

Creating a podcast using ProfCast

Before you begin...

Have you already created a PowerPoint presentation that will form the basis of your podcast? Create a PowerPoint that consists of images and very little or no text at all. Essentially it should be a straightforward slide show. If you do use text keep it to three or so words per page in the largest font possible. The slide backgrounds should be plain or simply black to be most effective.

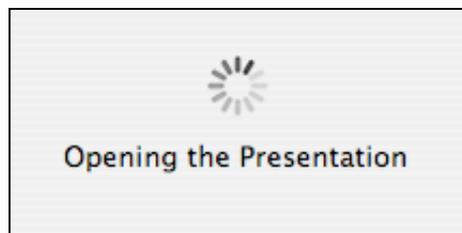
Recording The Podcast

Locate the **ProfCast** application on your computer and open it.

The window at left will appear.

Drag your completed **PowerPoint** presentation on to the blank square in the centre of this window to begin.

The following window will appear as PowerPoint and your presentation opens.



Once your PowerPoint presentation has finished loading check that your microphone is operating.

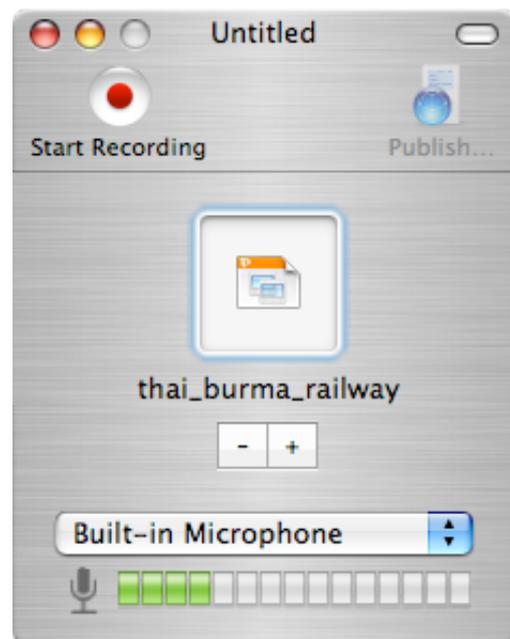
Click on the Start recording button to begin.

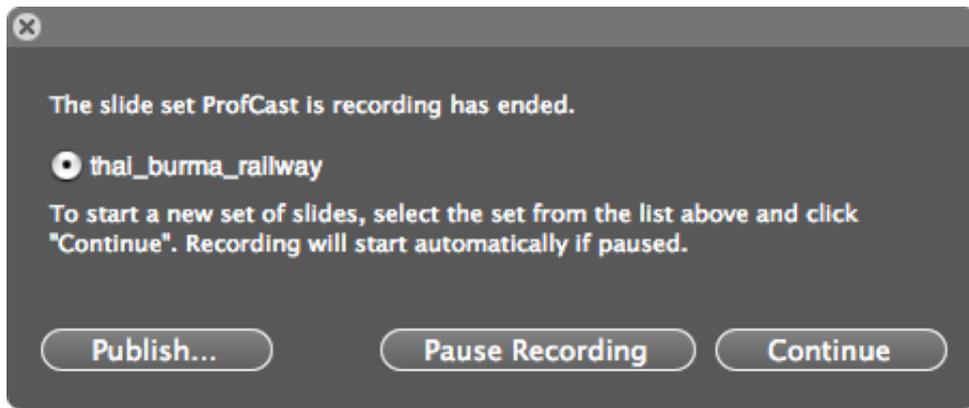
Once the first slide appears begin speaking into your microphone.

Before your advance to the next slide pause for a moment, press the space bar or right arrow key to move to the next slide and begin speaking as the next slide appears.

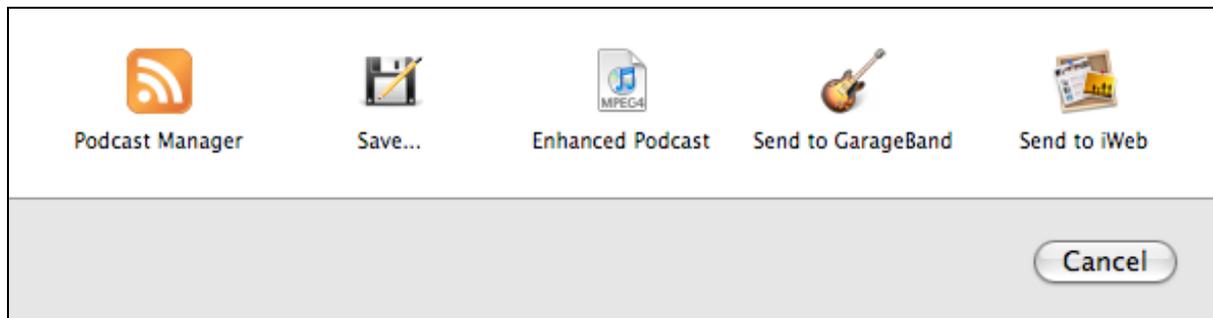
You might like to practise this beforehand.

When the slideshow ends the window below will appear.



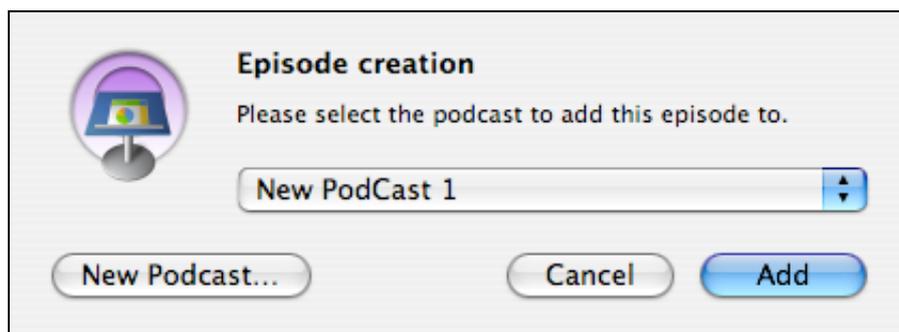


You can Publish the podcast, pause or continue. Click on **Publish...** The following window will appear.



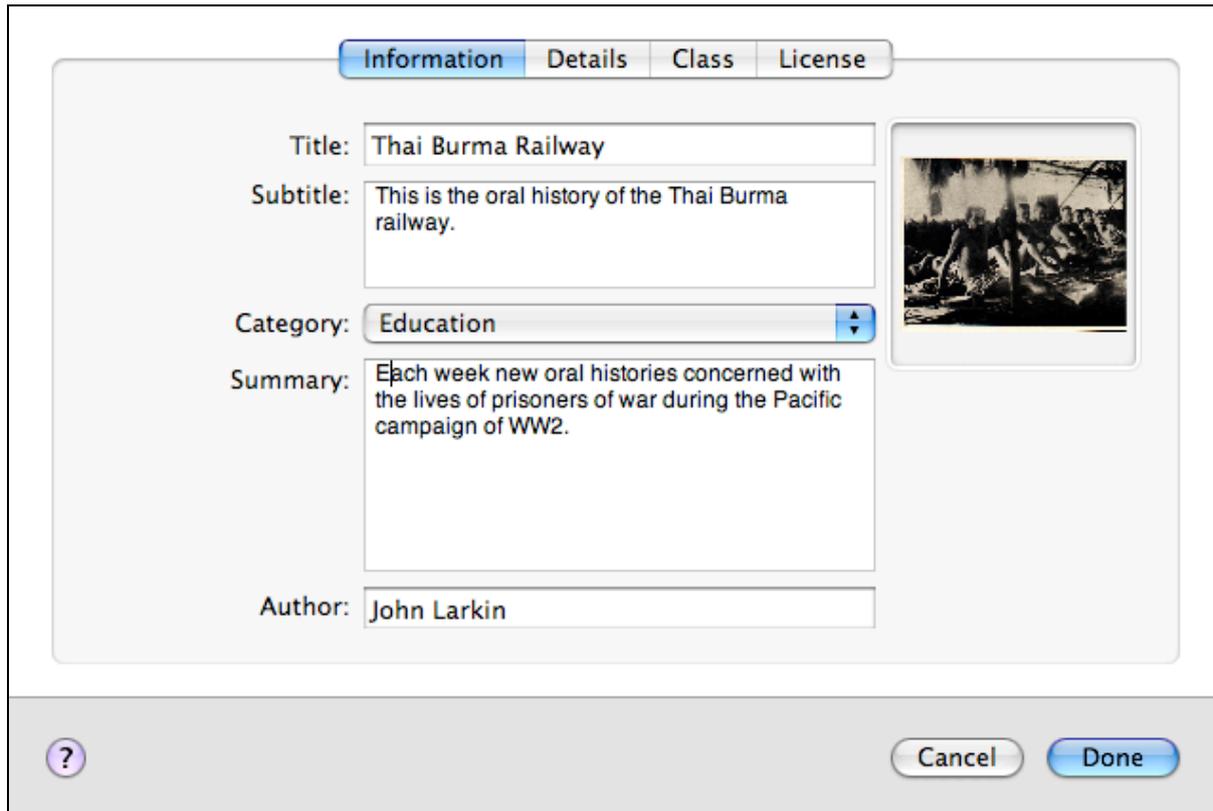
As you can see there are a range of possibilities.

Click on the **Podcast Manager** button. The following window will appear.



Click on the **New Podcast** button at lower left. The following window will appear.

Complete the **description** of your podcast on the **Information** pane.

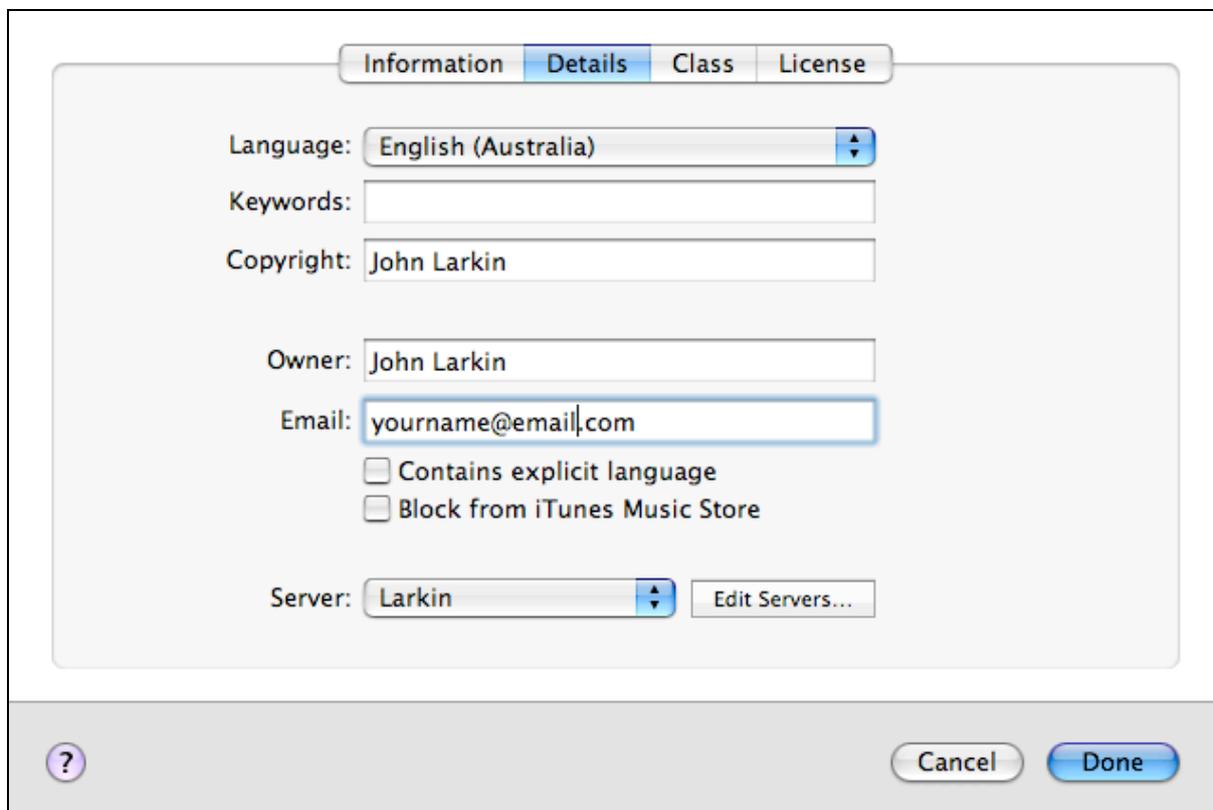


The screenshot shows a dialog box with four tabs: 'Information', 'Details', 'Class', and 'License'. The 'Information' tab is selected. It contains the following fields:

- Title: Thai Burma Railway
- Subtitle: This is the oral history of the Thai Burma railway.
- Category: Education (dropdown menu)
- Summary: Each week new oral histories concerned with the lives of prisoners of war during the Pacific campaign of WW2.
- Author: John Larkin

There is a small image thumbnail on the right side of the dialog. At the bottom, there is a question mark icon, a 'Cancel' button, and a 'Done' button.

Complete the **Details** of your podcast on this pane and then click on the **Edit Servers** button on the lower right.

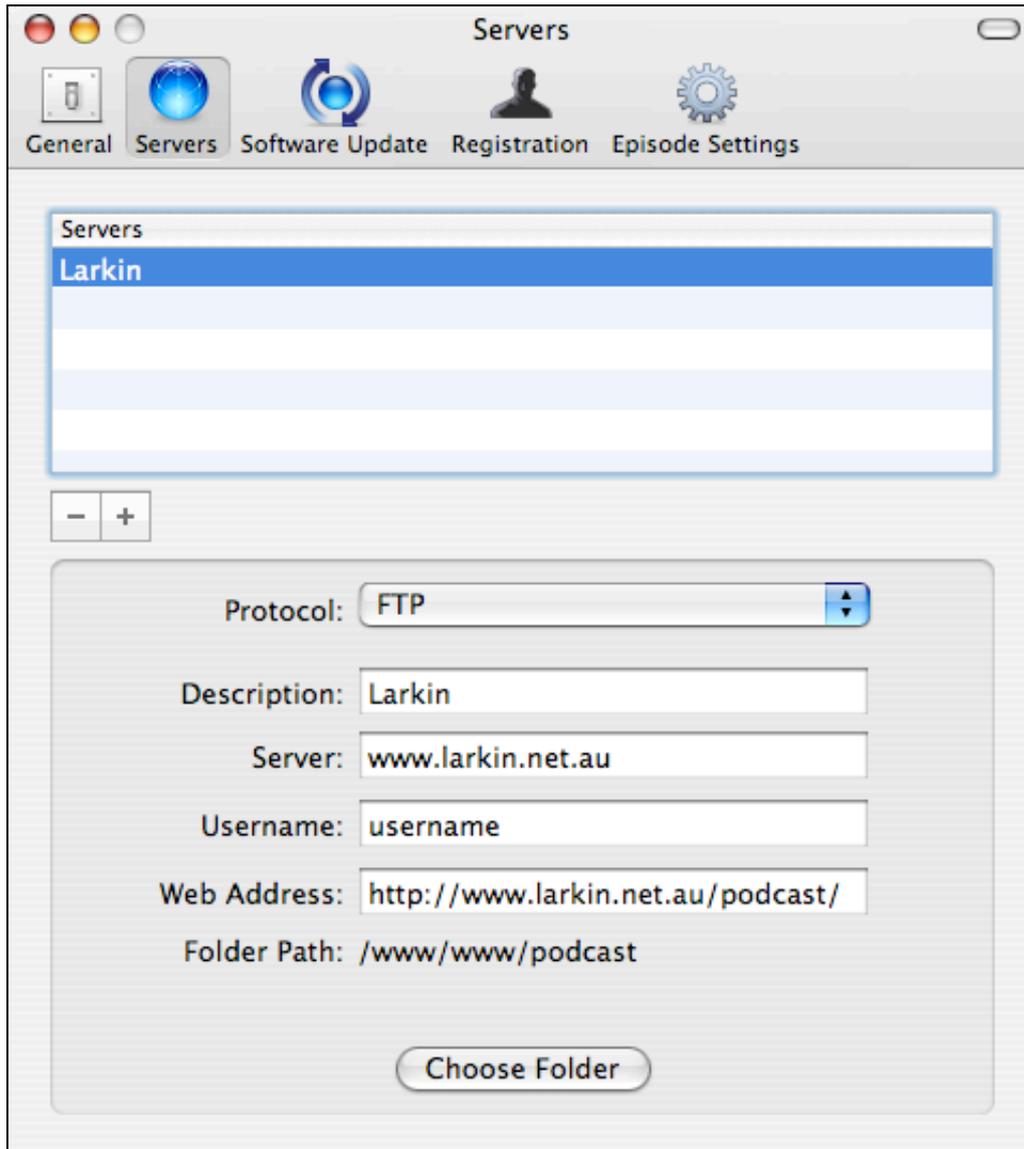


The screenshot shows a dialog box with four tabs: 'Information', 'Details', 'Class', and 'License'. The 'Details' tab is selected. It contains the following fields and options:

- Language: English (Australia) (dropdown menu)
- Keywords: (empty text field)
- Copyright: John Larkin
- Owner: John Larkin
- Email: yourname@email.com
- Contains explicit language
- Block from iTunes Music Store
- Server: Larkin (dropdown menu) with an 'Edit Servers...' button next to it.

At the bottom, there is a question mark icon, a 'Cancel' button, and a 'Done' button.

The following **Servers** window will appear that allows you to complete the details for your web server.



Close the window when you have completed the details. You will be asked for your password when you choose the folder on the server.

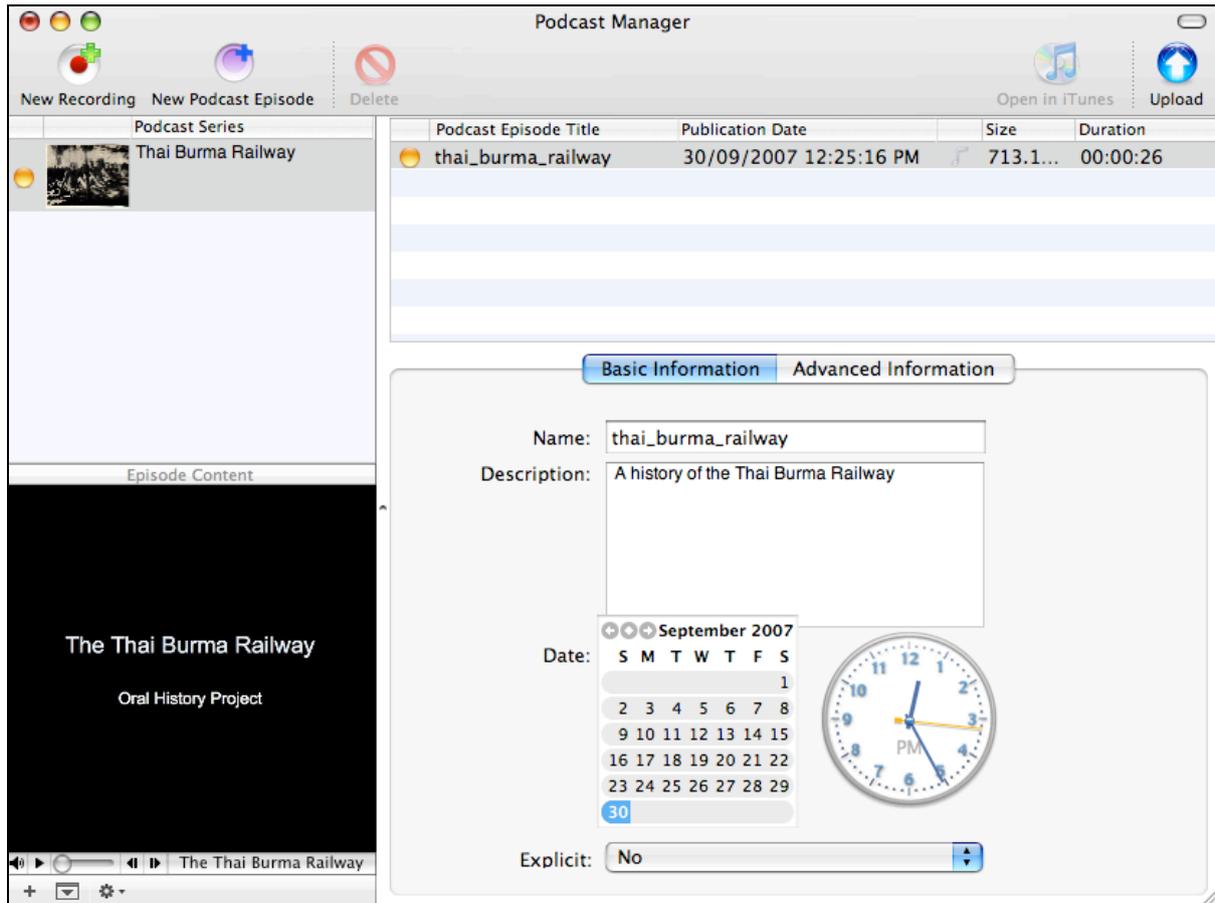
Complete the **Class** details of your podcast on this pane if you wish.

The screenshot shows a window with four tabs: 'Information', 'Details', 'Class', and 'License'. The 'Class' tab is selected. Below the tabs are three text input fields labeled 'University:', 'Class name:', and 'Class number:'. At the bottom of the window, there is a help icon (a question mark in a circle), a 'Cancel' button, and a 'Done' button.

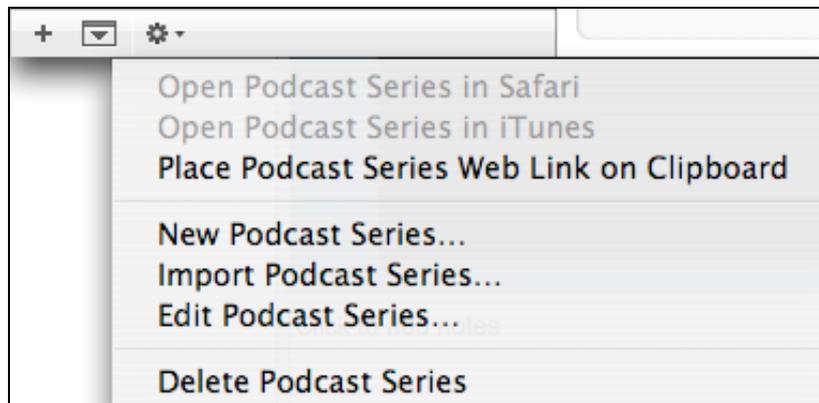
Complete the **License** details of your podcast on this pane if you wish.

The screenshot shows a window with four tabs: 'Information', 'Details', 'Class', and 'License'. The 'License' tab is selected. Below the tabs, there is a checkbox labeled 'Use Creative Commons License'. Underneath this checkbox are four radio button options: 'Allow commercial use', 'Allow modification' (which is selected), 'Allow modification, as long as others share alike', and 'Don't allow modification'. In the center of the window is the Creative Commons logo, which consists of the letters 'cc' in a circle followed by the words 'creative commons'. At the bottom of the window, there is a help icon (a question mark in a circle), a 'Cancel' button, and a 'Done' button.

This is the main podcast page in ProfCast. You can add additional details here.

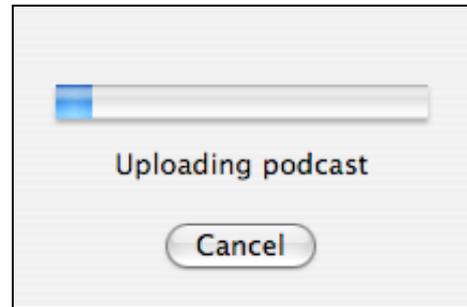
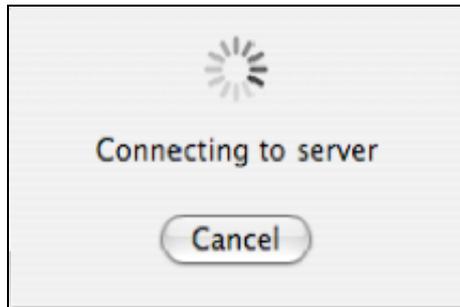
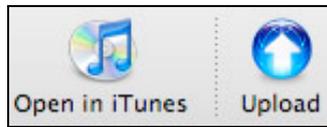


You can **delete** Podcasts by clicking on the third button in the lower right corner. Select Delete Podcast series from the popup menu.

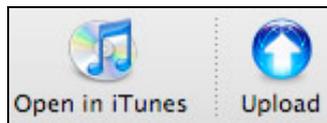


Publishing your podcast

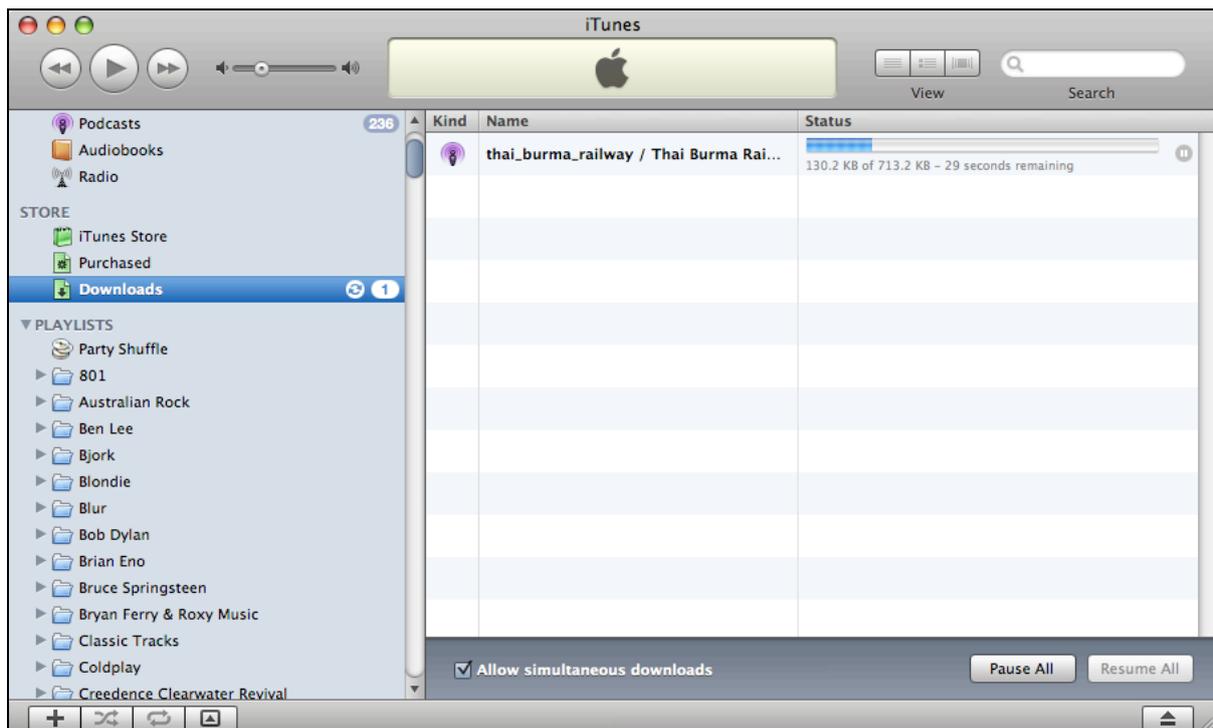
When you are ready to publish your podcast click on the **Upload** button in the top right hand corner of the window. The following two progress windows will appear in turn. If the PowerPoint is large the upload may take some time. Make a cup of tea while you wait.



When the Publishing has completed click on the Open in iTunes button located at the upper right hand corner of the ProfCast window.



iTunes will open and your new podcast will begin to download. See the window below.



The finished podcast looks like this. The **Now Playing** button at the bottom left reveals the embedded graphics. You can double click to view the entire PowerPoint as an enhanced podcast with voice and graphics!

