

# *Podcasting* **Manual**



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## **Table of Contents**

<b>Responsibilities Worksheet .....</b>	<b>3</b>
<b>Episode Formats and Time Estimates.....</b>	<b>4</b>
<b>Story Analysis Episode .....</b>	<b>4</b>
<b>Narrative Episode.....</b>	<b>4</b>
<b>Adaptation Episode.....</b>	<b>4</b>
<b>Preparing to Record .....</b>	<b>6</b>
<b>Recording .....</b>	<b>8</b>
<b>Podcast production help .....</b>	<b>8</b>
<b>Editing.....</b>	<b>9</b>
<b>Sharing .....</b>	<b>11</b>
<b>Assignment Details.....</b>	<b>12</b>
<b>Story Discussion Podcast Episode .....</b>	<b>12</b>
<b>Adaptation Podcast Episode .....</b>	<b>12</b>
<b>Narrative Podcast Episode .....</b>	<b>12</b>
<b>Individual Wrap-Up Recording .....</b>	<b>13</b>
<b>Acknowledgements.....</b>	<b>13</b>

## **Responsibilities Worksheet**

1. Your group may fill this out on Drive in your podcast files folder.
2. Feel free to write your responses down in your own packet for future reference.
3. Editing can be a large task, so two of you should split the duties for the Narrative and Adaptation episodes, which means all of you will have done some editing by the end of the term.
4. After submitting your assignment materials, fill out the Podcast Group Member Reflection survey (individually, for the relevant assignment)

### **Narrative Episode Responsibilities:**

- Who will be responsible for booking the soundproof recording room?
- Who will be responsible for reserving and picking up the microphone?
- Who will be responsible for recording your session, edits, and emailing me the MP3 file?
- Who will be responsible for posting script and shownotes? with references & links?
- How will responsibilities be divided for transcribing the episode?

### **Adaptation Episode Responsibilities (each student should have new role and contribute equally to transcription [at end of quarter]):**

- Who will be responsible for booking the soundproof recording room?
- Who will be responsible for reserving and picking up the microphone?
- Who will be responsible for recording your session, edits, and emailing me the MP3 file?
- Who will be responsible for posting script and shownotes? with references & links?
- How will responsibilities be divided for transcribing the episode?

## Episode Formats and Time Estimates

**Note:** these are estimates to show the level of depth I'm expecting, not strict guidelines. Like the script directs your discussion rather than determines it completely, these estimates give you a baseline. The important thing is that you address the prompt thoroughly and thoughtfully in your personal style.

### Story Analysis Episode

Intro music & host introductions	~1 minute
Brief overview	~30 seconds
Individual close reading 1	5 minutes
Individual close reading 2	5 minutes
Pair discussion	10-15 minutes
<b>Total Time</b>	<b>22-27 minutes (approx.)</b>

### Narrative Episode

Intro music & host introductions	~1 minute
Brief overview	~30 seconds
Individual close readings (one each per group member, 3 or 4 total)	12-24 minutes (4-6 minutes <i>each</i> )
Whole group "panel" discussion (themes, narrative features, and historical/cultural context)	15-20 minutes
<b>Total Time</b>	<b>30-45 minutes (approx.)</b>

### Adaptation Episode

Intro music & host introductions	~1 minute
Brief overview	~30 seconds
Individual analysis (one each per group member, 3 or 4 total)	12-24 minutes (4-6 minutes <i>each</i> )
Whole group "panel" discussion (cultural context, formal/narrative features can include clips or quotations)	15-20 minutes
<b>Total Time</b>	<b>30-45 minutes (approx.)</b>

### **Sample Introductions:**

“I’m Buffy,” “I’m Xander,” “and I’m Willow.”

### **Sample Episode Type & Story Info:**

“Today, we’re talking about ‘The Adventure of the Paradol Chamber,’ a Sherlock Holmes story first published in *The Adventures of Sherlock Holmes*, first published in 1892.”

“*The House of Fear* is a movie adaptation from 1945, starring Basil Rathbone as Holmes and Nigel Bruce as Watson. It is *very* loosely based on the story ‘The Five Orange Pips,’ from *The Adventures of Sherlock Holmes*.”

“In today’s story, [1-2 sentence summary]...”

Notes:

- Always introduce authors as well as names of adaptations in the Adaptation episodes and provide links so listeners can find them later!

## Preparing to Record

### About one (1) week before your episode is due to me:

1. Schedule a time that works for all group members.
  - a. For a ~50 minute episode, you'll need to plan for a 2 hour recording block (at least for the first time).
2. Reserve a space to record: at minimum, a quiet study space, preferably the sound recording studio at Odegaard or Area 1 (Maple Hall)
  - a. <http://lib.washington.edu/services/facilities>
  - b. <https://itconnect.uw.edu/learn/technology-spaces/sound-studio/>
  - c. <https://www.washington.edu/area01/>
3. Reserve a USB Microphone from the Media Arcade or the Student Tech Loan Program
  - a. <http://lib.washington.edu/media/arcade>
  - b. <https://stlp.uw.edu/>
4. Make sure you've downloaded the latest version of Audacity (this helps with issues with exporting MP3 files, among other things)
  - a. [www.audacityteam.org/download/](http://www.audacityteam.org/download/)

### The day before you plan to record:

1. Check out your USB Microphone.
2. Drink lots of water.

### On recording day:

1. Keep drinking lots of water.
2. Be on time.
3. Bring your own notes to your recording session. Make sure your script and notes are in digital form (like a Google Doc). You don't want the sound of paper rustling in the background.
4. Do a test recording where each of you speak into the mic to make sure the connection is good, you are all within range of the mic, and your volume level will work.
  - a. Proper distance from mic for recording (the "shaka" trick): I learned to podcast from someone of Hawaiian descent, who taught me this. Make the "shaka" sign with your hand (you make know it by its appropriated Californian name, "hang loose"): extend your thumb and pinkie straight out. Put your thumb against your lips, and touch

your pinkie to the mic. This is a good distance for controlling “pops” of noise!

5. Open a new project, name it, and save it in your Group’s Google Drive folder (ENGL [Class #] > Group Files). If this is your Narrative episode save as [GroupName]Narrative (example: Group1Narrative). Do the same for Adaptation episodes.

## Recording

1. Remember to save your project BEFORE and AFTER recording.
2. Record 2-3 seconds of silence at the beginning of the episode for noise reduction purposes (see Editing page).
3. Record in one track if possible.
4. If you need a break halfway through, remember to stop recording and start again when you've reconvened.
5. Try not to speak over each other.
6. Try to engage with each other.
7. If you stumble over a word or sentence, it's best to say the whole sentence over again.
8. You can add sound effects in post-production (within reason), but make sure to say something like "drumroll here" to signal that something needs to go there.
9. We'll also add intro music and credits in postproduction, so don't worry about playing them as you record.
  - a. Definitely play them before you record if it'll help you get into the mood!
10. When you're finished recording, back up the files (both the Audacity file and the MP3) on your group's Google Drive folder before you leave the room!

**Podcast production help:** The basics of podcast production are simple, and we will work together to refine our skills this quarter. If you feel stuck, or have ideas you don't know how to translate into audio, ***take advantage of the communities you belong to:*** classmates, instructor, and librarians at the Media Arcade and Allen Library Research Commons. Elliott Stevens ([res22@uw.edu](mailto:res22@uw.edu)) has offered to be a direct source of contact for podcasting help. Don't get too frustrated: you have a lot of resources at your disposal.

## Editing

1. Save your file to your group's Google Drive folder as Group1NarrativeEdit1 (for example) before you do anything.
2. Cut your tracks by using the Selection tool and the Split function.
  - a. With the selection tool active, click on an area in your recording where you want to cut. Go to Edit --> Clip Boundaries --> Split. We suggest you learn the keyboard shortcuts for the Split function since it will be used quite often: ctrl+i or ⌘+i.
  - b. Delete selections in your recording by using the selection tool, highlighting a section, and hitting the Delete key on your keyboard.
3. Shift parts of your recording by using the Time Shift tool. Click and drag selections to move.
4. Adjust the volume of your tracks by using the Envelope tool. You can create multiple points by clicking in different parts of the track to adjust the overall volume or create fade-in and fade-out effects within the project.
5. Tape, tracks, and acts (from Phoebe Judge of *Criminal*): these are basic units for keeping your recordings organized.
  - a. Tape = raw material. Your main 'tape' will be the audio of your recording session
  - b. Tracks = what you cut out of the tape to use (selections). The two basic tracks will be voice and music (intro and conclusion music as well as "bed music" playing under your voices, should you decide to use it). You should have one track for every separate thing, even intros and outros.
  - c. Acts = the things I script and record to put into a project. These are sometimes referred to as "segments" (e.g., the individual and group "segments" in the episodes).
6. Noise reduction:
  - a. Click and drag over the 2-3 second portion of the recording at the beginning of the track.
  - b. Select the "Effect" menu at the top of the screen and select "noise reduction."
  - c. Click the "get noise profile" button. Then, select your entire audio track, open the "effect" menu again, open "noise reduction" and click "ok." (The standard settings have worked fine for me).
  - d. Repeat for each track.
7. Cut any portions you want to remove.

- a. Click and drag over the soundwave, then hit the button with scissors on it.
  - b. Only do this for flubs.
  - c. Try not to cut out the space between words / make the time between two people speaking too short. If you accidentally do, see step 4.
8. Generate Silence (only in certain cases: see Step 3c).
  - a. Click the spot in the recording where you would like to add silence.
  - b. Select the “generate” menu at the top of the page.
  - c. Select “silence” and input the amount of silence you need. (Less is more.)
9. Save your file again.
10. Export to MP3
  - a. Click “file”
  - b. Select “export”
  - c. Follow the prompts.
  - d. If you run into issues (mentioning the LAME plugin), it’s likely you don’t have the most recent version of Audacity installed.
11. Email me a copy of the MP3 and upload it to your group’s Google Drive folder.

## Sharing

1. Make sure all references in your documentation are cited using MLA formatting. The Purdue OWL website is an excellent resource for this and many other writing issues:

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_formatting\\_and\\_style\\_guide.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html)

2. Copy-edit the script, show notes, and transcript for punctuation, spelling, and MLA formatting.
3. Make sure all of the links are correct and working
4. Create some tags for the website posting: the title of the story, the type of episode, and your group name.
5. Double-check that the supporting documentation has been shared with me on Drive.
6. Email me to let me know your submission is ready (remember to follow the prompt guidelines for minimum submission!). **Include your MP3 file in your email.**
7. Once I've made the episode available on WordPress and podcast apps, feel free to share on your personal social media. You should be proud!

## Assignment Details

**Note:** Further details available in individual assignment prompts.

### **Story Discussion Podcast Episode** (in pairs from your podcast group)

In this first episode of our podcast, you and a partner from your recording group will discuss one of the Sherlock Holmes stories which we aren't reading in class. If you're in a group of three, you will all three work together for this episode, too.

Each of you will share an individual close reading of an aspect of the story (5 minutes each) and discuss the story and your analyses together, using our class discussions as a model. The full discussion should take at least 15 minutes. You may briefly summarize what happens in the story, or summarize as you work your way through. But summary should be no more than 25% of the content: most should be given over to analytical discussion. This means a focus on the "how" of the story more than the "what."

### **Adaptation Podcast Episode** (podcast groups)

This group podcast episode will consider Sherlock Holmes adaptations of your choice. Your group discussion should identify specific ways these adaptations follow, resist, or transform narrative elements of the original stories, and analyze why the creators make the choices they do given cultural context and formal considerations (e.g., short story vs. movie or comic book). Each group member will then provide more detailed 4-6 minute analysis of their chosen adaptation. Citations for the sources used should be included in the shownotes for the episode and follow MLA guidelines (to be discussed in class).

### **Narrative Podcast Episode** (podcast groups)

Think of this episode as a comprehensive guide to a Sherlock Holmes story. Your group will read ahead in an upcoming story we will read in class. As a group, you will identify and discuss major features of the story: the narrative tools used to make a compelling detective story, and how they relate to the other stories we've read so far. You will also discuss cultural and historical context in terms of this story's publication and particular references in the story which a new reader (like your classmates) might be unfamiliar with. Finally, each group member will provide a detailed individual analysis of a feature of the story (4-6 minutes each).

Citations for the sources used should be included in the shownotes for the episode and follow MLA guidelines (to be discussed in class).

### **Individual Wrap-Up Recording**

For the last episode of our podcast, each person should record a 5-7 minute discussion of the experience of this course as a whole (discussions, podcasting, reading Sherlock Holmes), reflecting on what it has taught you about narrative forms, how they work, and why they matter.

### **Acknowledgements**

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