

How To Guides for Podcasting

"How To" Guides for Podcasting

This is an automatically-generated printer-friendly PDF version of the HTML web page at [How To Guides for Podcasting](#) ← CLICK HERE to get the standard HTML version of this document.

This is an automatically-generated printer-friendly PDF version of the HTML web pages at [How To Guides for Podcasting](#) ← CLICK HERE to get the standard HTML version of this document.

Searching for Podcasts

How to find [audio podcasts](#) and [vidcasts \(video podcasts\)](#) using a podcast directory

[Podcast Directory](#) [Audio Podcasts](#) [Video Podcasts](#)

Commenting on Podcasts

How to comment on [podcasts](#)

When you reply to a podcaster, whether by e-mail or voice message, try to follow these guidelines:

¶ If the podcasts are sequentially numbered, reference the show number in your message. It may also help to mention what the elapsed time counter showed during the portion of the original podcast being commented on. This information not only helps the podcaster determine exactly what content you are commenting on, but also lets them know that you had actually listened to their podcast and are not just sending messages to a bunch of podcasters at random in hopes of getting mentioned in their podcast or notes. (Some podcasts report getting four or more "spam" comments for each good one.) It also helps other listeners, who may have missed that part of the original podcast, by allowing them to easily find the location of the information being commented on.

¶ When leaving comments in a voice message, be sure to include your contact information. If this is included either at the beginning or the end of the message, it will be easier for the podcaster to edit them out.

¶ Recognize that podcast articles and comments may need to be edited by podcasters due to time constraints in the same way that newspaper articles are edited due to limited print space. Therefore, put the most important stuff near the beginning of your message and less important information toward the end of the message.

This is an automatically-generated printer-friendly PDF version of the HTML web pages at [Catching Podcasts](#) ← CLICK HERE to get the standard HTML version of this document.

Hardware for podcasting

For audio podcasting, using a USB microphone or headset is recommended because the audio is converted to digital format outside the computer. This is a better arrangement than using a microphone plugged into an audio card, where noise can be picked up from other internal components.

How to prepare for recording a podcast

¶ Get your show notes ready so you know what you will be talking about.

¶ Turn off the computer screensaver so that it will not activate during podcast recording and interfere with the audio capture software.

How to record a user-friendly podcast

These are some good ideas of things to include in every podcast. Since they are just suggestions. The order can obviously be changed to fit your podcasting style and anything that doesn't actually fit your particular podcast can simply be omitted.

¶ At the beginning of each podcast episode:

¶ State the name of the podcast.

¶ Summarize what the podcast is about.

¶ Indicate who is your intended audience, especially whether it is kid-safe or not-safe-for-work.

¶ State the episode number. If the podcast came from another source, such as a radio show, the original source should be cited.

¶ Summarize what this particular show is about based on the show notes you have prepared. (If the podcast is a re-broadcast of a radio show, this could be included in the on-air content.)

¶ Encourage users to sign up for your newsletter in order to get announcements and show notes.

¶ This is a good place to put some bumper music, if you like.

Some examples:

"Hi, this is Leo Laporte and this is my KFI podcast. This show originally aired on KFI AM 640 in Los Angeles on Sunday October twenty-second, two thousand six. This is show number two hundred ninety four." "Time to talk high tech. This is where we talk about what's happening in the world of technology; anything to do with computers, the Internet, MP3 players, camcorders, cell phones, home theater, televisions (anything with a chip in it)". (Here's a shout out to Leo, if you happen to be ego-surfing.)

How To Guides for Podcasting

"This is the TV Series dot com podcast, episode number one hundred and two for Tuesday, January 2nd, 2007. In this kid-safe show we'll be talking about the new television shows for the upcoming season and review some great vacation spots where the stars spent their summer." (The "this podcast is about television shows" was omitted since it should be fairly obvious from the name of the podcast.)

At the end of each podcast show:

Tell users how to leave voice comments and/or where to send comments via e-mail. Remind them to include what show number they are commenting on.

State the name of the podcast and the episode number again.

Remind users to sign up for your newsletter in order to get announcements and show notes.

Podcast shows are published as enclosures of a feed, which is one time of content syndication.

Keep the name of your podcast files as short as possible, and put anything that varies near the front of the name.

While some handheld devices automatically scroll the name of files being played so the user can see the entire name, many will simply truncate the names. So in some cases, only the first part of the name may be visible to the user. Therefore, there should be enough information near the beginning of the name of the podcast show files for the user to be able to distinguish between podcast episodes.

Start the file names with either the date or the show number. The other of these should be placed at the end, where it is more likely to be truncated, rather than adjacent, since both convey somewhat redundant chronological information. For most podcasts, having the date first is probably more useful. This first item should be followed by the podcast show title. For example:

Jan. 1 Podcast Guide Show #2006-01

Jan. 8 Podcast Guide Show #2006-02

Jan. 15 Podcast Guide Show #2006-03

Jan. 22 Podcast Guide Show #2006-04

Jan. 29 Podcast Guide Show #2006-05

Post-production

Send out an issue of your newsletter announcing the availability of the podcast show. Include a link to the episode's show notes.

This is an automatically-generated printer-friendly PDF version of the HTML web pages at [Podcasting](#) ← CLICK HERE to get the standard HTML version of this document.

