Podomatic

Podcast creation and publishing via an online tool

Podomatic is an online service that allows you to record and publish podcasts for *free*. You can upgrade to a professional version of the servive and as a result there is extensive advertising on the web site. However, all of this is negated if you simply give the feed address of the podcast that you set up to your users. They can then subscribe to and listen to the podcast using iTunes or an online reader such as iGoogle, Yahoo or NewsGator.

You can also record podcasts using other software such as Audacity and save the project as an mp3 file or wav file and upload it to the Podomatic web site for conversion to a podcast.

Getting started

First of all, launch a browser. This can be Internet Explorer, Firefox, Safari, Opera and so on. It does not matter whether you are using a PC with Windows or Vista. You could be using a Macintosh. It makes no difference.

Concerns regarding operating systems and compatibility are no longer an issue with these online tools. It is liberating just to think of that. Type in the following Internet URL or web address in the address bar of the browser.

http://www.podomatic.com/

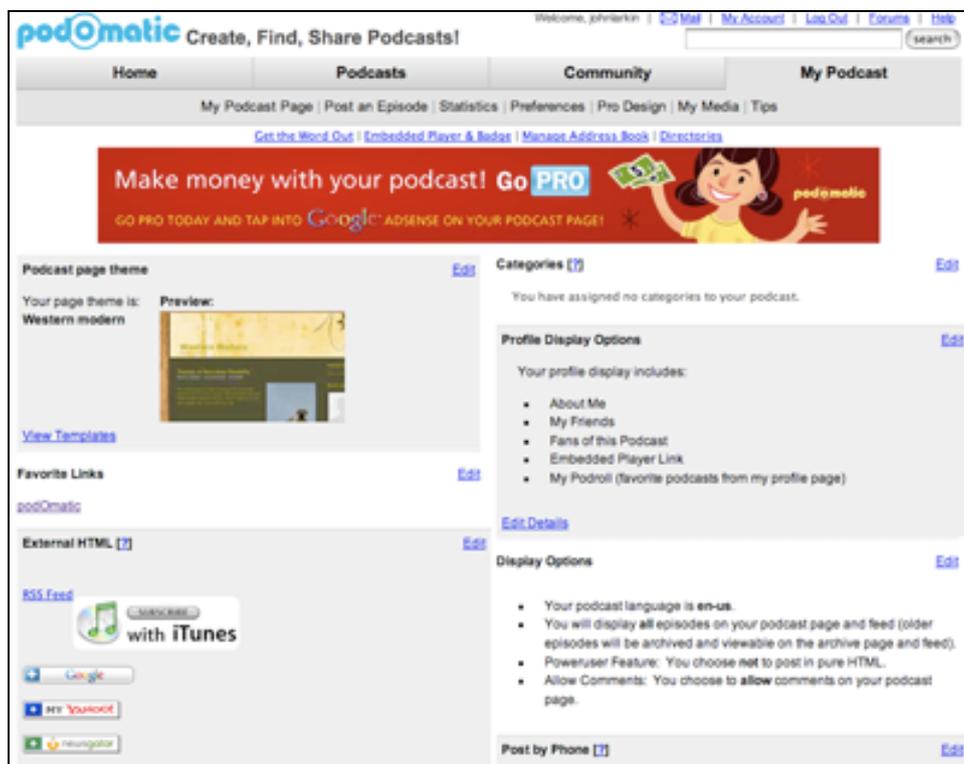The following web page will appear in the browser.

Setting up an account and setting your preferences

Click on the **Sign Up** link located up the top right hand corner of the page. Create your account.

When you are setting up your account create a good password that is meaningful only to you and that you can remember. I personally use a related sequence of passwords for my various Internet accounts. There is one rule that I always follow. I NEVER use my bank pin or banking password for any Internet related account. The PIN and password that I use for my bank are very different and totally unrelated to anything that I do on the Internet.
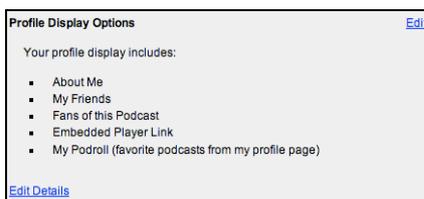
It is wise to set up and secure your profile. I recommend that you should establish a private profile until you are comfortable with using the tool.

Click on the "**My Podcast**" tab and then click on the **Preferences** link. You will see the following page.
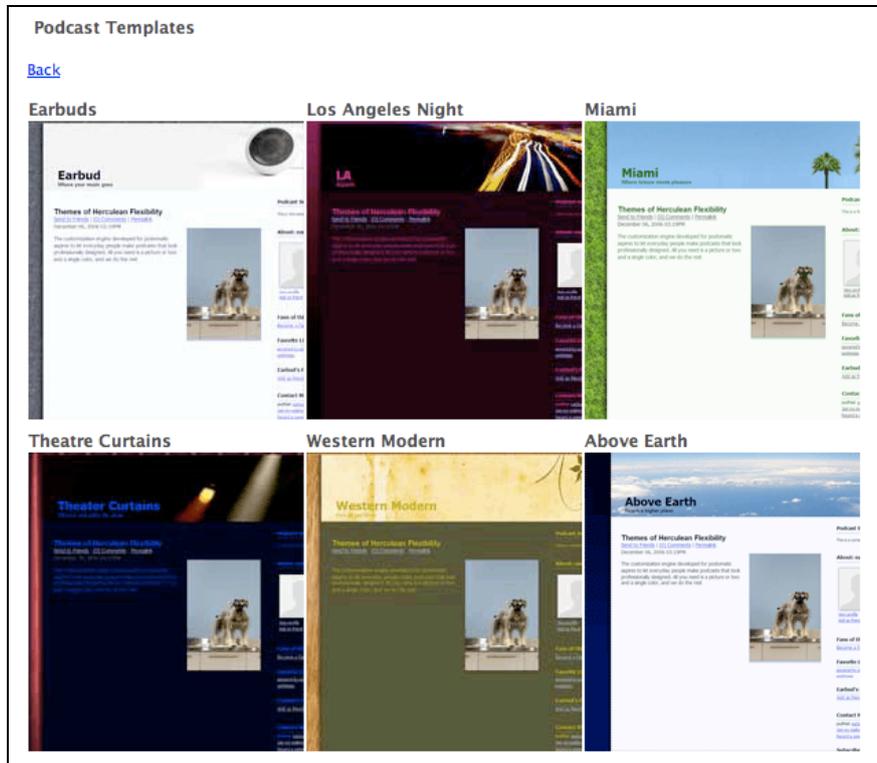

You will see the **Profile Display Options** on the right hand side of the page. Click on the **Edit Details** link.

I recommend that you deselect all the options. As a result your profile will be private. Once you have deselected all the options click on the **Save** button.
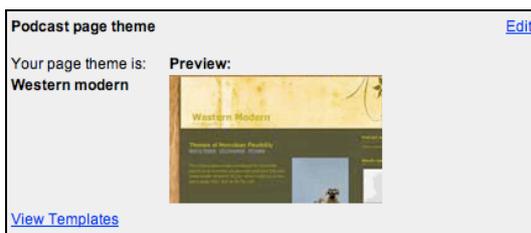
While you are working on the **Preferences** page you can also adjust the look and feel of the web page that will display and list your podcasts.

Click on **View Themes** link of the **Podcast Page Themes** section on the Preferences page. The following page will appear.
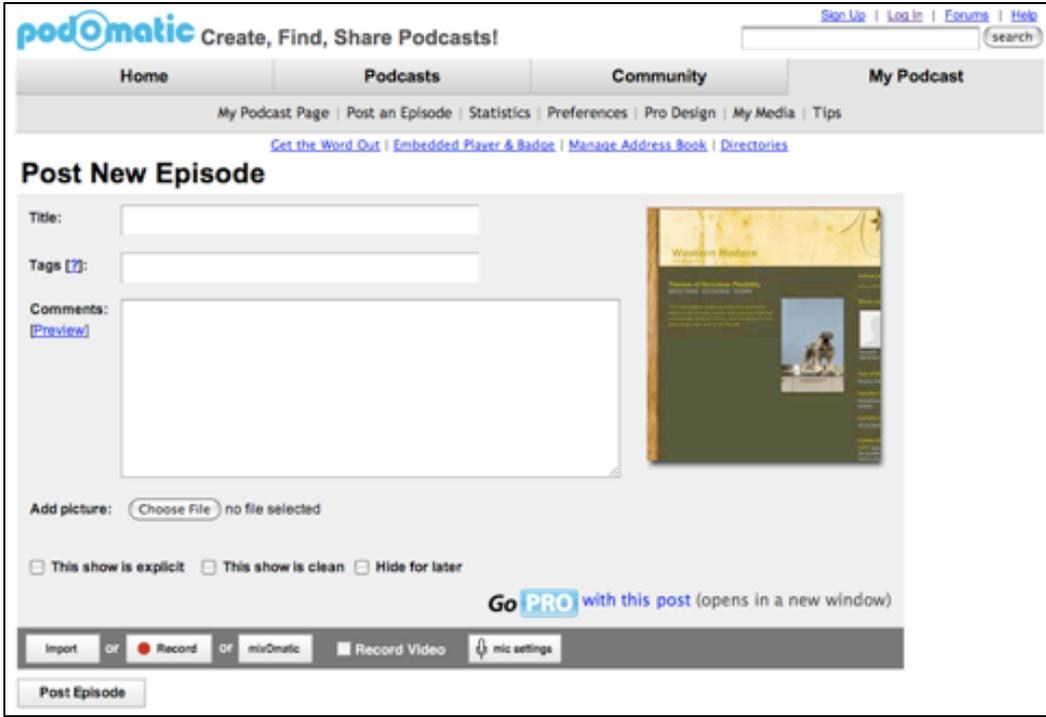

There is a range of **Themes** available to use. Once you have decided which theme you would like to use click on the **Back** link.

Click on the **Edit** link. Choose a **Theme** from the set listed in the drop down menu and then click on the **Save** button.

Recording a podcast.

Click on the **My Podcast** tab. Then click on the link, **Post a New Episode**. The following web page will appear.

Complete the following fields:

Title   What id the name of your podcast? Is it part of a numbered series of
                podcasts? Is it on a specific topic?

Tags   Tags are a form of taxonomy. What are the mani subject or topic areas of
                your podcast? Using tags can help uses to find your podcast if you wish
                that.

Comments   In this field you can provide a description and a rationale for your podcast.
                There may be information regarding a lesson plan, a teaching programme
                or a curriculum objective for example.

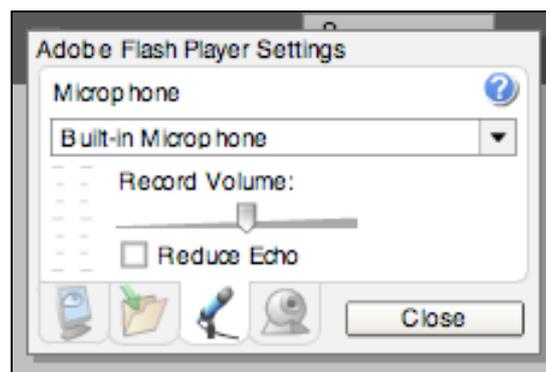You can add a photo for your specific podcast if you wish.

You can also indicate whether the show is clean, explicit or to be hidden. The fact that there are *explicit* podcasts may be an issue in some quarters. You can use Podomatic to create a podcast and then simply download the completed podcast file to your own PC.

You can then distribute the podcast file via your own server, thumb-drive or CD-ROM, for example. There are many possibilities.

| Import | or | ● Record | or | mixOmatic | | ■ Record Video | | 🎤 mic settings |

Checking the microphone

Now, you are ready to record. Is your PC or Mac set up correctly for recording? Are you using a built-in or external microphone? Please ensure that your computer is ready for recording. One way to quickly check is to click on the "Mic Settings" button. The following window will appear.
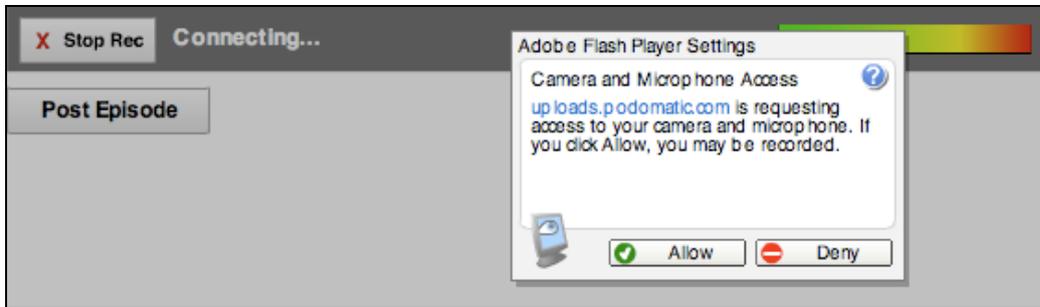
From within this window you can select from either a built-in or external microphone. You can also select a DVD audio input. You can also store your audio locally on your own computer. Speak into your microphone and see if it registers on the volume meter on the left hand side of the popup window.

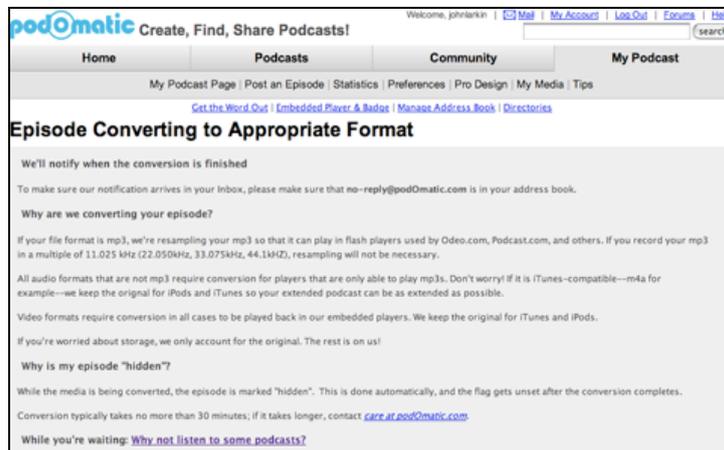In order to explore the functionality of this pop-up window click on each of the four buttons.

You can actually record video if you wish. Simply select the video option. When you are ready to record click on the Record button.

The following window will appear. The Flash Player settings window will also appear. Click the Allow button. The window will indicate that you are recording.
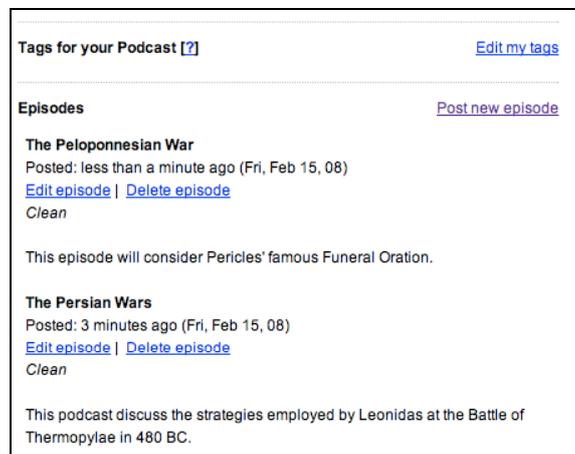

Click the Stop Rec button when you have finished recording the audio. Then click on the Post Episode button. The podcast will be saved. The following web page will appear.

The recording will be converted to an audio format suitable for podcasting.
Reviewing your podcast

The completed podcast will now be listed on your "**My Podcast**" page. Click on the "**My Podcast**" tab to view your podcasts. They will be listed on the left hand side of the page.

Your podcasts will be listed with the most recent recording listed at the top. You can edit the written details for the episode. You can also delete the episode if you wish.

If you wish to see your public Podomatic podcast page click on the "My Podcast Page". You will see a page displaying the theme of your choice as well as a list of your podcasts.

As you can see visitors to your podcast page can send your podcast on to others, download the podcast to their computer or obtain the link for each specific podcast. Visitors can also subscribe to your podcast in a newsreader or in iTunes.