

Creating a Podcast ~ Working with Propaganda

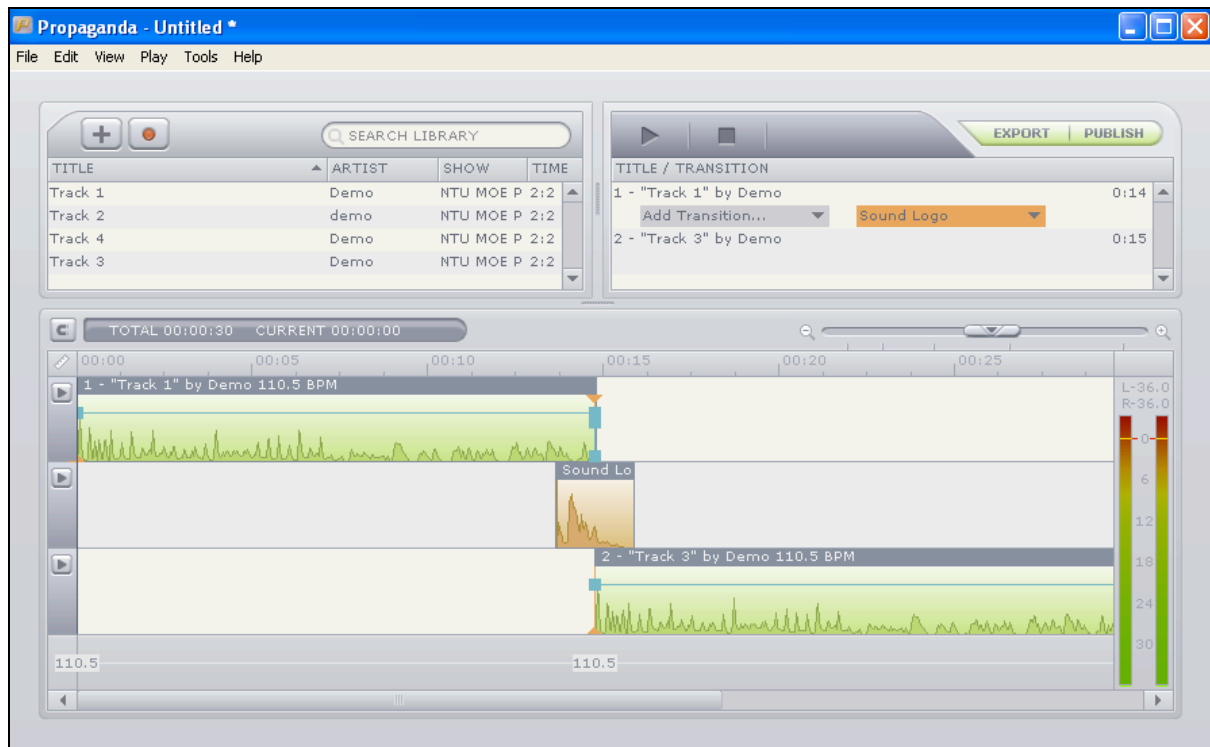
Opening propaganda

When you initially open the software application propaganda you will have the opportunity to view a very informative demo movie.

The application window is divided into three sections:

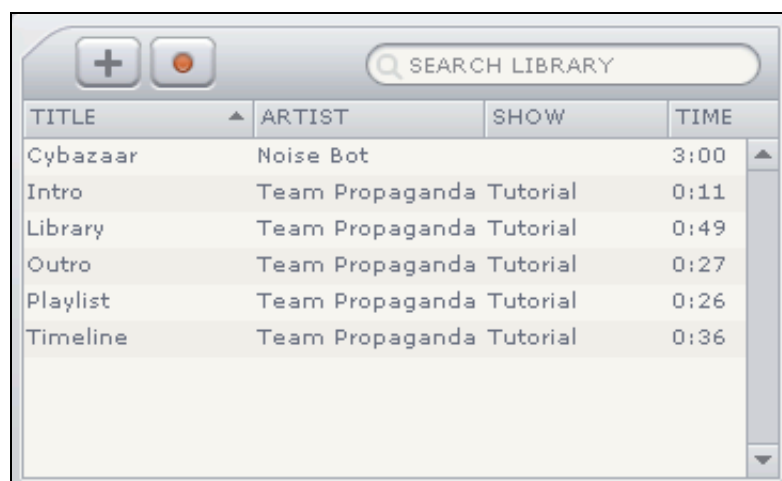
- The Library ~ this is where you store your audio files
- The Playlist ~ this is where you add your audio files to the podcast project
- The Timeline ~this is where you edit and manipulate your playlist files

Each of these section is illustrated in the screen shot below



The Library

The Library (in the upper-left part of the Propaganda window) is where Propaganda keeps a list of all the files you've imported. Sound effects, your takes, any background ambient noise sounds, and, of course, your music—the Library serves as the source of material for your Playlist.



Use the Library to see all the tracks you've added to Propaganda. You can also play a preview of any file in the Library and review such details as the artist, title, and length.

You can alter the name and details of a Library item by selecting it and typing Ctrl E. The following window will appear.

The 'Edit Tag' dialog box is titled 'Edit Tag' and shows the file path 'C:\Documents and Settings\Administrator\Desktop\Podcast Test\acs_pc_001.mp3'. It contains the following fields and controls:

- Title: NTU MOE Demo Episode 1
- Artist: Demo
- Show: ACS Demo
- Genre: Podcast
- Year: 2007
- Rating: 3
- Comments: (empty text box)
- Label: (empty text box)
- User 1: (empty text box)
- User 2: (empty text box)
- Original BPM: 98.1 (with 'Auto Detect', 'Tap', '1/2x', and '2x' buttons)
- Date Added: 7/5/2007
- Bitrate: 66kbps
- Time: 2:28
- Track Number: (empty)

Buttons on the right side include OK, Cancel, Preview, Stop, and Fast Forward.

Recording voice or other audio directly into the Library

1. Above the Library, click Record a New Clip
2. Select the recording device and input you want to use.
3. Check options you want to apply to your recording when you're done.
4. When you're finished speaking, click OK.
5. To save your recording, fill in the Label Recording dialog box or click Cancel to discard your recording.



The Playlist

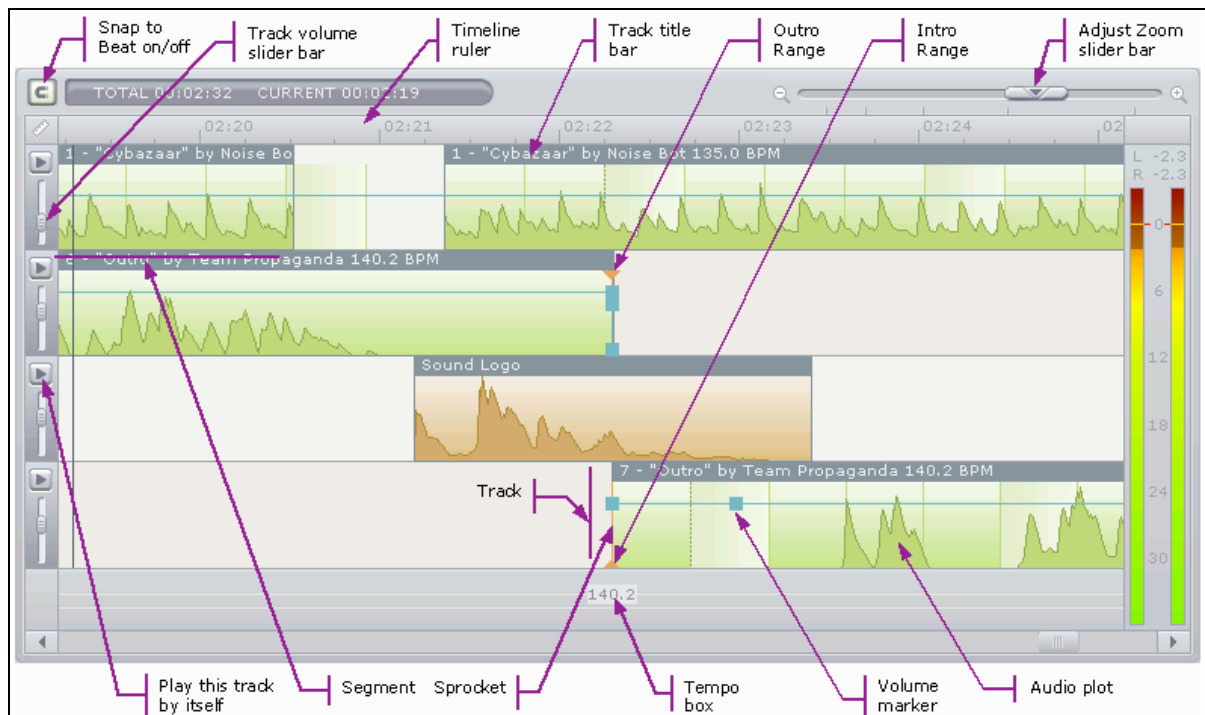
When you're ready to create your show, you drag tracks from the Library and drop them into the Playlist (in the upper-right part of the Propaganda window). Propaganda plays the tracks in the order they're listed.



Within the Playlist, you can change the order of tracks by dragging individual tracks to new locations in the Playlist.

The Timeline

The Timeline (in the lower half of the Propaganda window) is a visual representation of the tracks in your Playlist. Each horizontal row in the Timeline represents an individual track in your Playlist; it also shows you where the tracks overlap. The hills and valleys (or the audio plot) correspond to changes in volume.



Within the Timeline, you can:

- Adjust the mix of tracks by changing the overlapping segments.
- Adjust the tempo of the Playlist.
- Fade in and out using volume controls.
- Change the bass and treble levels.

Propaganda uses non-destructive editing. This means that no matter how much you edit a track in the Timeline, you never really change the original file. You can always get back to it. With this approach, your onscreen editing goes

much faster than if you were working on the original file, and your working files are much smaller, saving space on your hard disk. In addition, Propaganda has a robust "Undo" feature that can undo almost anything you do in the Playlist and the Timeline. (Be careful, though; there's no Undo in the Library.)

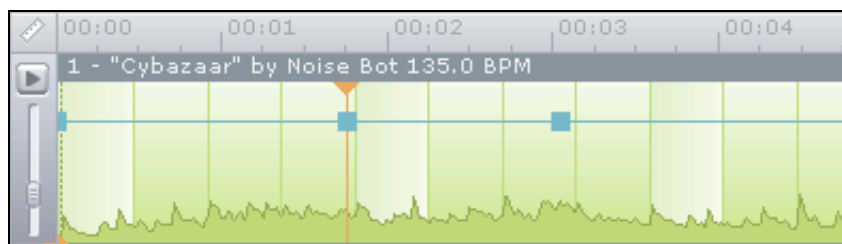
Splitting a track into segments

In Propaganda, a segment is simply a piece of a track that you can work with. When you drag a track into a Playlist, by default it consists of only one segment. You can, however, split a track into two or more segments.

For example, you can take a ten-minute dialog and chop it into a few segments—the intro, second speaker, a different topic, etc. You can now easily delete or copy sections to rearrange the track. You can also move segments, make segments longer or shorter, and so on. By default, a track has only one segment.

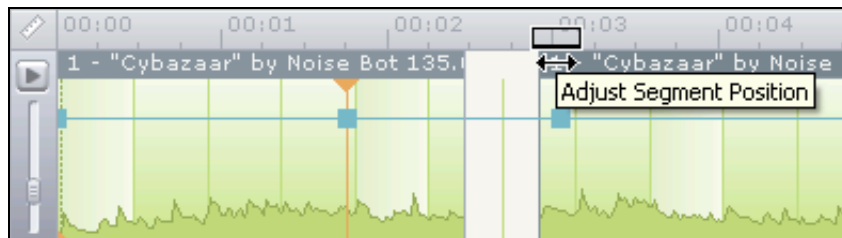
To select a segment

1. Click the segment.
2. The selected segment is indicated by a highlighted header. (If the entire track is only one segment, the entire track will be selected.)



To split a track (or a segment) into segments

1. In the Timeline, click a track (or an existing segment) at the point where you want to split it in two. A flashing vertical cursor appears.
2. Right-click the Timeline, and choose Split Segment at Cursor.

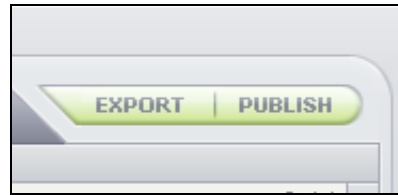


To merge two segments into one

1. In the Timeline, click a track that you've already split into two or more segments.
2. Drag the edge of the first segment so it covers the entire second segment.
3. Repeat Step 2 as necessary.

Publishing your podcast show

Once you have completed your editing you are ready to publish this episode of your podcast. Click on the Publish button located on the top right hand corner of the Propaganda window.



The following window will appear.

Publish to Conventional Web Host (Step 1 of 3)
✕

Channel Title:
(Put the name of the podcast or station here. Example: John's Political Commentary)

Channel Description:

Show Title:
(Put the name of this episode here. Example: Show #35, breaking news)

Show Description:

Audio Format:

Complete the following details:

Channel Title: This is the name of the entire podcast programme. It may have more than one show or episode. It may have 20 episodes for example.

Channel Description. This is a description of the podcast programme. What is it about? What is the subject matter?

Show Title: this is a description of the current episode or show that you have just created. It is wise to number the episode.

Show description. This is a brief description of the particular episode. What is the focus this week for example?

Audio Format: You can determine the audio format and the sound quality at this point.

Important! Now click on the Advanced Button!!!

Naming the file

Click on the Advanced button. The following window will appear.

Advanced Publishing

Audio File Name:
(Example: myshow.mp3)

RSS File Name:
(Example: mychannel.xml)

Web Page File Name:
(Example: myshow.html)

Enable WMA publishing in addition to MP3

Channel Link (optional):
(Put the location of your primary podcast page here. Example: www.mysite.com/info.html)

Copyright (optional):
(Example: (c) 2005 My Broadcasting Company)

Email Address (optional):
(Example: admin@mysite.com)

Help OK Cancel

Complete the following details:

Audio File Name: Give each show or episode of your podcast show a **different** sequential file number or at least an **unique name** otherwise you will write over the previous show. Make sure the file name is meaningful and logical.

**Remember: *Each* episode of the podcast programme
that is created must have a *unique* file name**

RSS File Name: Feed.xml is a sensible name.

Web Page File Name: You could call this show.html, episode.html, etc

Enable WMA: If you are publishing WMA files remember to check this box.

Channel link: This is the address of the online page that describes the Podcast Programme and each episode. You would also include the feed address here as well.

Copyright: You could include relevant copyright details here.

Email address: You could include a contact email address.

Once you have completed this window click on the **OK** button.

Entering the Server and ftp details

The podcast file and the script created by Propaganda needs to be uploaded to the web server where the files will be hosted. Click on Next to see the window below:

Publish to Conventional Web Host (Step 2 of 3)

Web Site:
(This is the address visitors use to see your website. Example: www.mysite.com.)

FTP Server:
(This is where you upload your podcast. It might be the same as your website, for example, upload.mysite.com. If you want to upload to a subfolder, specify it here. For example, mysite.com/podcasts)

FTP Folder (optional):
(Some ISPs require you to upload your web site to a sub folder. If your ISP requires this, enter the folder name above. Otherwise, leave this item blank.)

Username:

Password:

Complete the following details:

Web Site: This is the address of the online page that describes the Podcast Programme and each episode. You would also include the feed address here as well or the main home page of the institution or organising producing the podcast.

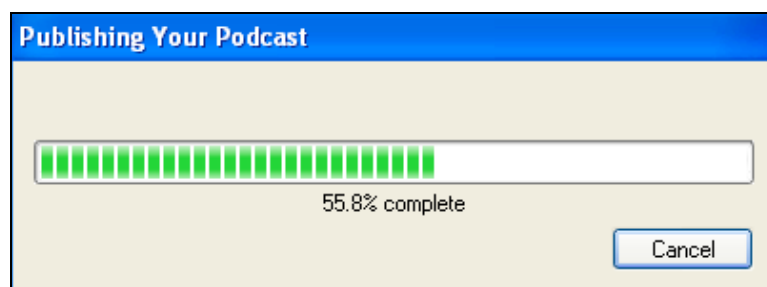
FTP server: Enter the web server address here. Your IT staff will know these details.

FTP folder: If a specific folder has been created enter it here.

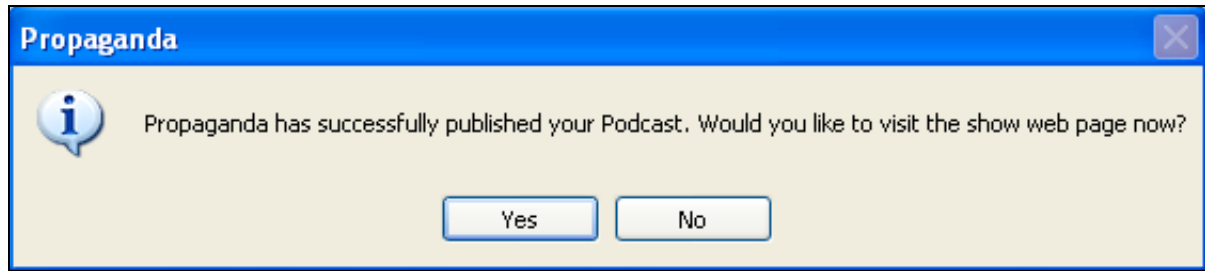
Username: Enter the username.

Password: Enter the password

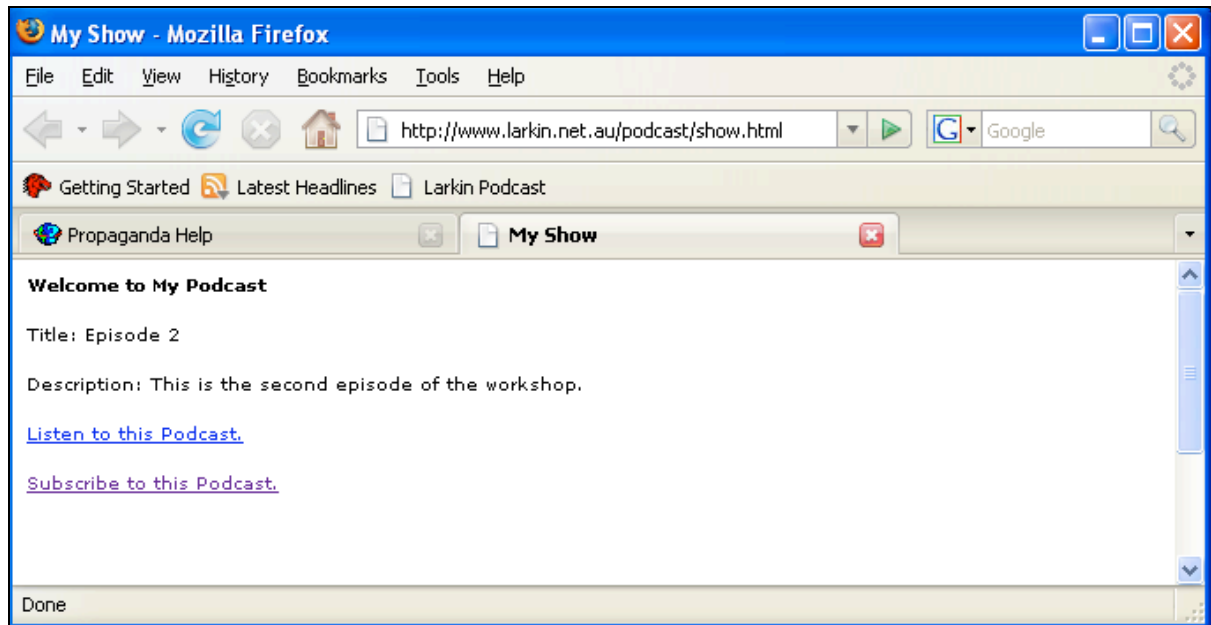
Click **Test** to verify that all the details are correct. Click **Next** when you are sure everything is complete and correct. The following progression bar will appear as the file is processed and uploaded.



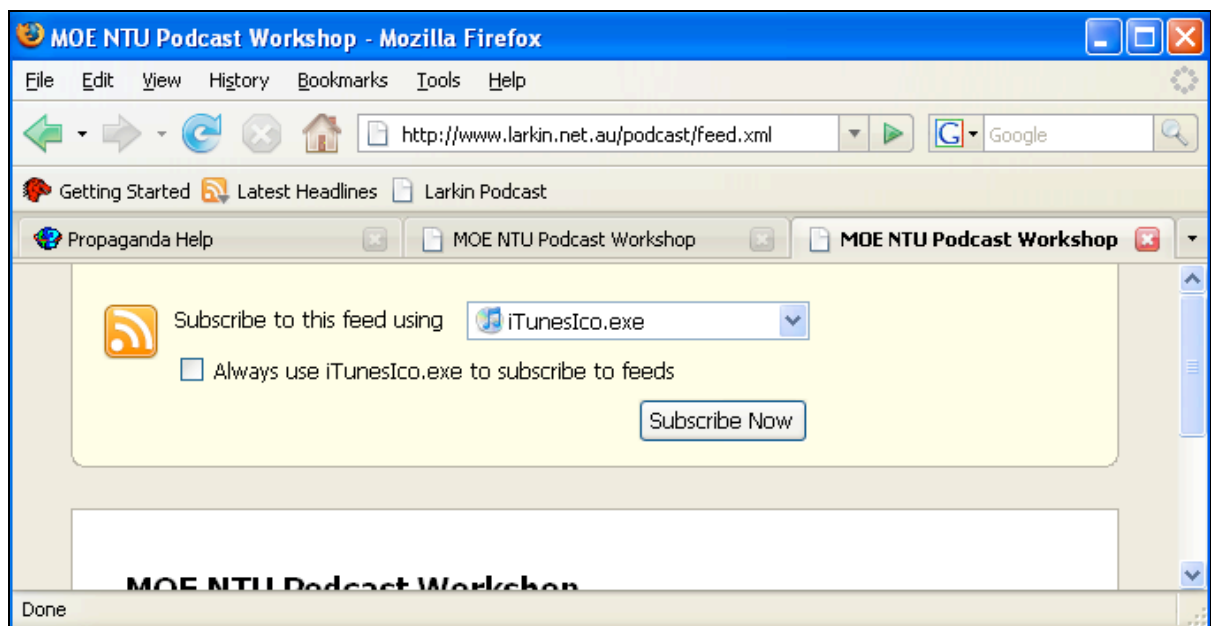
Once the podcast and the relevant feed file has been uploaded to the server the following alert box will appear.



Click on Yes and you will be taken to a specific web page. See below.



Click on the Subscribe to this Podcast link. You will see this window:

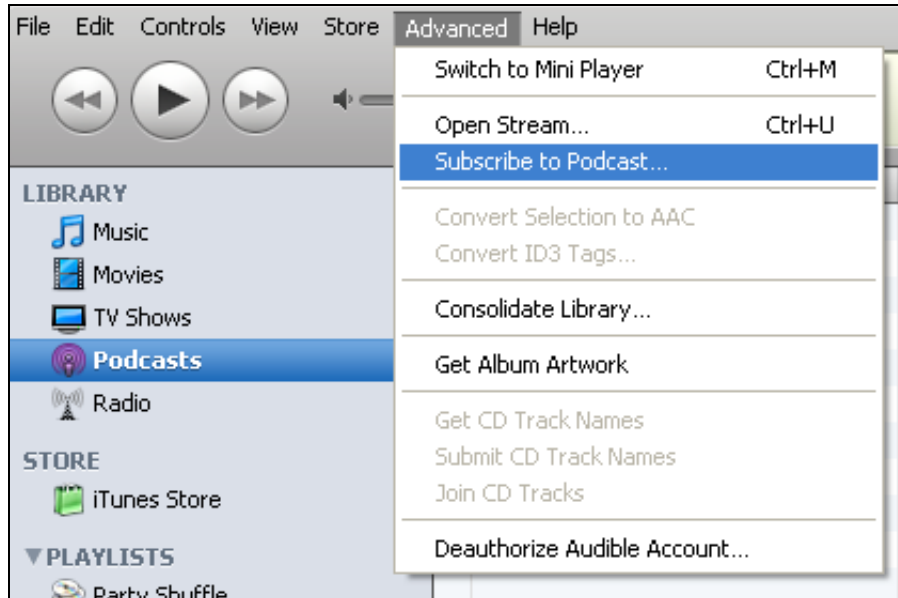


On some computers all you need to do is simple select the feed menu item and the podcast show will be downloaded and opened in software such as Apple iTunes. On other PCs this will not happen.

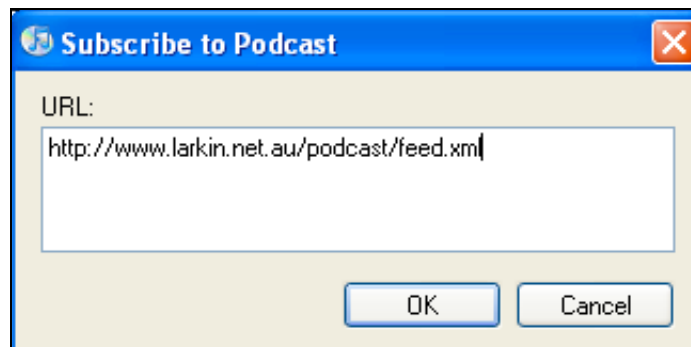
All one needs to do is to select and copy the feed address from the address bar of the browser. In the example above the feed address is:

Example: <http://www.larkin.net.au/podcast/feed.xml>

Open a suitable podcast playing programme such as iTunes and past the feed address into the subscribe window of the software. In iTunes select Subscribe to Podcast from the Advanced menu. See below.

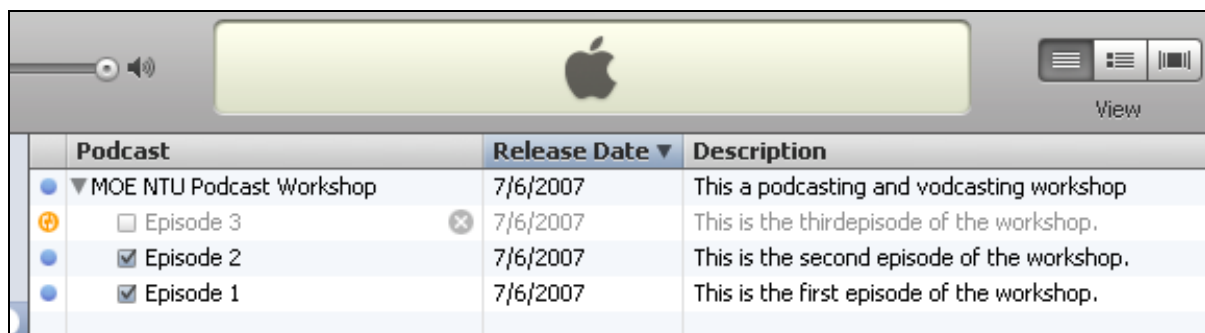


The following window will appear.



Paste the feed address into the popup window and click OK.

The podcast episode will download. See below.



In the example above Episode 3 is in the process of downloading after the user has refreshed the podcast list.

Publishing subsequent episodes.

Remember, when publishing following episodes remember to give each episode a **unique name** and the podcast file a **unique file name**. See the examples below.

The dialog box is titled "Publish to Conventional Web Host (Step 1 of 3)". It contains the following fields and options:

- Channel Title: MOE NTU Podcast Workshop
(Put the name of the podcast or station here. Example: John's Political Commentary)
- Channel Description: This a podcasting and vodcasting workshop
- Show Title: Episode 2
(Put the name of this episode here. Example: Show #35, breaking news)
- Show Description: This is the second episode of the workshop.
- Audio Format: MP3 - 160 kbps (dropdown menu)
- Buttons: Advanced..., Help, < Back, Next >, Cancel

The dialog box is titled "Advanced Publishing". It contains the following fields and options:

- Audio File Name: episode002.mp3
(Example: myshow.mp3)
- RSS File Name: feed.xml
(Example: mychannel.xml)
- Web Page File Name: show.html
(Example: myshow.html)
- Enable WMA publishing in addition to MP3
- Channel Link (optional): http:// www.larkin.net.au/index.html
(Put the location of your primary podcast page here. Example: www.mysite.com/info.html)
- Copyright (optional):
(Example: (c) 2005 My Broadcasting Company)
- Email Address (optional):
(Example: admin@mysite.com)
- Buttons: Help, OK, Cancel

Remember: *Each* episode of the podcast programme that is created must have a *unique* file name