



Tool Factory's Step-by-Step Guide for Teaching and Learning Podcasting

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Options Menu: Setting up FTP



Start > All Programs > Tool Factory Podcasting Options

A screenshot of the "Tool Factory Podcasting Options" dialog box, specifically the "FTP" tab. The dialog has three tabs: "FTP", "Podcast management", and "General". The "FTP" tab is active and shows three steps: "Step 1 - Check FTP availability" with a "Can I FTP?" button; "Step 2 - Enter the settings for your FTP account" with fields for "Address" (ftp.podiumpodcasting.com), "Port" (21), "Username" (182137), "Password" (masked with dots), "Podcast folder" (/), "Web address" (http://www.podiumpodcasting.com/~182137/), and an "Anonymous user" checkbox; and "Step 3 - Test the connection to your FTP account" with a "Test Connection" button. Arrows point from text annotations to the "Can I FTP?" and "Test Connection" buttons. At the bottom are "OK" and "Cancel" buttons.

Step 1 - Check FTP availability

Can I FTP? ← Click here to search for an FTP

Step 2 - Enter the settings for your FTP account

Address: ftp.podiumpodcasting.com Port: 21

Username: 182137 Password: Anonymous user

Podcast folder: / Browse...

Web address: http://www.podiumpodcasting.com/~182137/

Step 3 - Test the connection to your FTP account

Add your server information here. Contact your Tech Coordinator for the details.

Test Connection ← Click here to test the connection once details are entered.

OK Cancel

Use your start menu to access the Tool Factory Podcasting Options. This allows the user to set up the server web address, username and password. Tool Factory provides web server space on:

www.webpagestation.com

There is a sample account posted here:

http://www.toolfactory.com/products/accessories/display_downloads?itemnumber=2121

To use your own server contact your Tech Coordinator for the appropriate settings.

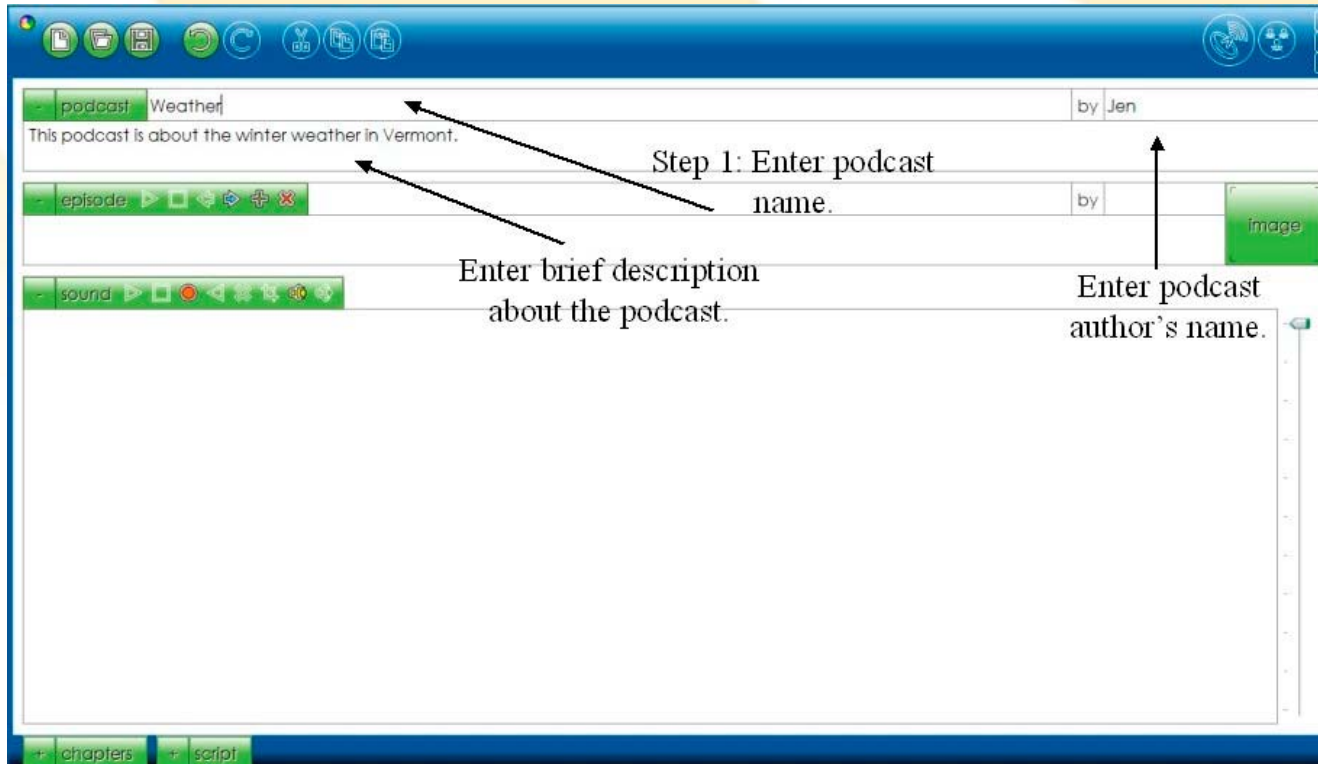
Options Menu: General



The screenshot shows the "Tool Factory Podcasting Options" dialog box with the "General" tab selected. The "Option file" section has a text box containing the path "C:\Documents and Settings\All Users\Application Data\Tool Factory Podcasting\Configuration Files" and a "Browse" button. The "Password Protection" section has two checkboxes: "Tool Factory Podcasting Options" and "Publishing", both of which are unchecked. Below the checkboxes are two password input fields, one for "Password" and one for "Confirm password", both containing masked characters. A green message "Your passwords match" is displayed between the fields. At the bottom, there are "OK" and "Cancel" buttons. Several text annotations with arrows point to specific elements: "Choose where you would like to save your podcasts here." points to the "Option file" section; "Click here to set up password protection when publishing podcasts or opening options." points to the "Publishing" checkbox; "Type the password here." points to the password input fields; and "Click here to save the settings." points to the "OK" button.

Use this menu to set password protection for accessing the options menu or publishing a podcast. This menu will also allow you to determine where the podcasts are saved on your computer.

Step 1: Enter Podcast Name



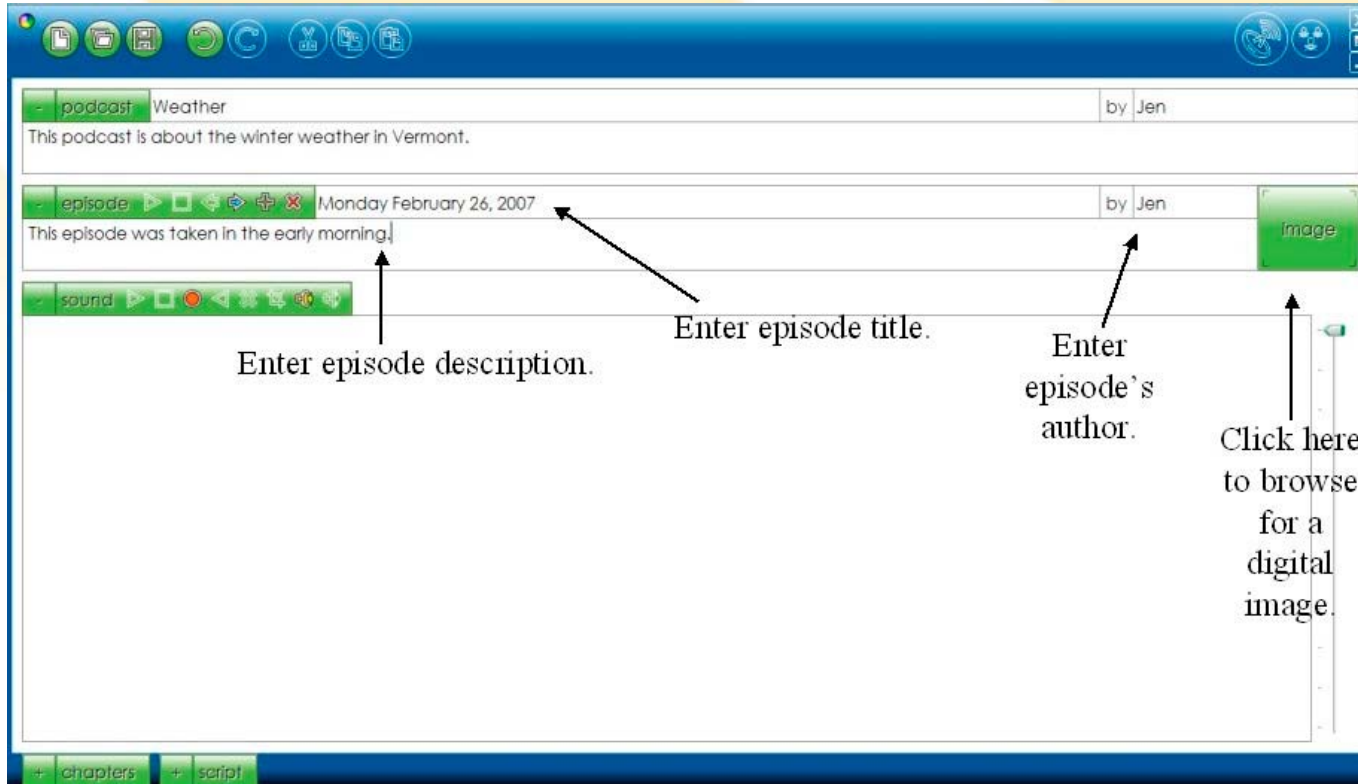
1) Click in the white box to the right of the word “podcast” and type the pocast’s name.

2) Below this box type a brief description about the podcast.

3) Enter the author’s name.

A podcast is similar to a record album. Within podcasts are episodes, similar to tracks on a music CD. Try to keep your podcast name general because you may be adding lots of episodes to it later.

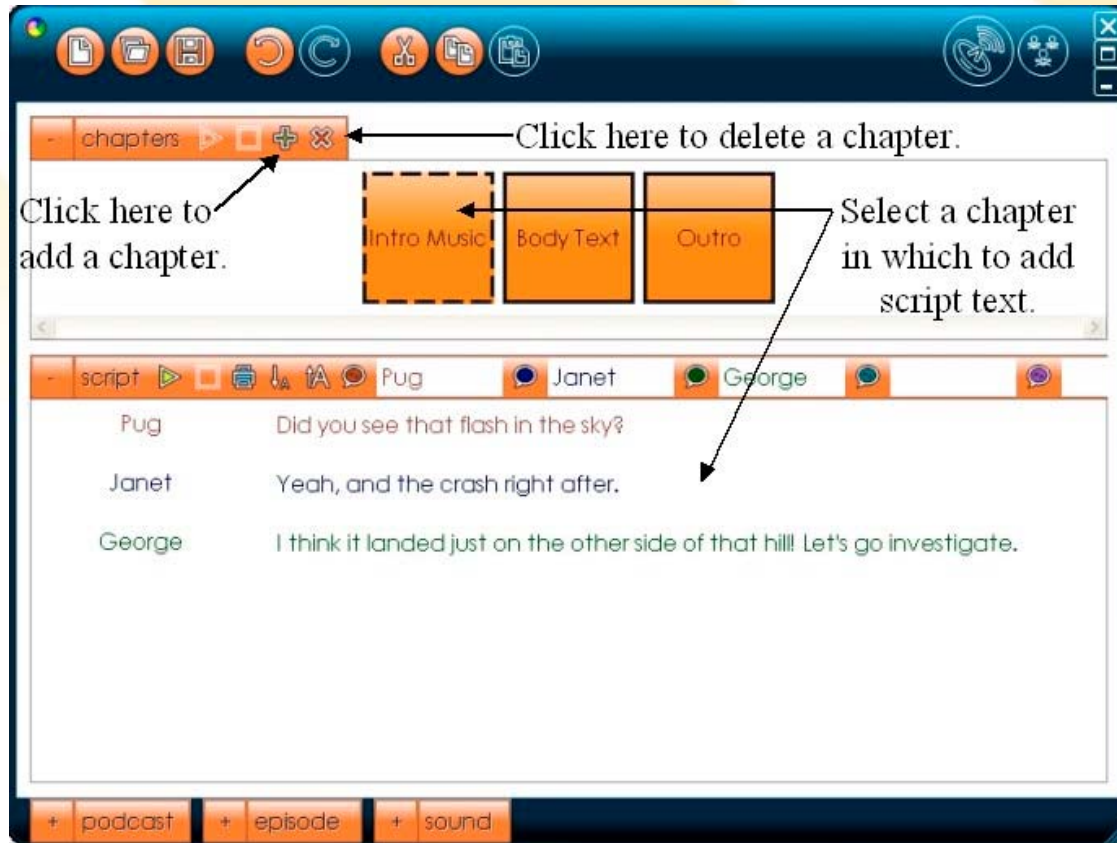
Step 2: Enter Episode Name



Enter an episode name, brief description and speaker. Click on the “Image” button to browse for a digital image to add to your podcast. Click on the green plus sign to add additional episodes to your podcast.

The episode name should be more specific. For example, episode could be named by date, specific person interviewed, vacation destination, or subject covered.

Step 3: Add Chapters (Optional)



Click on the green plus (+) sign to add chapters within an episode. Click on the text within the chapter box to rename the chapter. Click and drag the chapters to reorder them within the episode.

Chapters allow the speaker(s) to organize the content of an episode. Once chapters are created the script and audio recording are unique to that chapter. Later the chapters can be reordered to better organize the content of the episode.

Step 4: Add a Script



Write your script directly into the white text box, or using copy/paste from a word document or email. Then highlight and assign lines to the actor. When the text is assigned to each speaker it will look like a theatrical script.

The screenshot shows the software's script editor. At the top, there are icons for file operations and playback. Below, a text box contains a script with three lines of text. The first line is highlighted in blue. Below the text, there are three colored speech bubbles (red, blue, and green) corresponding to the speakers 'Becky', 'Rob', and 'Newscast'. Arrows point from the text to the speech bubbles.

Good evening! And welcome to the 8:00 news.
In tonight's top story, we visit Johnsbury Fields to interview Rob Norris,
the starting quarterback.
Hi Becky.
Hi Rob

Step 1 - Type script text or click and drag text from a previous document.

Step 2 - Add speakers for your podcast to the colored speech bubbles.

Step 3 - Highlight text and click the speakers speech bubble to create a script.

The screenshot shows the software's rehearsal screen. At the top, there are icons for file operations and playback. Below, there is a text box with a script. The script is divided into three lines, each with a speaker name (Jen, Tom, Jen) and a line of text. Arrows point from the text to the speaker names. Below the text, there are three colored speech bubbles (red, blue, and green) corresponding to the speakers 'Jen', 'Tom', and 'Jen'. Arrows point from the text to the speech bubbles.

Weather
This podcast is about the winter weather in Vermont.

Click here to increase/decrease the text size.

script

Jen Tom Jen

Jen This morning the ground was frozen with ice. The wind was whipping at my ears and exposed neck.
Tom I thought the sun would never appear.
Jen When I looked on the horizon I was surprised to see the familiar glow of the shining sun rising above the mountains.

Click here to rehearse the recording.

Click here to print the script.

Students can rehearse the script by clicking on the green play button. Advance the script by pressing the space bar. This script can also be printed for practice outside of the computer lab.

Step 5: Record your Podcast



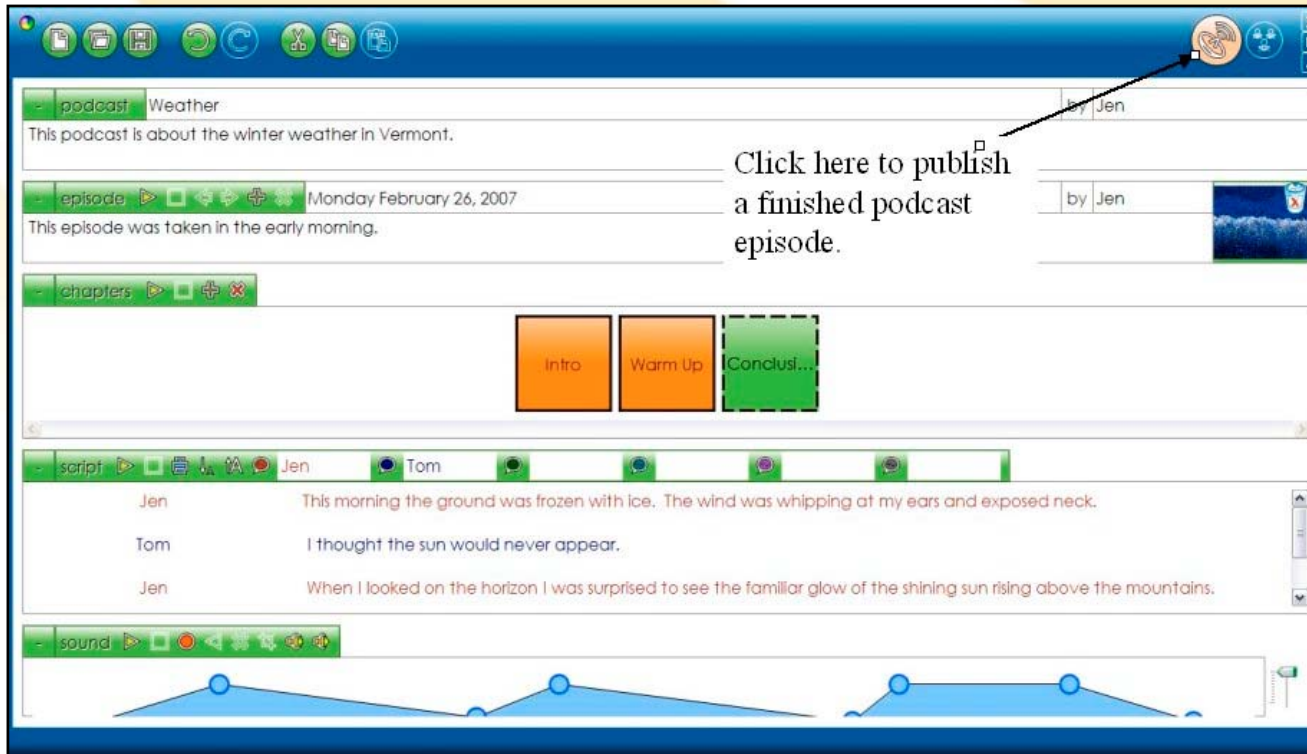
Click on record (red circle icon) to begin the recording of your podcast. While recording press the space bar to advance through the script. This will color code the audio file for each speaker's lines.

A screenshot of the podcasting software interface. At the top, there's a 'podcast' section titled 'Weather' by 'Jen'. Below it is an 'episode' section for 'Monday February 26, 2007' by 'Jen'. The main area shows a 'script' with three lines of text: 'Jen. This morning the ground was frozen with ice. The wind was whipping at my ears and exposed neck.', 'Tom. I thought the sun would never appear.', and 'Jen. When I looked on the horizon I was surprised to see the familiar glow of the shining sun rising above the mountains.' Below the script is a 'sound' section with a blue waveform and a red waveform. A red circle icon is highlighted in the 'sound' section. Arrows point to this icon with the text 'Click here to insert audio clip.' and 'Click here to export the audio file.'. Another arrow points to the script lines with the text 'Each speakers recording will appear in the color of their speech bubble.'

The audio file can then be edited for smoothness and volume control. Sound effects can be added by clicking on the "sound" button or clicking the import audio button.

A close-up screenshot of the audio editing interface. It shows a blue waveform with several circular handles. Annotations include: 'Deletes the sound adjacent to either side of the selection.' pointing to a delete icon; 'Deletes the selected sound.' pointing to a delete icon; and 'Click and drag any of these handles to adjust the volume' pointing to a circular handle. Below the waveform is a red waveform. At the bottom, there are buttons for '+ podcast', '+ episode', and '+ chapters'.

Step 6: Publish your Episode



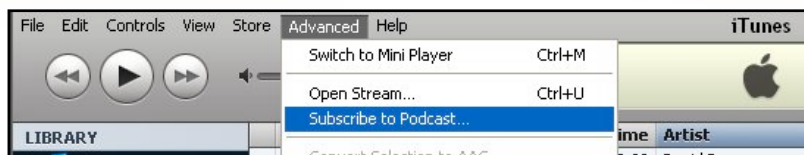
Clicking on the publish button will create a web link to your podcast. The program automatically writes all the code so that your podcast can be downloaded from the internet.

If you have already published another episode within the same podcast, clicking on the publish button will allow all your subscribers of your podcast to download the podcast into their listening software (*iTunes*) automatically.

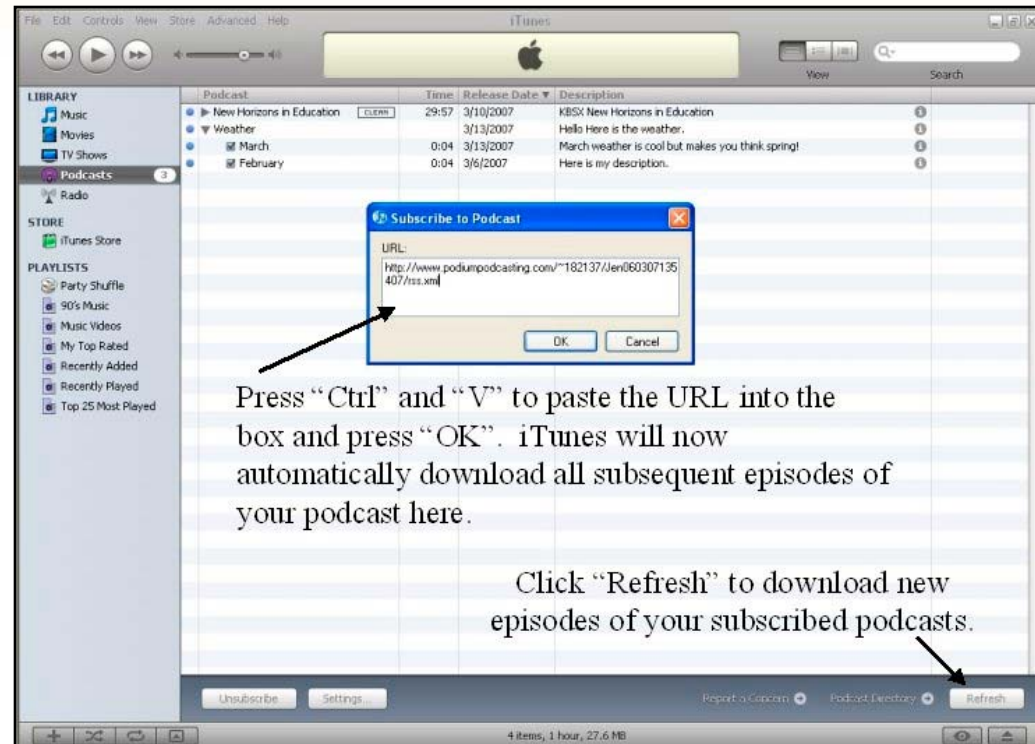
Step 7: Promote and Subscribe



Click on the promote button to open the promote menu. You can either “email” the link to your podcast to future listeners, or “copy” the link to your clipboard to later paste into *iTunes*.



To subscribe to your podcast open *iTunes*. Click on the “Advanced” menu and click “Subscribe to Podcast”. Paste the link into the box and click OK. Once subscribed, all future episodes of your podcast will be automatically downloaded to your *iTunes* by clicking on the “Refresh” button.



Podcasting Ideas

All you need is a microphone, computer and an Internet connection!



For Education

- **School newspaper** - for parents and community.
- **Class projects** - record stories or write reports.
- **School songs** and anthems.
- **Reviews** - of books, films, poetry, art, and music.
- **Interviews** - with sports stars and local heroes.
- **Reinactments** - of historical or fictional characters.
- **Compositions** - live music, school concert or play.
- **Diaries** - personal, fictional, or historical.
- **Lectures** - for absent students or study notes.
- **Homework** - vocabulary, spelling lists, or quizzes.
- **Stories and poems** - do reading for your listeners.
- **Theatre** - monologues, dramatic scenes, and role plays.
- **Reading intervention** - record monthly progress.



For Business

- Product demonstrations.
- Training.
- Press releases.
- Internal newsletters.
- Calendar of events.



For Everyone

- Pen Pals.
- Music and singing.
- Heritage and family tree.
- Journals and stories.
- Jokes.

Find your voice with Tool Factory Podcasting!