

PODCASTING

****CONVERTING YOUR LECTURE INTO A MP3 FILE IN WINDOWS FORMAT:**

1. Choose Edit > Preferences, then click the Advanced tab at the top of the window and click Importing
2. From the Import Using pop-up menu, choose .MP3 (the encoding format that you want to convert the .wav file to) then click OK to save the settings.
3. Select the file to convert in your library, then choose advanced > Convert selection to MP3. (The menu item changes to show what's selected in your Importing preferences.)
4. The file in its original format and the newly converted file both appear in your library. Don't delete the .wav file until you are sure that the .mp3 file is posted on you web site and works!

PODCASTING

CREATING A PODCAST ON YOUR IPOD:

1. Attach iTalk and mic to iPod.
2. Click on "record"
3. Start talking. At the end of your lecture choose "Stop and save"
4. You're now ready to download to your computer. Connect iPod to your computer. The computer will open iTunes and automatically download your lecture into iTunes.

SETTINGS IN iTUNES

1. Open your iTunes "Library" and arrange items by name by clicking on the "Name" title.
2. Your podcast will appear by date and time it was recorded. It is a .wav file.
3. To convert your .wav file into an MP3 file (.mpg) first set the parameters for your mp3 file.
4. Under "iTunes" menu, Go to "Preferences" and select "Advanced".
5. Under "Advanced", select "importing", then choose "Import using: MP3 Encoder".
6. Under "setting" double click on the choice "custom". A dialog box will appear. In the mp3 encoder dialog box set the parameters for: "128 kbps (mono) and 22.050 kHz, mono". Then click "OK".

CONVERTING YOUR LECTURE INTO A MP3 FILE:

1. Highlight your podcast .wav file. **For directions on a windows machine see below
2. Choose "Advanced", then select "convert selection to MP3"
3. iTunes will convert your .wav file into a mp3 file which will appear next to the original file. You can verify which file is which by highlighting a file. Choose "Get info" from the "File" menu. A dialog box will appear. Choose "Summary" .
4. When you get info for the mp3 file a dialog box will appear. Choose "Get info" and fill in Name of Lecture, Year, Artist (This is your name), Album (type in the name of your class), Podcast. Under Comments, you may wish to place a copyright notice.
5. When you close the dialog box by clicking "OK", you will see that your podcast now has the name you gave it.
6. Now you can drag your podcast into a file, onto your desktop, or move it into your website folder so you can upload it to your website.