Take the Plunge into Podcasting: Tips and Techniques to Make Your Jump Easier
Presenters: Beth Duttlinger, ALS & Amy Glass, ICC
technologytrainingwheels.pbworks.com/podcasting

Podcast Preparation

- Know your audience
- Know your purpose
- Learn scripting and storyboarding basics

Basic Principles of audio/video production:

- Use a combination of words and verbal narration
- Present info in bite sized chunks
- Use clear outlines and headings
- Present in a conversational style
- Remove extraneous information
- Use attention grabbers
- Slow it down
- Focus on the big picture
- Set specific goals for your podcast

And specifically for video:

- On screen text should be located near corresponding images
- Synchronize animation and narration

Podcasting tools:

- Microphone
- Computer
- Camcorder/webcam optional
- Audio/Video Software
    - Animoto http://animoto.com/
    - Audacity http://audacity.sourceforge.net/
    - Camtasia http://www.techsmith.com/camtasia.asp
    - Captivate http://tryit.adobe.com/us/captivate/
    - Jing http://www.jingproject.com/
    - Imovie (MACs) http://www.apple.com/ilife/imovie/
    - Movie Maker http://www.microsoft.com/windowsxp/downloads/updates/moviemaker2.mspx

Basic Principles of podcasting:

- Outline/storyboard
- Write a script (ADA compliance)
- Podcasts have a basic form which includes several elements:
  - Show ID—name of the podcast series & presenter information
  - Program ID—what this episode is about
  - Episode—the content of the podcast
  - Credits—very similar to Show ID but may also include a plug for website/contact information
  - Music—Some podcasts include intro and outtake music while others have music throughout

Podcast Format

- When displaying podcast information on your website, blog, or wiki, it is helpful to include these elements:

What to Include on a Podcast Page

*May also want to add a link to the text of podcast to make it more accessible to users with disabilities.