

Create an Audio Podcast Using a PC Computer

If you are a CSULB faculty member and would like to contribute an audio podcast for CSULB on iTunes U, you can do that with your PC and some audio software, which you can download for free.

You'll also need an inexpensive headset, which is a combination headphone and microphone. The Office of Academic Technology provides these headsets for CSULB faculty members.

1. To get the free audio recording software, go to the Audacity website. This is located at <http://audacity.sourceforge.net>.
2. Once at the Audacity site, you can click on the download tab. On the download page, on the right, in the center of the page, use the beta 1.3 for advanced users link that says "Windows."
3. Click on the Windows link and you get to the actual download page.
4. From the download page, you are going to download two files. First, the actual software itself, the beta version of Audacity. You do that by clicking on the link that says download.
5. Also, further down on the same page you will see a section that's called optional downloads. In this section we are going to want to download the LAME MP3 encoder that allows Audacity to export to the MP3 file format.
6. Once you've downloaded the Audacity software and the associated LAME MP3 encoder, install that software following the instructions found at the Audacity web site. Now you're ready to start your first episode of the audio podcast.
7. The first thing you need to do is type up a script because, not only will the script act as your script for the narration you're going to read, but afterward, it will be submitted as a transcript to accompany the audio file as it appears at CSULB on iTunes U. With a completed script you're ready to start recording your narration.
8. You do that with the Audacity software. The main controls for the Audacity software appear to be six buttons near the top left of the screen. You start the recording process by clicking on the right-most button, which is the record button. It's a red circle.
9. When you're finished narrating, you click on the third button from the left, which is a square. It's the stop button.

10. Once you've made your recording, you can export the file out as an MP3 audio file. You do this by going out to the top menu and selecting "file." From the drop-down menu, select "export." Make sure you select the "MP3 files" format. Then you can give the file any name you'd like to give it.

11. Select the folder you want to save the file in, then click on "save." From this dialog box accept all the default settings by clicking "OK."

12. Now you have your narration saved as an MP3 audio file.

13. Now that you have your script and your audio files, you can email the Office of Academic Technology.

14. Contact Walter Gajewski at Gajewski@csulb.edu or call him at (562) 985-2266.

15. If Walter is not available, contact Leslie Kennedy at lkennedy@csulb.edu or call her at (562) 985-1022.

Welcome to iTunes U.