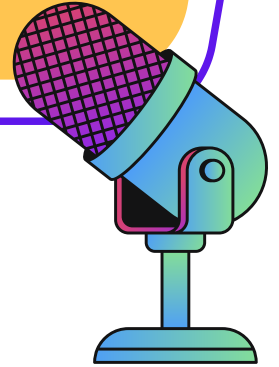


# The Accidental Educator

## How to Make a Podcast

### Podcasting in 3 Parts



#### Pre-Production

1

- Imagine what your podcast will be and who your audience is
- Define your concept and how it is different from other podcasts
- Gather your gear, figure out what materials you need to record, learn and troubleshoot your hardware and software
- Find the people, voices, and sounds you want on your podcast

#### Production

2

- Conduct interviews
- Gather any other audio that will appear in your episodes (sound effects, news reels or archival audio, atmospheric noise, music)
- Map out how your audio will be presented and write a script
- Record voice over or narration

#### Post-Production

3

- Edit your audio so that it appears as your script does
- Add atmospheric sounds or background music
- Listen to your mix to decide if anything needs to change
- Export, upload, and share your episode

# Materials Resource Guide



This is an in-depth guide to the hardware and software used in podcasting for every budget and skill level.

## Recording

**Over the ear headphones** - Closed back, over the ear headphones are a podcasting must-have for reducing echo while recording and enhancing the ability to hear if anything is off in your audio when you record and edit. In a pinch, earbuds or airpods are better than nothing!

**iPhone or Android smartphone recording** - If budget cannot cover recording equipment, you can use a free recording app on your smartphone. Pros: most people have access to this, it's user friendly, and it is portable for on-the-go recording. Cons: poor audio quality, have to hold the phone steady for consistent audio.

- [Here's a video](#) for a more advanced, studio style setup using smartphones.

**Handheld recorder** - A handy recorder is a great all around recording tool for field recording and interviews. [Tascam](#) and [Zoom](#) products are common in industry with the [Zoom H4n](#) being a popular go-to. Pros: Great audio quality, portable, moderately priced. Cons: Pricing can be prohibitive for tight budgets, it requires a little technical know-how.

- [Here is a video](#) showing a field setup with the H4n
- [Here is a more in depth tutorial](#) showing recording settings for the Zoom H4n

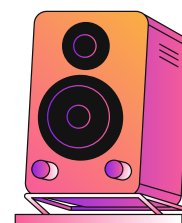
**Microphones** - Choosing the right microphone really comes down to budget and personal taste. A cheap and easy option is a [USB microphone](#) that you can plug directly into your computer. It's easy to use, takes up little to no space on your desk, and can greatly improve your audio quality.

- If you want to reach for higher quality audio and can invest more money into a studio set-up, this guide explains [XLR studio mic options](#).

**Interface** – An audio interface is a device that allows you to record sound to your computer from an XLR microphone or instrument line and play it back through your headphones or speakers. It is a helpful tool in the studio for recording multiple microphones at once and ensuring your recording levels are correct.

- [This video](#) explains more about how interfaces work, whether you need one, and which ones are recommended for podcasters.

**Studio Monitors (Speakers)** – Studio monitors are speakers that are specially designed for sound mixing and engineering. Having a set of monitors is a great investment if you plan to do the editing, mixing, and mastering of your own podcast and have a keen ear for how it should sound.



## Recording Studio Extras

**Microphone arms/booms** – Microphone arms or stands will hold the mic steady and in the correct position for the speaker to get the best and most consistent sound. There are different mic stands that can stand alone or be attached to a desk.

**Microphone shock mount** – A shock mount helps protect microphones from picking up unwanted noises and vibrations.

**Pop guards** – A pop guard or filter helps soften spoken plosive sounds from hard consonants like ‘b’ or ‘p’.

**Sound treating** – Helpful tips for getting the best sound while you record by addressing external noises in your space.

**Windscreens** – a microphone windscreen should be in everyone’s recording toolkit if they plan to record outdoors. A windscreen will reduce unwanted noise and whistle from air or breeze.



# Editing Program DAW

The DAW or **Digital Audio Workstation** is a program that allows you to record, edit, mix, and master your audio.

1

## User friendly, less customization available

- [Anchor](#) (Free | iOS/Android/Mac/Windows)
- [GarageBand](#) (Free | MacOS only)

2

## Middle of the Road

- [Audacity](#) (Free | Windows/Mac/Linux)
- [Reaper](#) (Free limited plan with upgrade options | Windows/Mac/Linux)

3

## More technical skills required, high level of customization available

- [Logic Pro](#) (\$199.99 one time fee | MacOS only)
- [Adobe Audition](#) (Comes with AdobeSuite or \$20.99/month | Windows/Mac)
- [ProTools](#) (\$39.99/month+ | Windows/Mac)



# Transcription

Transcription programs generate a written transcript of your audio files. It is highly recommended to transcribe all of your audio as it is extremely helpful for scripting and editing. Having a final episode transcript is also recommended to increase accessibility.

- [Descript](#) - Can also be used as editing DAW (Free limited plan with upgrade options | Windows/Mac)
- [Otter.ai](#) (\$13/month)
- [Trint](#) (\$60/month)



## Remote Audio Recording

These virtual meeting platforms allow you to record audio and video. They are a simple option for recording interviews with a guest who is unable to meet in person. Requires all parties to have an internet connection.

- [Squadcast](#) (\$10+/month, higher quality audio)
- [Zoom](#) (Free limited plan with upgrade options, lower quality audio)
- [ZenCastr](#) (Free limited plan with upgrade options, lower quality audio)



## Sound Design

These sites offer royalty free sound effects or music to add more texture to your audio and help you craft your theme and your mood. Make sure to double check permissions on all music and include any applicable credits in your episode descriptions!

- [AudioJungle](#) (royalty free music)
- [Freesound.org](#) (free sound effects downloads)
- [Soundstripe](#) (royalty free music)
- [Storyblocks](#) (royalty free music)
- [Virtual Piano](#) (Feeling musical? Come up with something yourself! This is the site EPEC Echo's Nora Fraser, used for her unique theme)
- Hire a composer (pricing varies)



## Other Sound Tool

Captures audio off your computer and from websites– a good tool to record clips off of YouTube!

- [AudioHijack](#) (\$64 / one time fee)



# Podcast Hosting Platforms

A podcasting host helps you manage and distribute your shows. When you are ready to upload a new episode, you may upload it to your host platform and it will automatically distribute it to different podcast platforms for listeners. Host platforms also offer data about listenership to help you understand your reach and how to grow.

- [Anchor](#) (Free)
- [AudioBoom](#) (\$9.99+/month)
- [Blubrry](#) (\$10+/mo)
- [Buzzsprout](#) (Free limited plan with upgrade options)
- [Libsyn](#) (\$5+/month)
- [Podbean](#) (Free limited plan with upgrade options)
- [Spreaker](#) (Free limited plan with upgrade options)



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