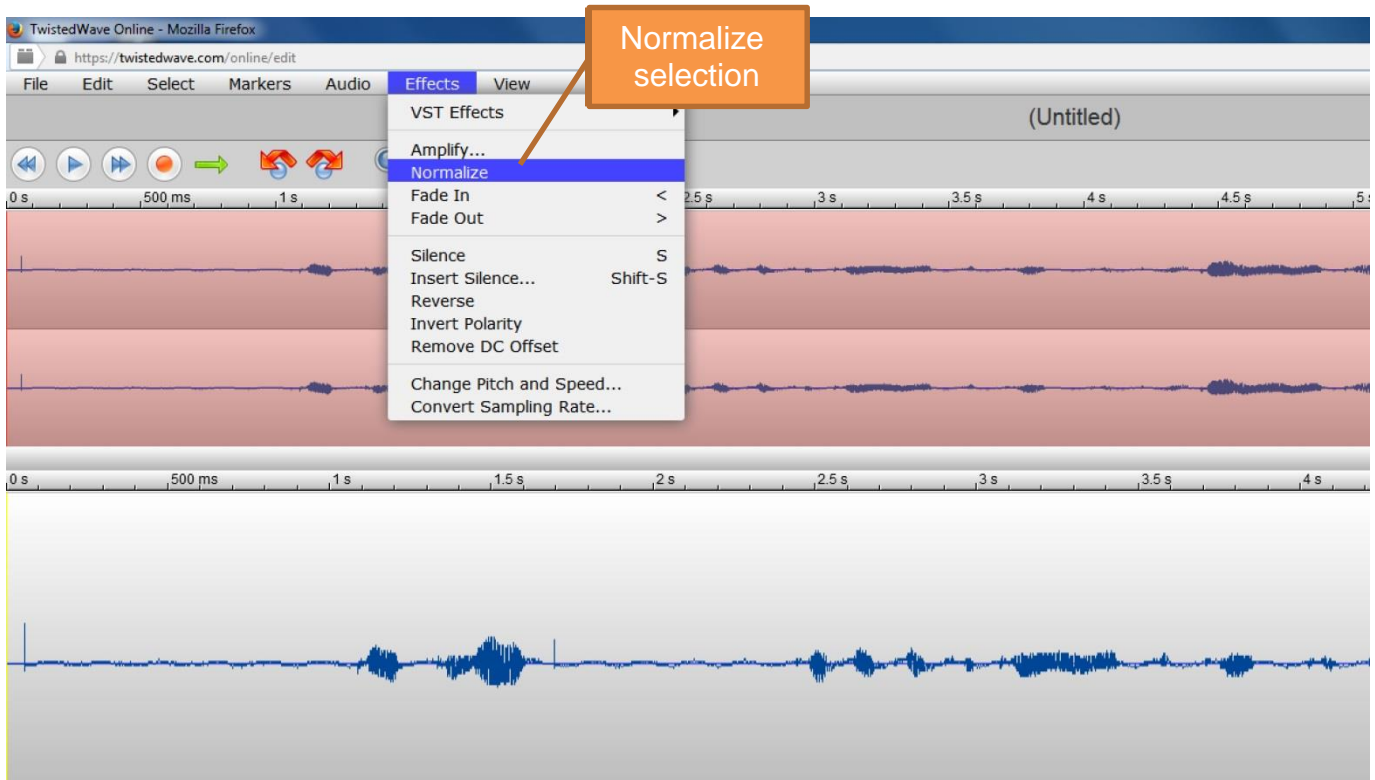If the audio wave file looks like the above, the recording is too low.

4) *Normalizing Your Recording Levels*

You will want to make sure that your audio levels are neither too loud nor too soft throughout your recording. To "normalize" them:
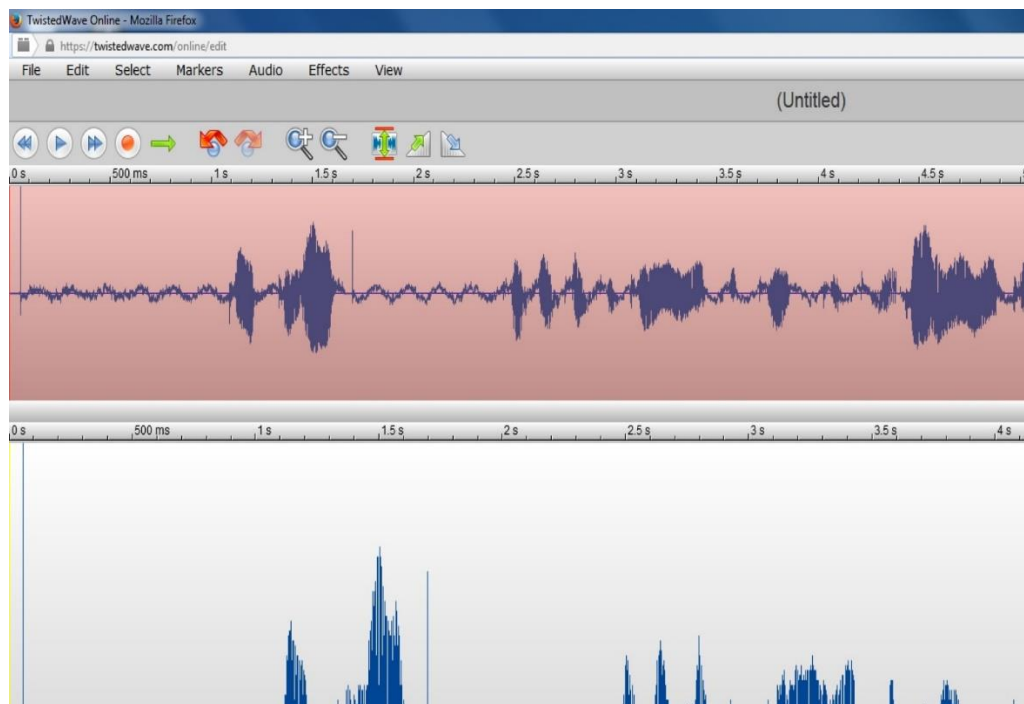
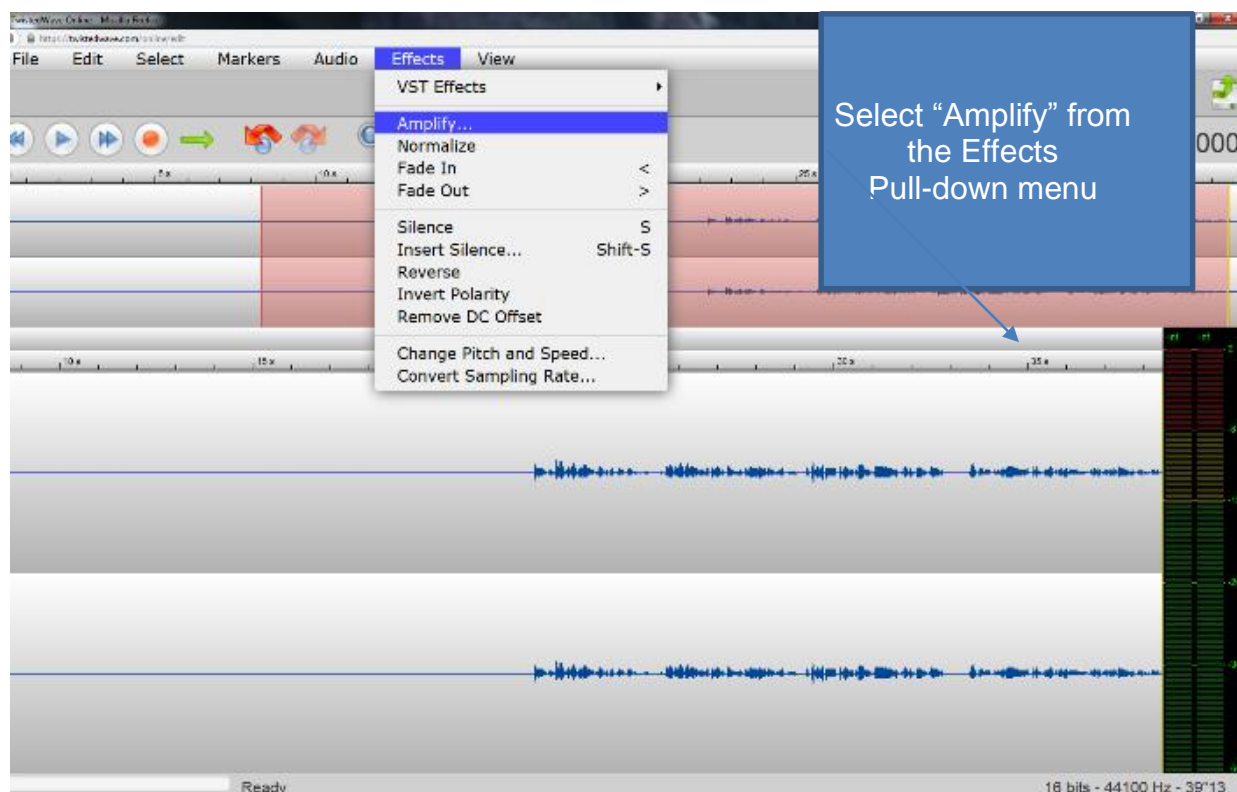- Click on the "Effects" tool in your tool bar
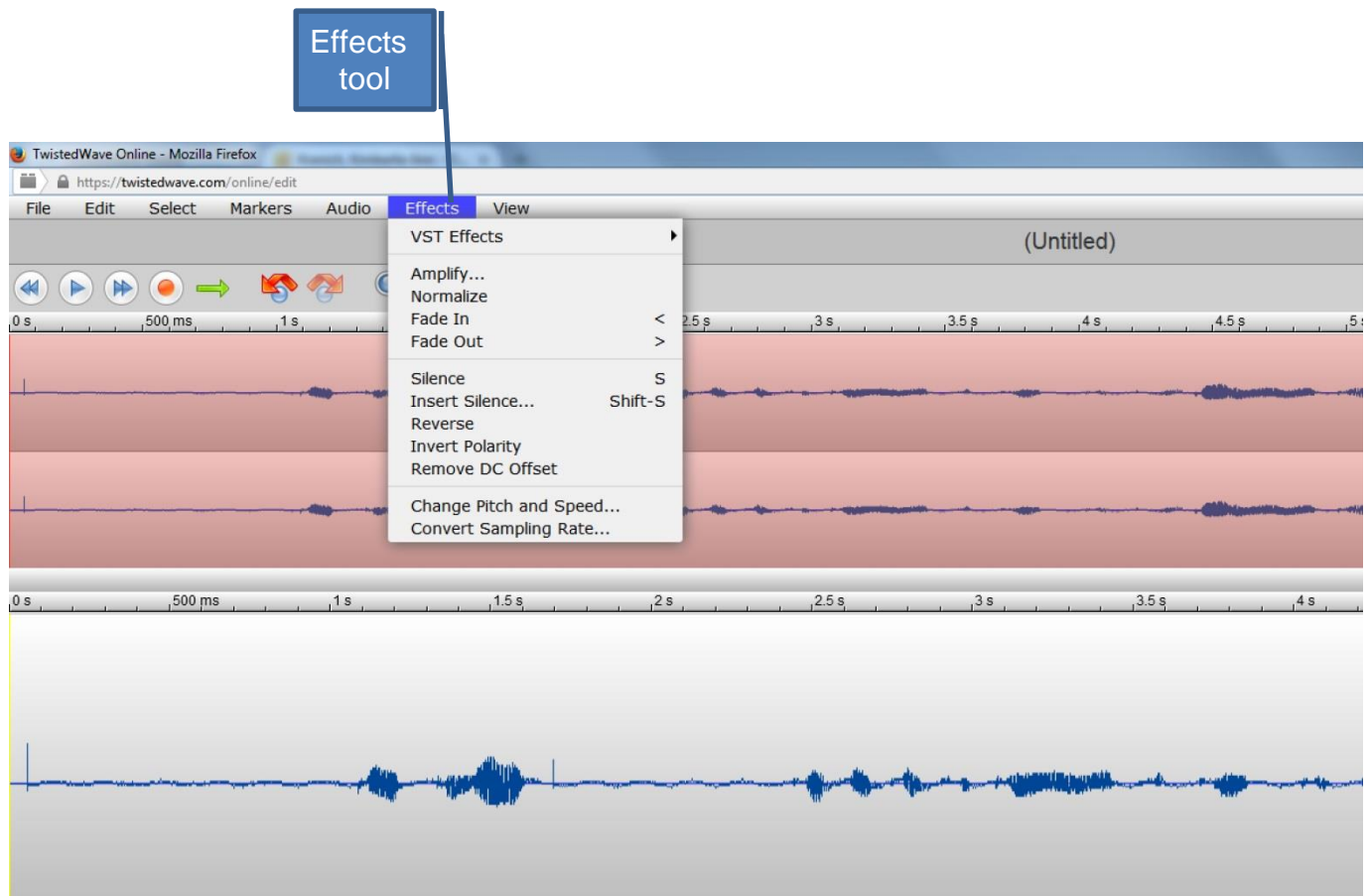
- Click on the "Normalize" tool in your tool bar

Once your file has been "normalized," it will look bigger.

If the levels are still too low, you may "amplify" them. Go to the "Effects" pull-down menu and select "Amplify."

Drag the blue button to the right to increase the gain or volume. Drag to the button to the left to decrease the gain or volume. Click on "Apply" when you are done.


Drag the blue button to the right to increase the volume. Click "Apply" when finished.
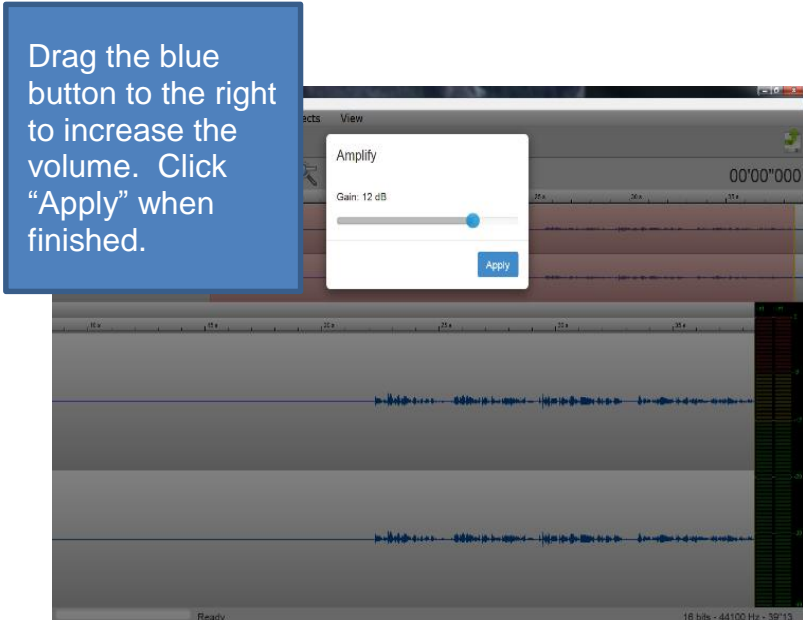
The sound wave file is now bigger.

The amplified sound wave is now bigger!
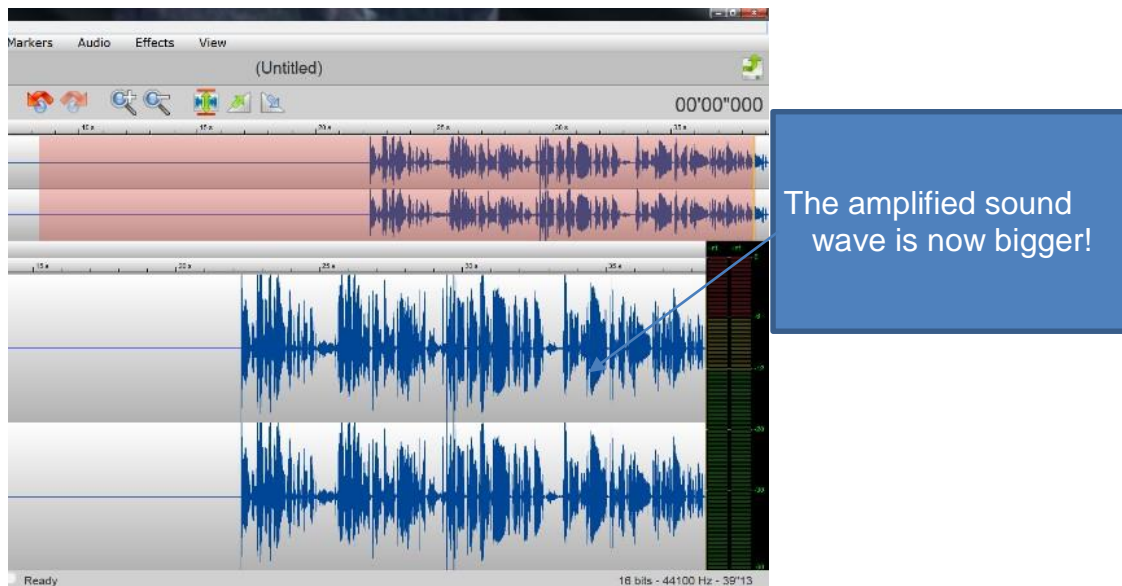
5) *Listening to Your Podcast*

- Keep your headphones on

- Press the "back button" located in the diagram below
  This will take you to the beginning of your recording

- Press the "play button" to listen to your recording

- As you listen to your recording, listen for the silences and stops and starts that you want to get rid of (edit out)

- You can stop and start the file by pressing the space bar on your keyboard
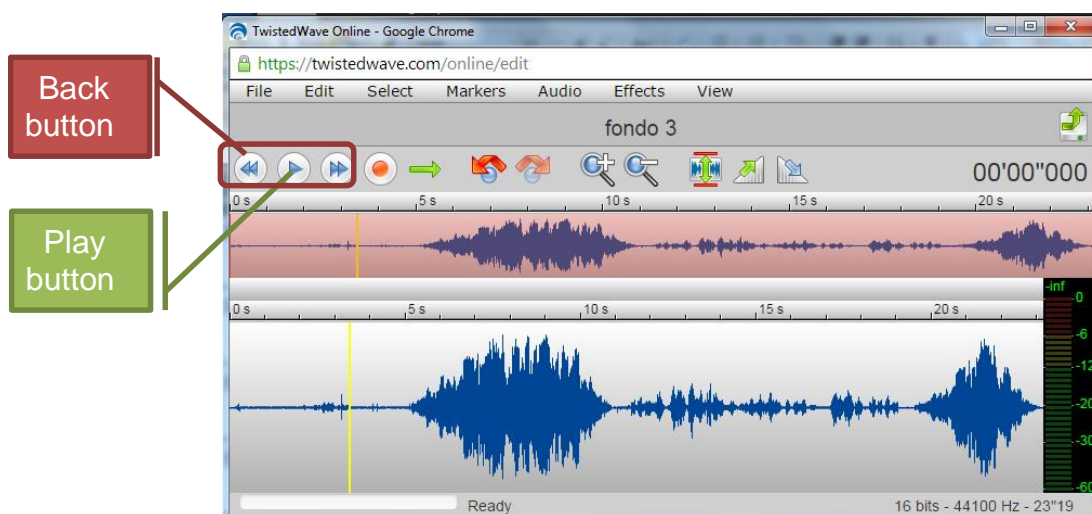
6) *Editing Your Audio*

You may have noticed that your audio file appears twice.
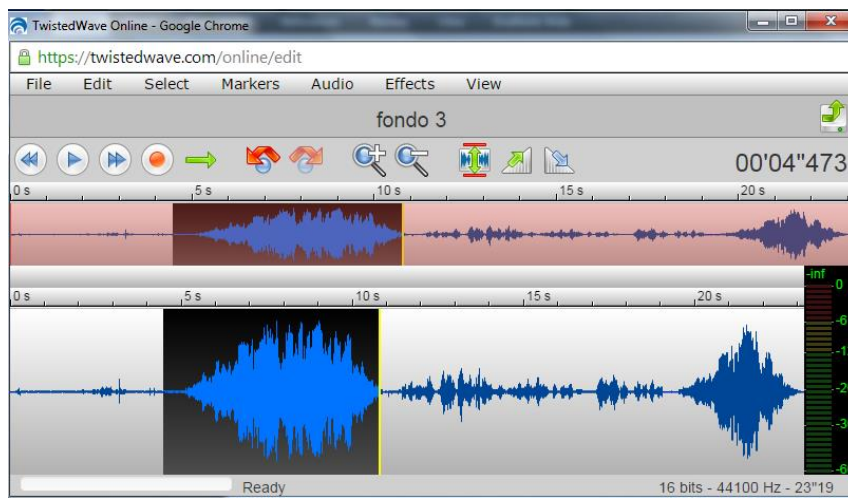

Use the bottom view to make your edits.

An edit is a place in the audio file that you want to remove.

Consider removing (editing out) the following from your audio file:

- Silences/pauses between and within your sentences
- For example, if you made a mistake and started a sentence over, edit out the sentence in which you made a mistake and keep the sentence that is the better version
- Silence at the beginning or end of your recording

**Highlight the places in your audio file that you want to edit out or remove:**

- Press the "back button" to get to the start of your audio file

- Press the "play button" to listen to your recording

- When you hear something you want to remove from your file, click the play button again (or tap the space bar) and your audio file will stop playing

- After it has stopped, a yellow vertical line will mark the place where you stopped the playback
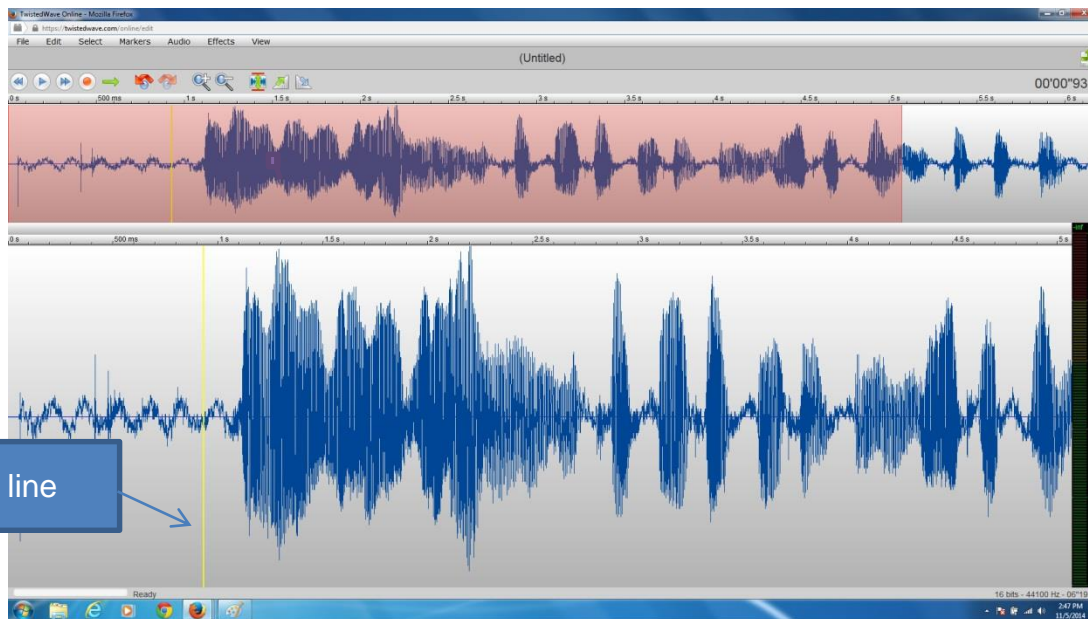
Yellow line

- Place a marker (red line) where the yellow line is by going to "Markers" in your tool bar and highlighting "Add Marker."
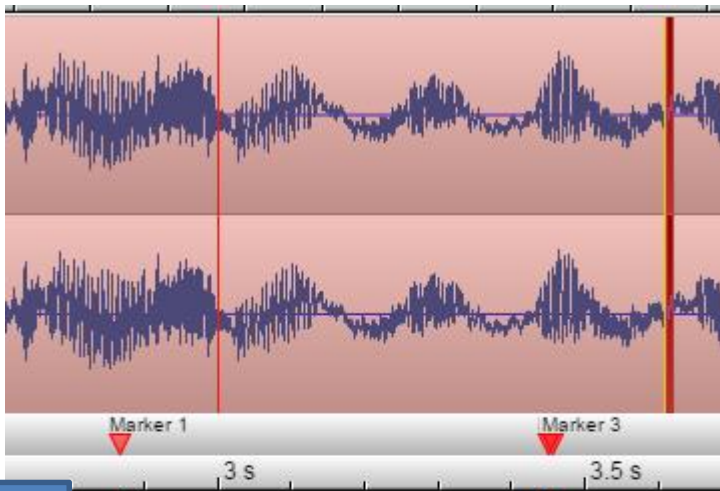

Add Marker
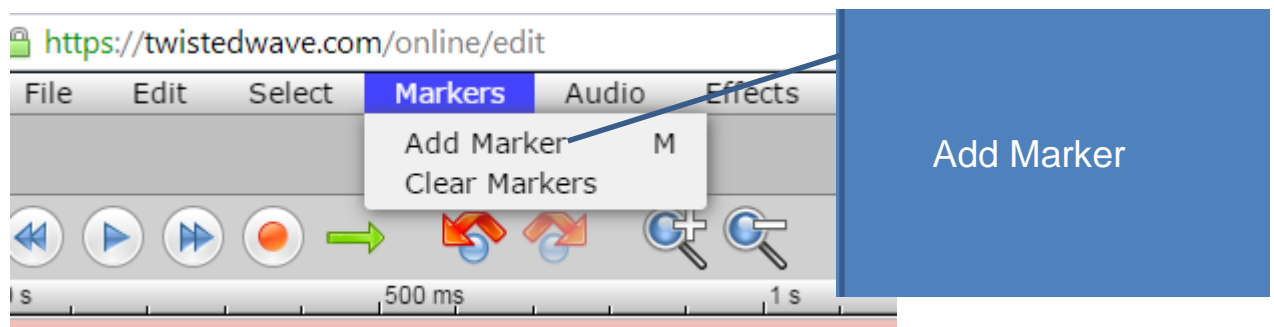
You're yellow line will now have a red line on top of it. This is Marker 1.
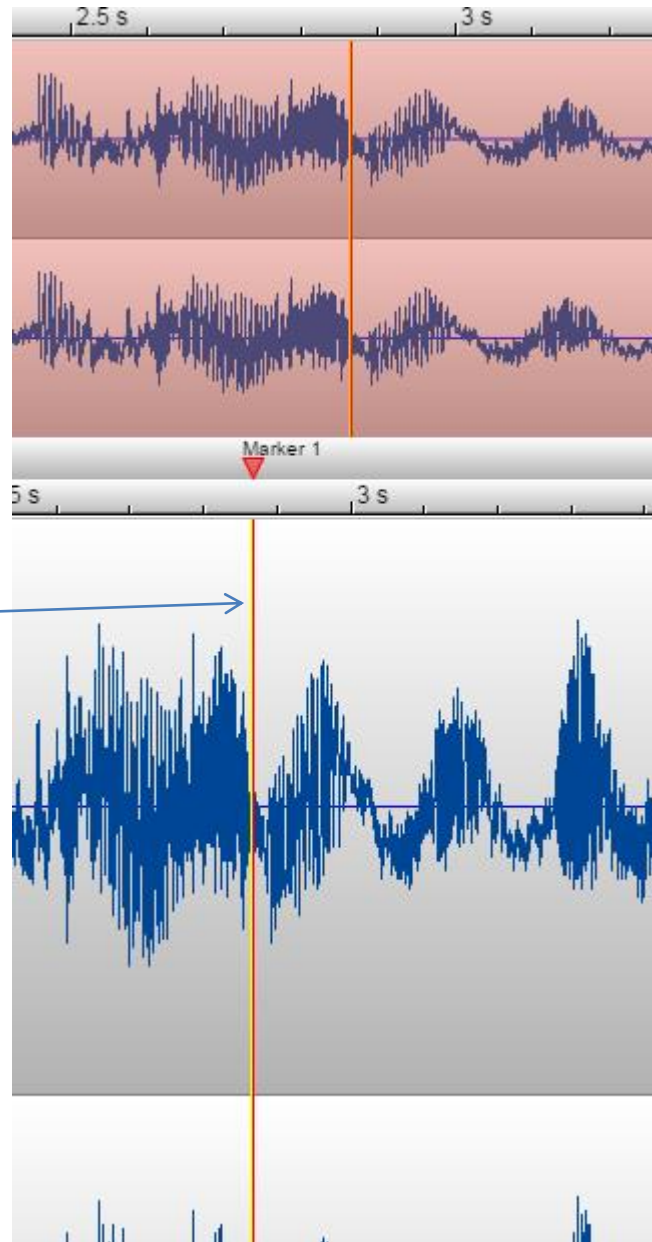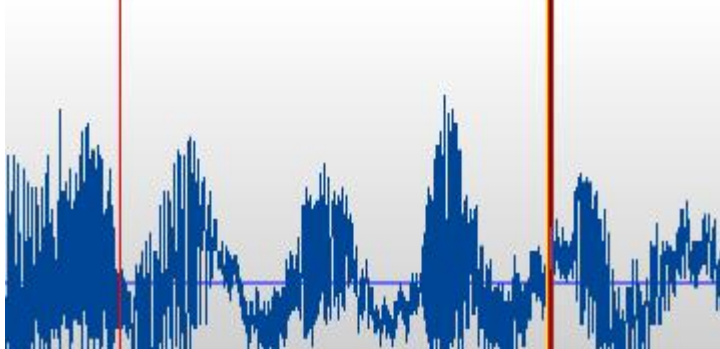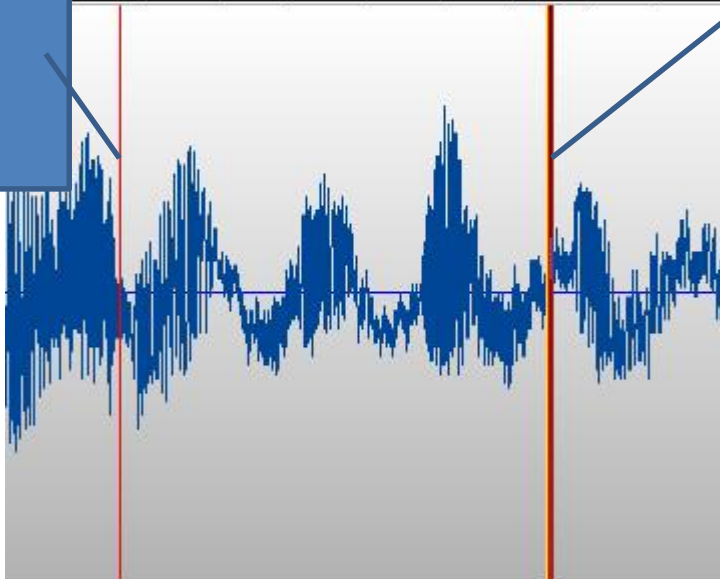

Marker 1

- Click the play button (or tap the space bar) and watch as the yellow line moves again. When you find the end of the section you want to remove, click the pause button. Another yellow line appears.

- Place a second red marker over the second yellow line by going to "Markers" in your tool bar and highlighting "Add Marker."

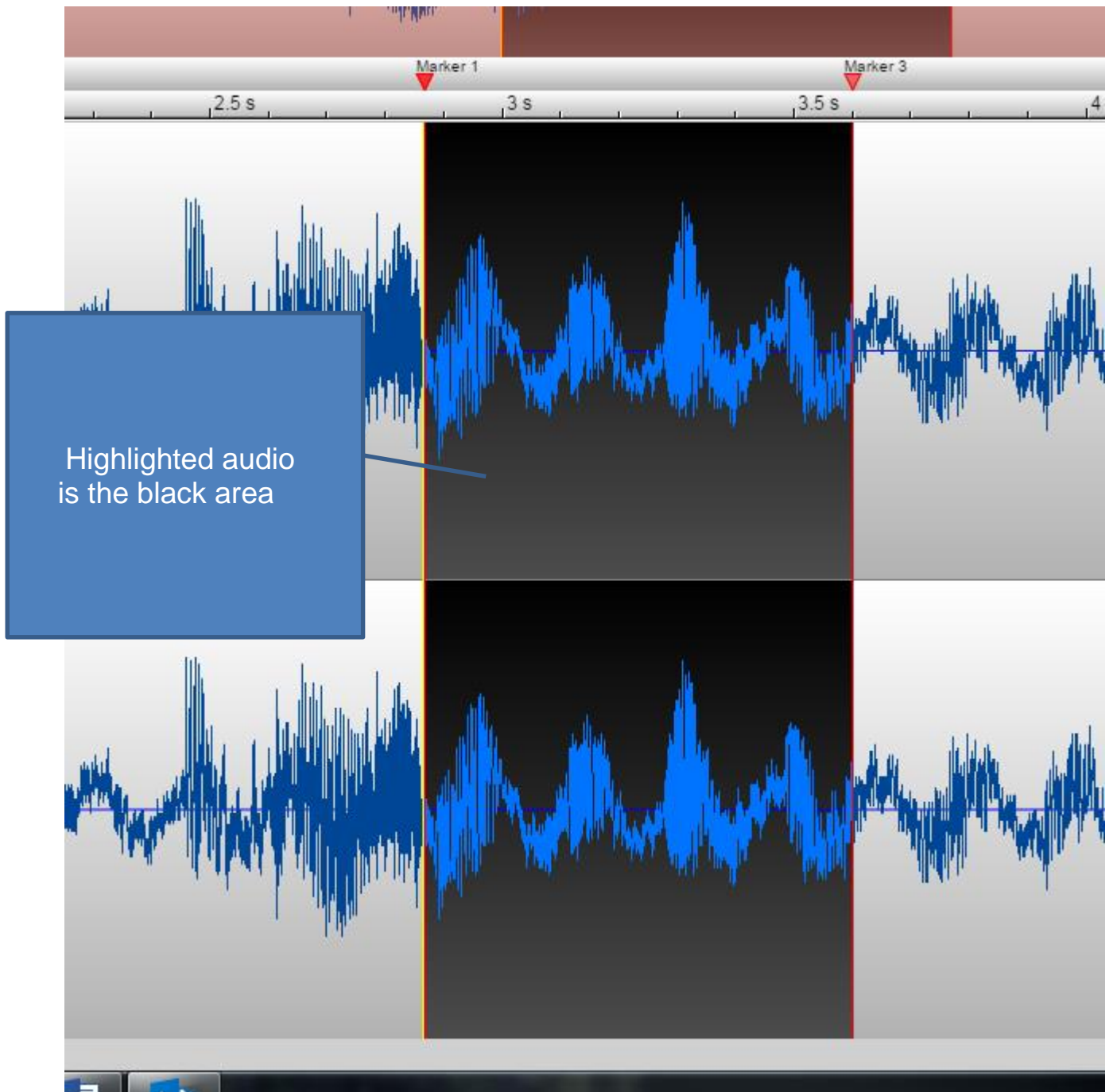You will now see two red lines for the two red markers

Marker 1

Marker 2

- Left click on the first marker and drag your mouse to the second marker. The space between the markers will be highlighted as shown in the diagram below.

The highlighted part is the section of audio you want to eliminate or edit out.

Highlighted audio is the black area

- Delete the highlighted audio in one of two ways, either by clicking on the button "Delete" or "← Backspace" <u>on the keyboard of your Chromebook.</u>

Repeat these editing instructions until you have made all of the edits you want to your audio file.

You are now ready to export your audio file.

7. *Exporting Your File to Your Google Drive*

You need to export your audio file from Twisted Wave and send it to your Google drive so you can upload it to your website.
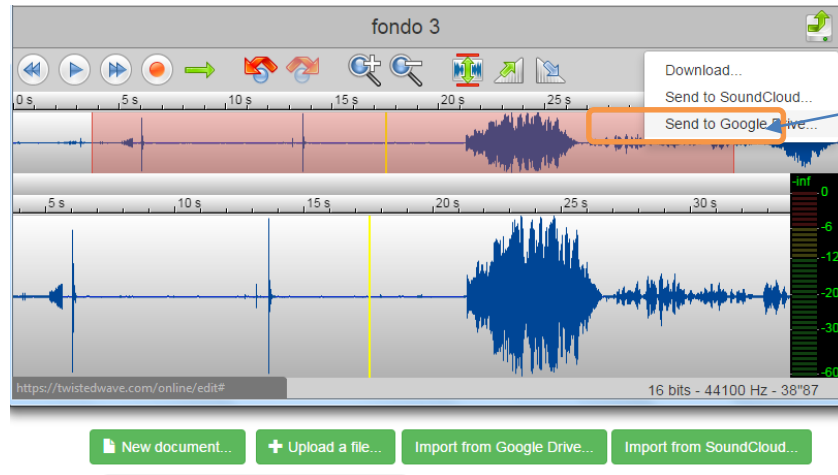
- Click on the "Export" button

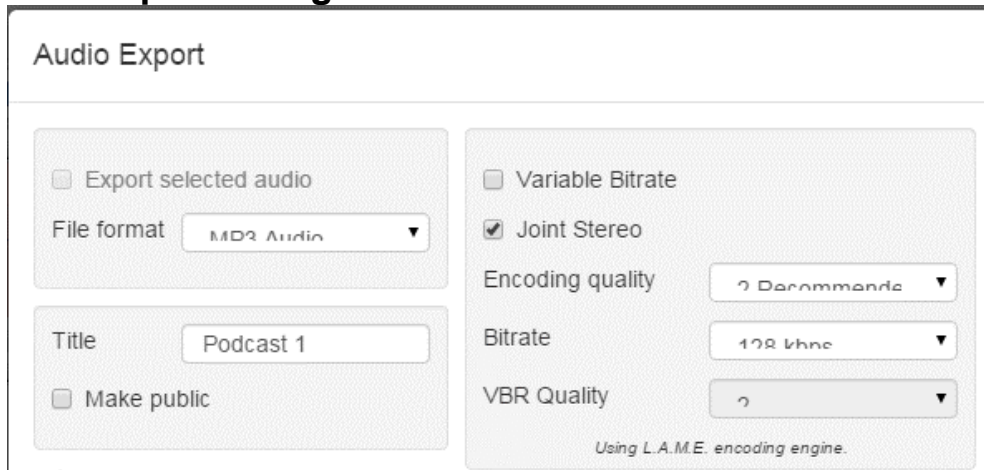This box with the green arrow in the upper right corner of your tool bar is your "Export" button.

Click on it.

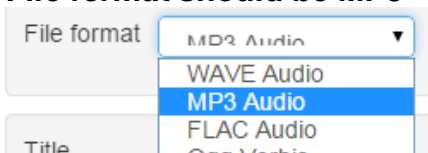- **Click on** *Send to Google Drive*:

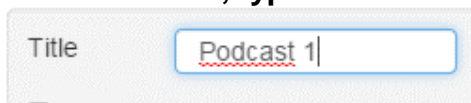**You will see an export dialog box like the one below:**

Choose the following settings for your file:
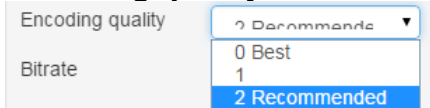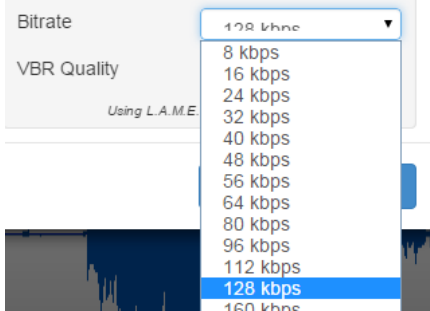
- *File format* **should be MP3**

- **In the** *Title* **box, type a name for your podcast file**

- *Encoding quality* should be 2 Recommended

- *Bitrate* should be 128 kbps

After selecting all your settings, you are ready to click Send to Google Drive. You should see an *Encoding icon* while **TW** is exporting your file. When it finished, the dialog box closes itself automatically.
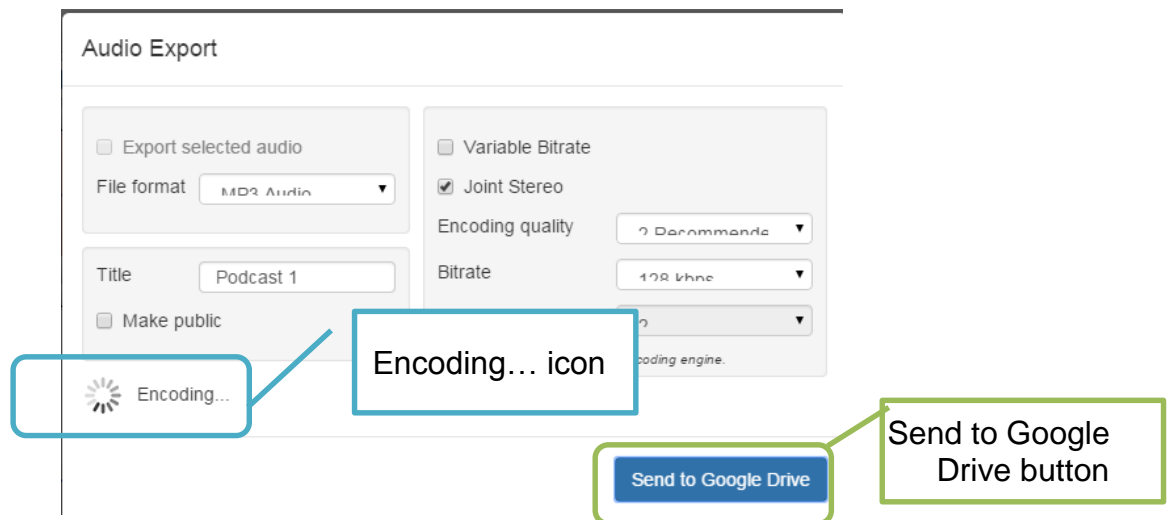
7) *Downloading Your File From Google Drive To Your Desktop*

- Go to your Google drive here and click on My Drive:

  https://drive.google.com/

  Find your podcast file by and click on it.

See "My Drive" folder in upper right.
Click on name of podcast.

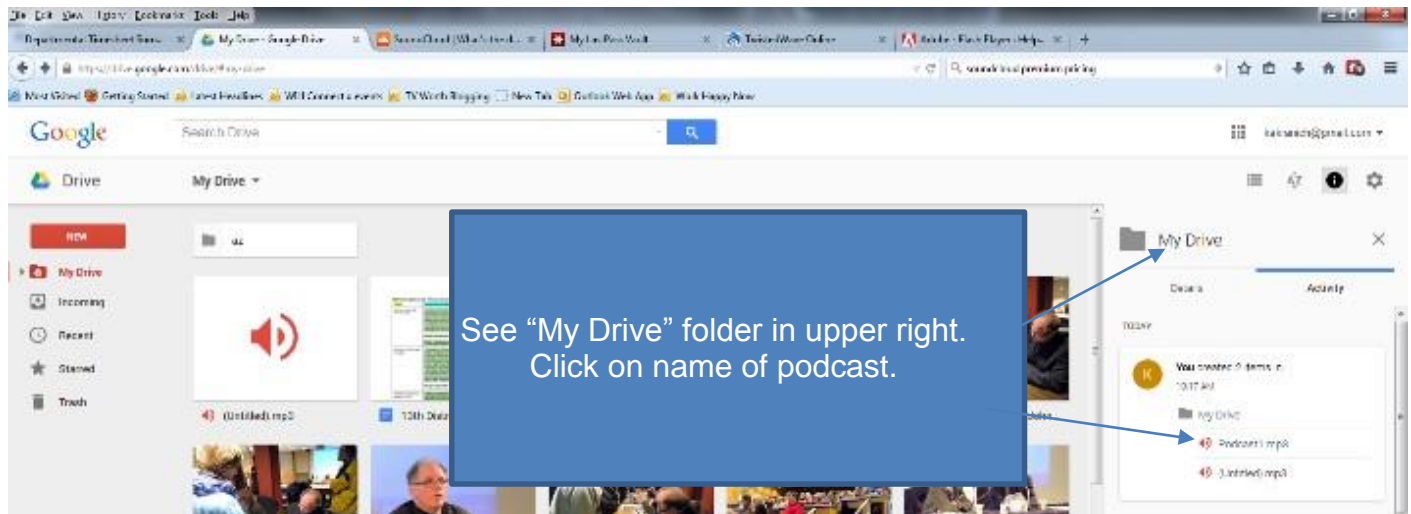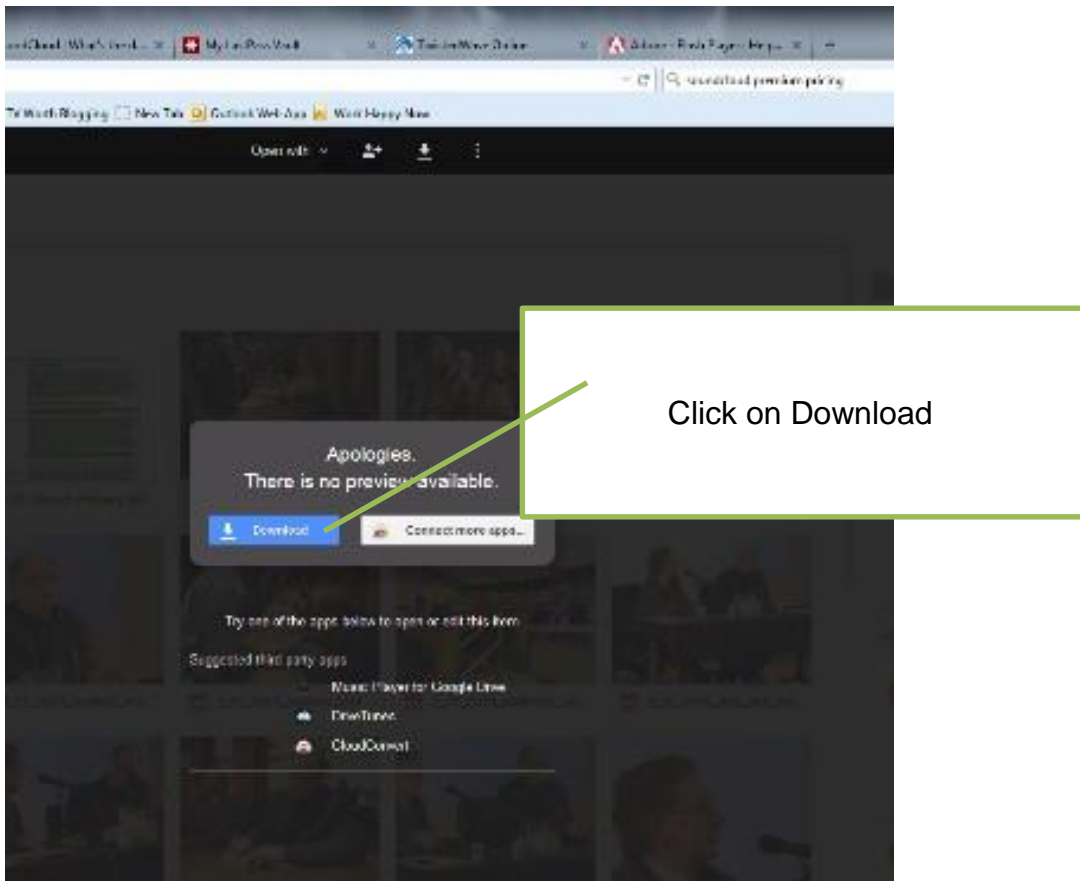- Google Drive will take you to a black screen to preview your file. Google doesn't have a player embedded so you will get a message that says there is no preview available. Ignore the warning and click on *Download*:

Click on Download

Depending on your browser configuration, Google Chrome might ask you where you want to place your downloaded MP3 file (Choose desktop so that you can find it easily).

TEACHERS: If Chrome didn't ask where to place the file, it is possible that it downloaded it directly to the Chrome download folder. In order to access it, you can:

- Go back to your Chrome browser and click the Chrome menu located in the upper right hand corner and select "Downloads"
- Or go back to your Chrome browser and Press **Ctrl and the J key on your keyboard**:

Chrome menu

Select "Downloads"
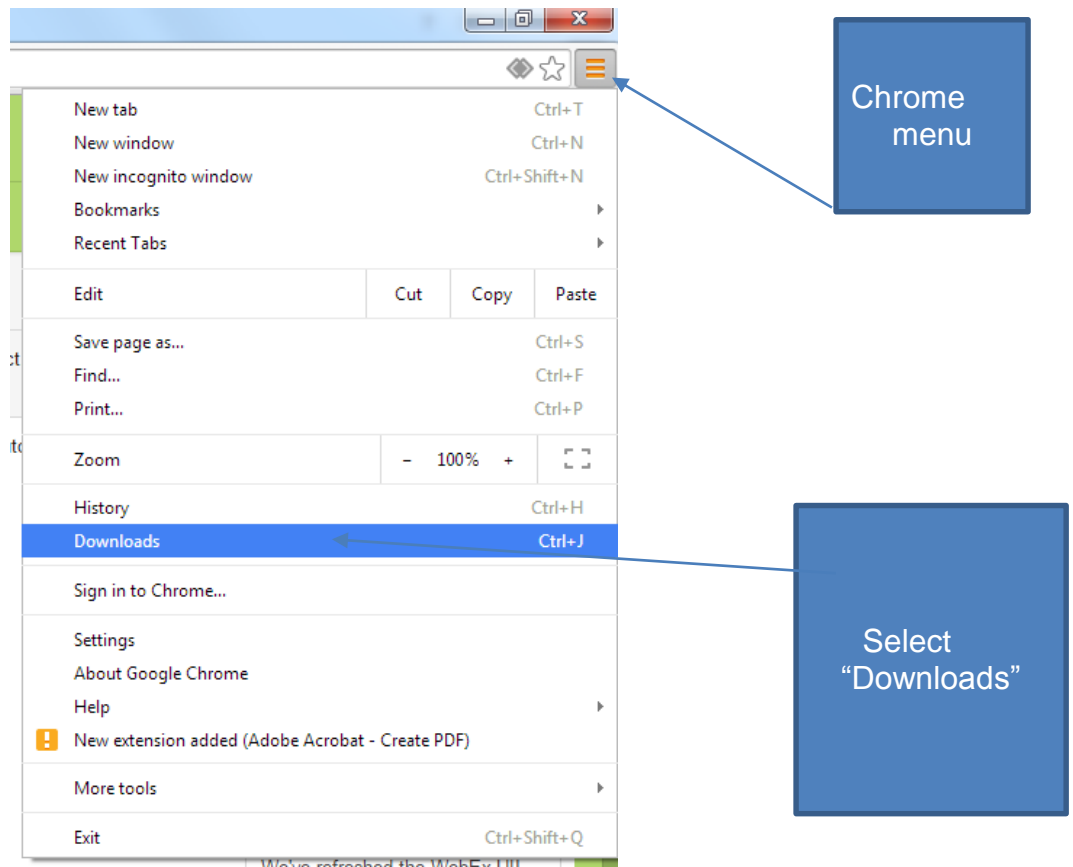
You will see a Chrome screen like the following:
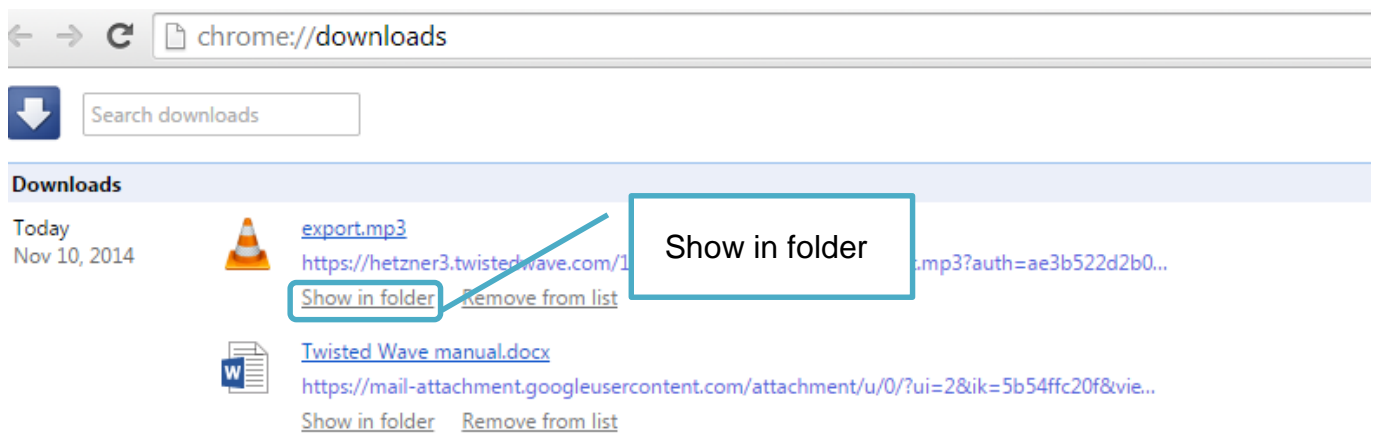
Show in folder

- Click on "Show in folder."
- Right click on the file name to copy it
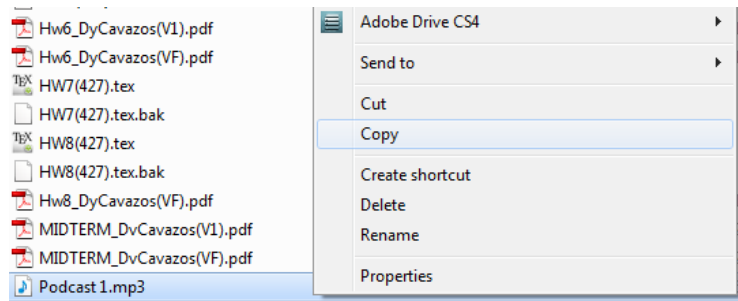
- Go back to your desktop and right click on your desktop and select "Paste" to copy the file to your desktop
- Your podcast is now ready to be uploaded to SoundCloud

8) *Uploading Your Podcast To SoundCloud*

- Go to: https://soundcloud.com/ and click on Sign in and enter the email and password for the school's SoundCloud account.

Click the "Sign In" button

Click on the "Upload" button.
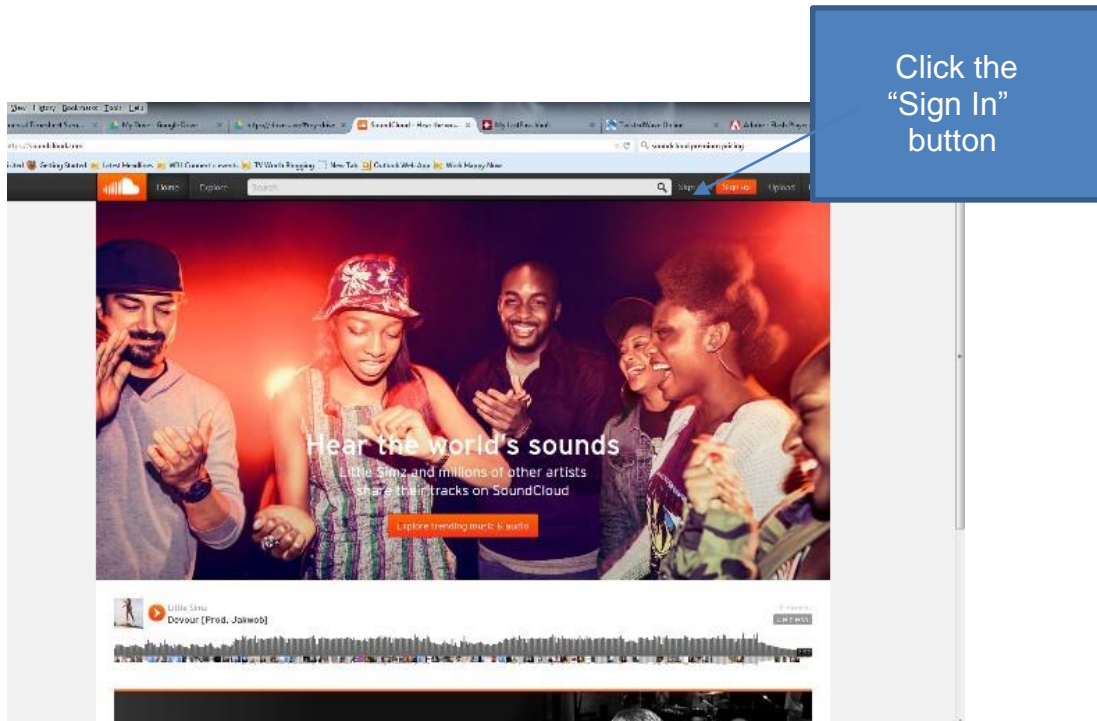
Click on the "Upload" button

Click on the "Choose file to upload" button.

Upload to SoundCloud

Click on
Upload
button

Choose file to upload   Start new recording
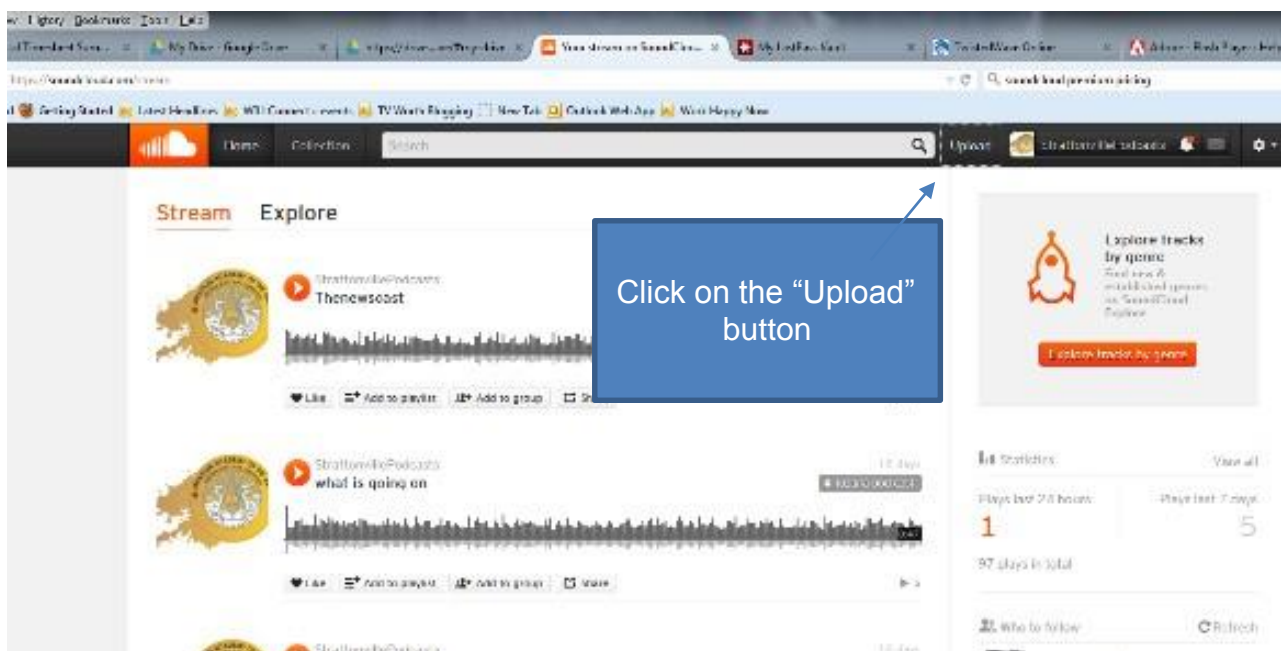
[v] Make a playlist when multiple files are selected

When uploading, the screen looks like this:

Upload to SoundCloud

Choose file to upload   Start new recording

We are processing your track for playback ...   Cancel upload

Basic Info   Metadata   Permissions

Title *
Podcast 1 Edited

soundcloud.com/strattonvillepodcasts/ podcast1 edited   ✎

Tags *
Add tags

Description
Describe your track

Add a title and
some tags
then click Save

Choose new Image

Track will be ○ private ● public   Share on ☐ f ☐ 🐦 ☐ t

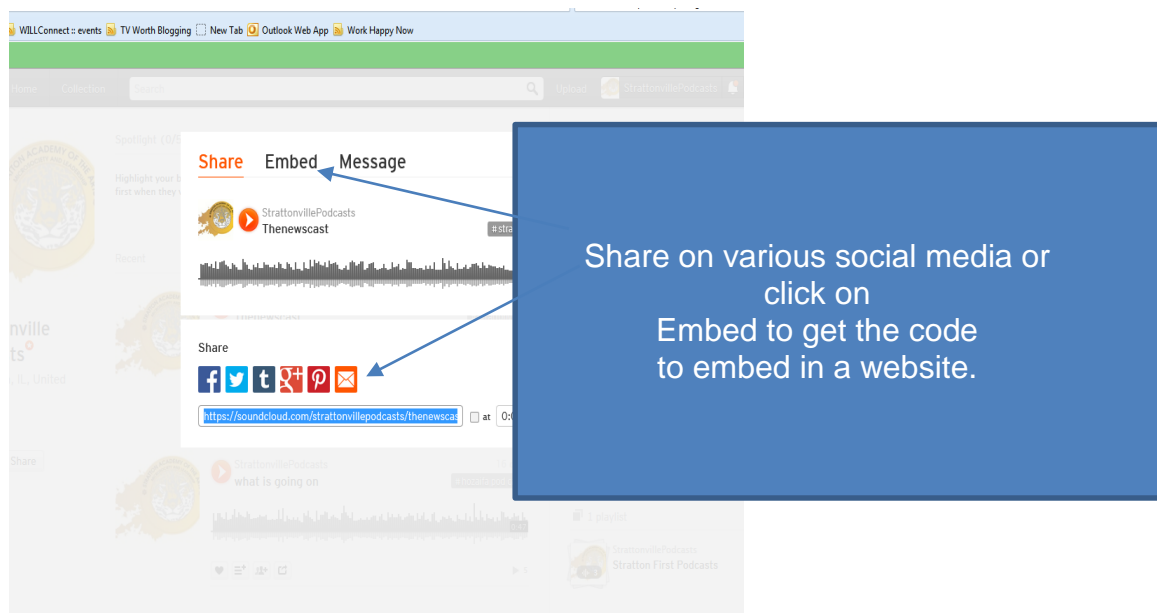* Required fields   Cancel Save

You must insert a Title for your podcast and some tags (key words that describe what your podcast is about). Then click on the "Save" button.

Once your podcast is saved. You may share it with others by clicking on the "share" icon:
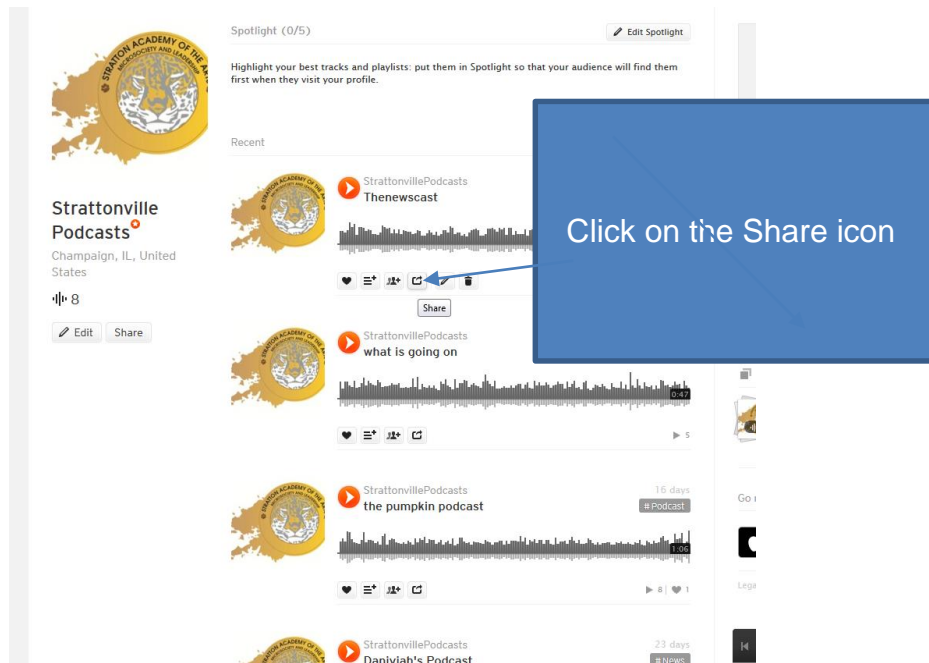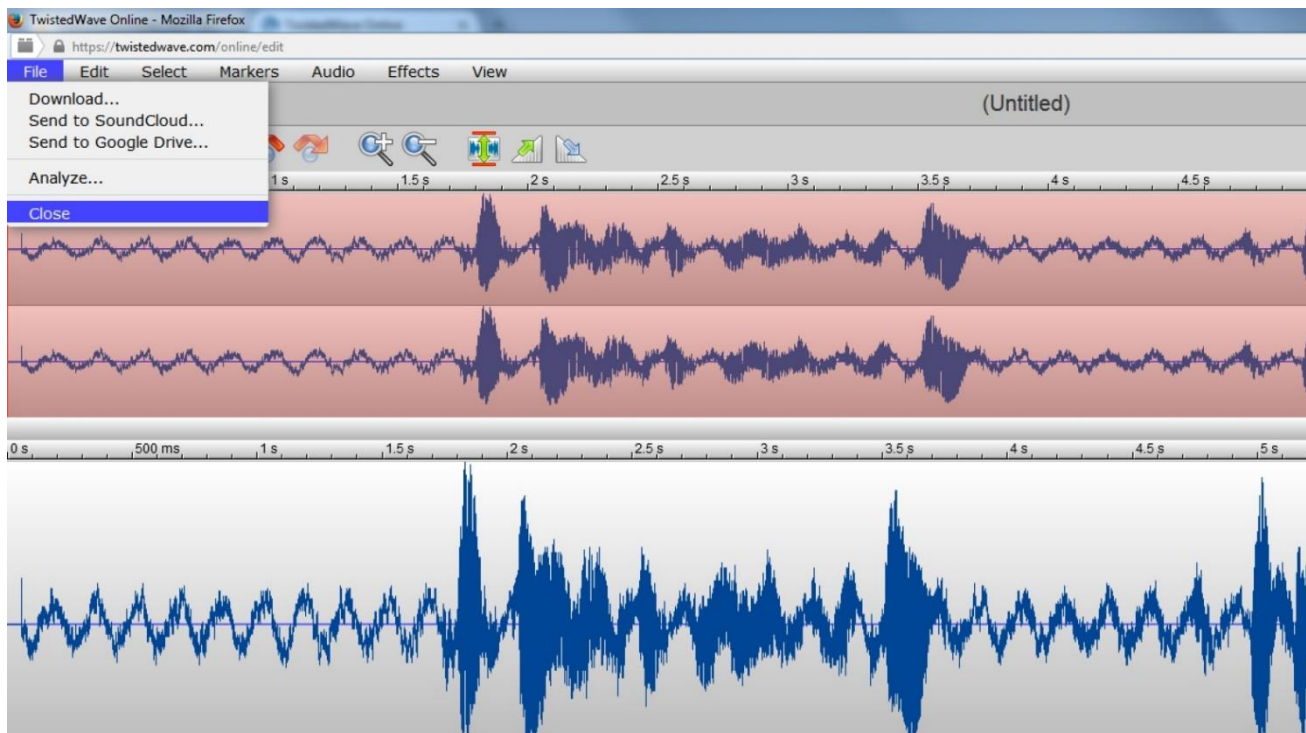

Log into various social media accounts to share or select "embed" to post to a website.

9) *Closing TwistedWave*

Once you are finished with Twisted Wave for the day, close your audio file by:

- Clicking on the word "File" in your tool bar

- Clicking on the word "Close" from the pull-down menu

- Twisted Wave automatically saves your file

10. Some Editing Tips

Increasing/decreasing the size of the audio file in Twisted Wave.

- Click on the audio file in the bottom window view and move the wheel of your mouse forward to increase the size of the file.
- Move the wheel towards your body to decrease the size of the file.

Viewing Your File.

There are three different ways to view your audio file: whole sound, center or cursor or zoom to selection.

- As a beginner, it might be easiest to view the whole sound file to keep track of your work.

See diagram below of how to select your view: