

Creating a Podcast with Podcast Producer

Podcast Producer is available on any Macintosh computer located in the computer labs on campus. Podcast Producer publishes podcasts to the Gustavus podcast server located at <http://podcast.gac.edu>. The instructions for creating an original podcast are given below. If you have questions or problems, please contact the Technology Helpline at helpline@gac.edu or x6111.

1. Click on the Podcast Capture icon in the dock. If it is not on your dock it can be found in: / Macintosh HD / Applications / Utilities
2. Connect to the server podcast.gac.edu with your Gustavus username and password. Click “Connect.”

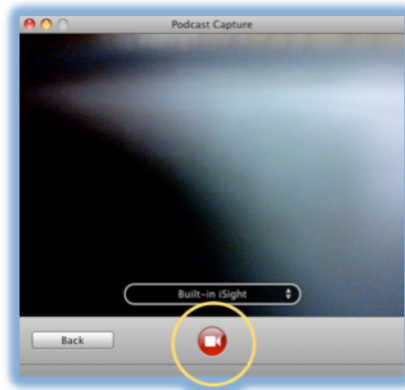


3. Choose the type of capture you would like to create. To create a video, use the “Video” selection. If you want just audio, use the “Audio” selection. For a screen capture choose “Screen.” If you already have an audio or video file, you can upload with the “File” selection.

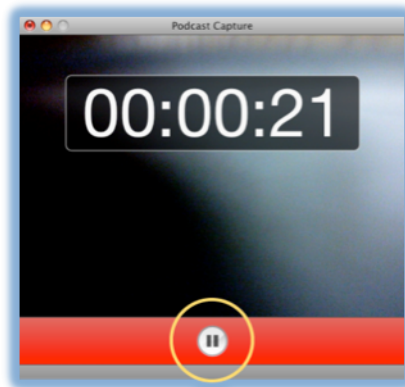


4. Whether you are making a video, audio, or screen capture, make sure that the appropriate video and audio input (e.g. Built-in iSight) are selected from the menu at the bottom of the video window. (**Note: If you are simply uploading a file, you do not have to check video and audio input; click on the File**

button and then browse to the file you wish to upload.) Click the red camera record button located on the bottom of the window.



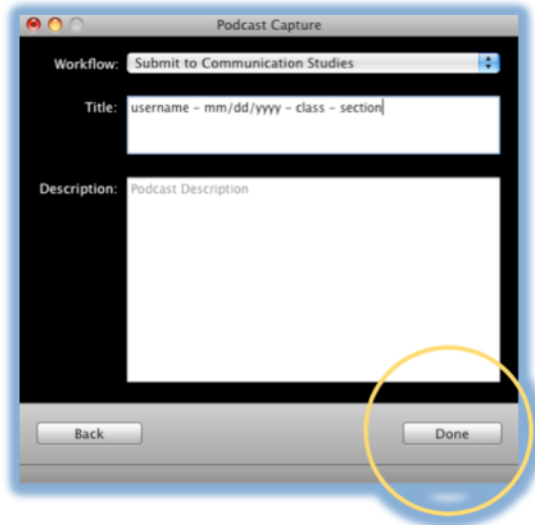
5. The timer will count down and from three and the recording will begin.
6. If you need to temporarily stop recording or if you are finished, click the pause button.



7. If you want to resume recording, click the camera record button again. If you are finished recording, click the “Publish” button. If you have made a mistake and need to start over select “Start Over.”



8. To submit your recording first choose the appropriate Workflow. This will be the name of the group you are part of. You will only see groups currently available to you. Fill in the Title with the appropriate information (username – mm/dd/yyyy – class – section), and the Description with any other information you would like to provide. Click “Done.”



9. Your recording will take a few minutes to submit. When it has successfully completed you will see the message: “Your podcast has been successfully submitted.” You can now create a new recording or quit out of the Podcast Capture application.
10. You will be e-mailed a link to view your podcast where you can watch it or download it from a web page. If you have trouble viewing the podcast make sure you have a recent version of QuickTime Player installed on your computer. To download a free copy of QuickTime Player, go to apple.com.