



Trying Out Your First Podcast

- You will need a way to record your episode and a microphone. Using an external microphone is preferred due to sound quality, but you can use the microphone on your computer or phone to test initially. Over the ear headphones with a microphone may be best.



- Determine a place to record. You will want a place with minimal ambient noise. Small rooms often work best!
- Prepare a script for your pilot episode. There needs to be a good balance between prepared information and conversations.
- Using contractions, cutting any jargon out, and using short sentences may help seem more natural.
- Create a story to draw people in. Have guests or a co-host to create a conversation naturally.
- Record a test episode. This will allow you to test the software, recording equipment, and content.
- The recommendation is that the microphone should be 8 inches from your mouth during recording for the best quality.
- It's best to record the entire podcast in one setting versus multiple takes.
- Make sure to record 20-30 seconds of silence at the beginning and end of each episode.
- Spend time learning skills about adding music/effects to your episode or changing the volume.
- Practice exporting the audio or video and publishing it on a site.
- **Note:** There are a variety of free trials, such as SoundCloud Basic, that offer limited capacity for hosting.
- **Note:** Your institution may have access to paid audio and video editing and hosting tools. Check with your marketing and communications department.

Remember! Practice makes perfect when recording podcasts!

The more you do it, the more comfortable you will feel with the equipment and production.