

Welcome to episode thirteen of Tech tips from the California State University, Long Beach.

I'm Walter Gajewski and today I'll be talking about creating and publishing your own audio podcast, using free applications running on your PC.

A podcast consists of a minimum of three files. There is one small text file that makes the whole thing work. That's the XML file and I'll talk about the XML file in detail in the next episode. Today, I'll talk about the two files that make up each individual podcast episode. These are an audio file in MP3 format, and the transcript of your narration as a PDF text file.

Start by typing up your narration script. Do this with your favorite word processor. Most of you will probably be using Microsoft Word. Once you have a nice tight script, save it as a PDF file. Some versions of Word will let you save your document directly as a PDF file. Other versions of Word will convert your document to a PDF file if you select PRINT from the FILE menu and then choose Adobe PDF from the dropdown list of available printers.

Or, if you have the professional version of Adobe Acrobat, you can use it to convert files into the PDF format.

For my word processor, I use the free word processor called OpenOffice Writer which allows me to export my documents as PDF files. You can download OpenOffice Writer from www.openoffice.org.

There are several flavors of PDF files. If you have a choice, save your text file as a tagged PDF.

Now that you've got a script to read, record your voice narration and save the recording as an MP3 audio file. One of the best ways to do this is with the free audio recording software, Audacity. Instructions for downloading and using Audacity are included in episode five of this Tech Tips podcast.

After recording the MP3 file, the next step is to move the MP3 and PDF files out to your account on a web server. You could do this with Adobe Dreamweaver or any program used for publishing web pages.

If you don't have web authoring software, you can use any number of free FTP applications. FTP stands for File Transfer Protocol.

The latest version of Internet Explorer comes with built in FTP functions. You need to know the name of the FTP server used with your web system. Ordinarily this information is available from the administrator of the web server. On our campus the FTP server is called <ftp.csulb.edu>.

When you're ready to move files from your computer to your web server, enter `ftp://` up at the top of Internet Explorer and then follow that by the name of the FTP server. In my case, the whole entry would be `ftp://ftp.csulb.edu`.

After I enter my user ID and password, I can drag files from any of my computer's folders

into the web folder on the campus web server, a folder called htdocs.
You should be able to do the same with your web account.

Now that you know where your MP3 and PDF files are located, you're ready to make the XML file I mentioned earlier. However, instructions of how to write the XML file will have to wait for episode fourteen.

This has been Tech Tips from CSU Long Beach. I'm Walter Gajewski. Thanks for listening.