

Podcasting – Software Setup Instructions

A. Requirements:

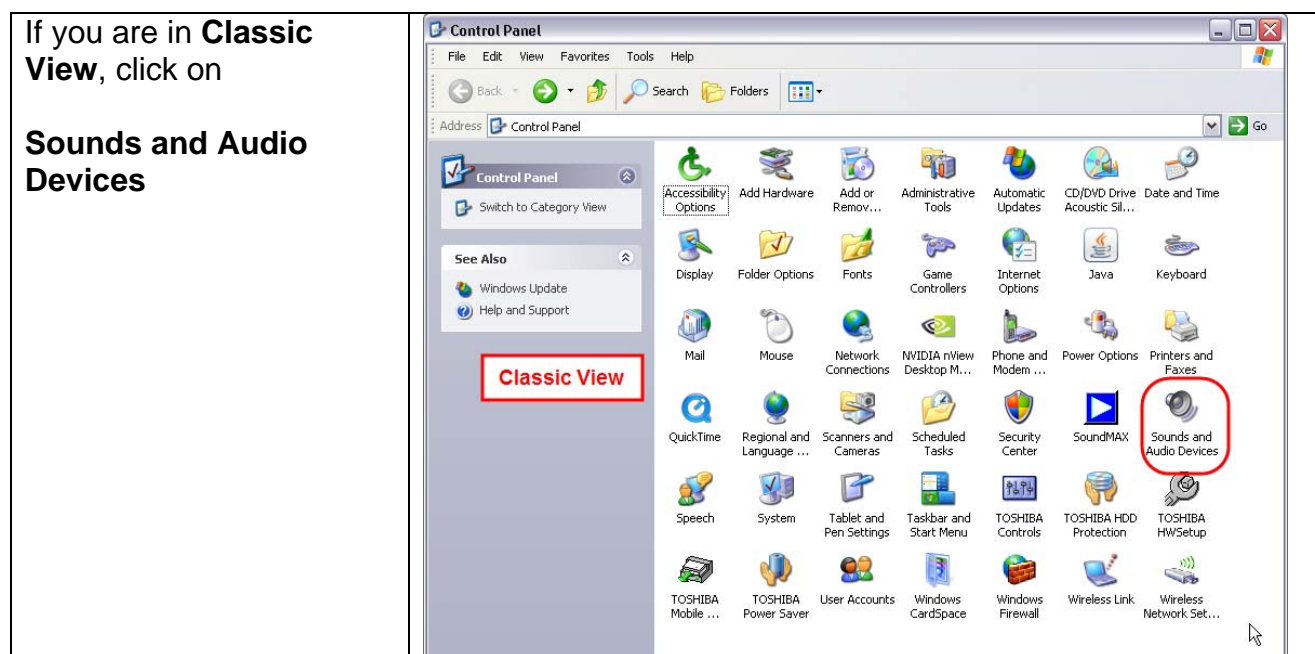
- Audacity
- Microphone/headphone set
- Plan (Story Board) – optional
- Background Music – optional

B. Microphone/headphone Set:

- There are two different headsets available – the USB Logitech headset and the generic headset which connects using the speaker/microphone ports
- My Preference? The USB Logitech headset.

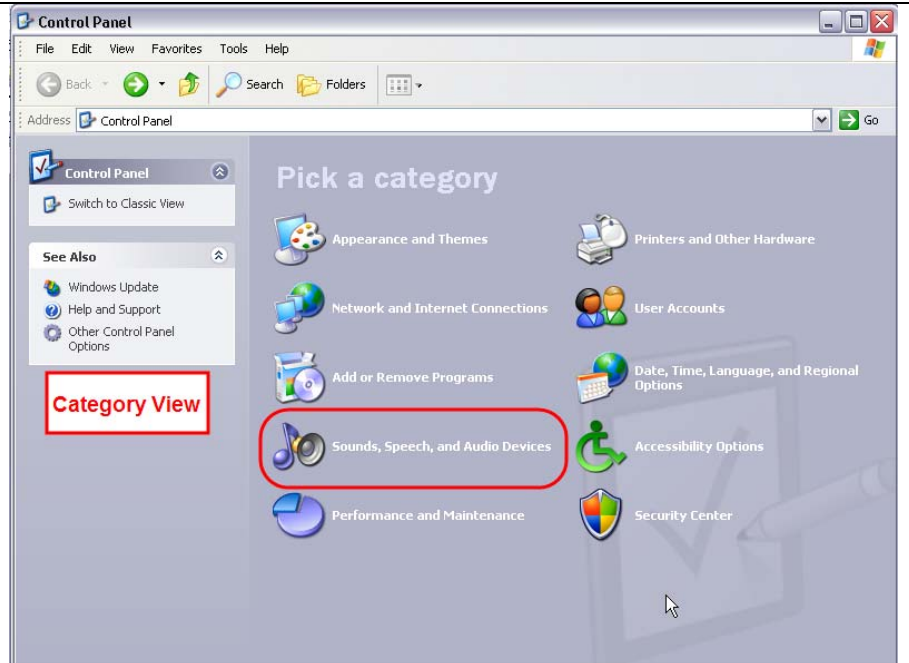
USB Logitech headset

- Controls are found on the right headphone
- Set the equalizer to Gaming (middle setting)
- Check computer settings
 - Open the Control Panel (Start → All Programs → Control Panel)



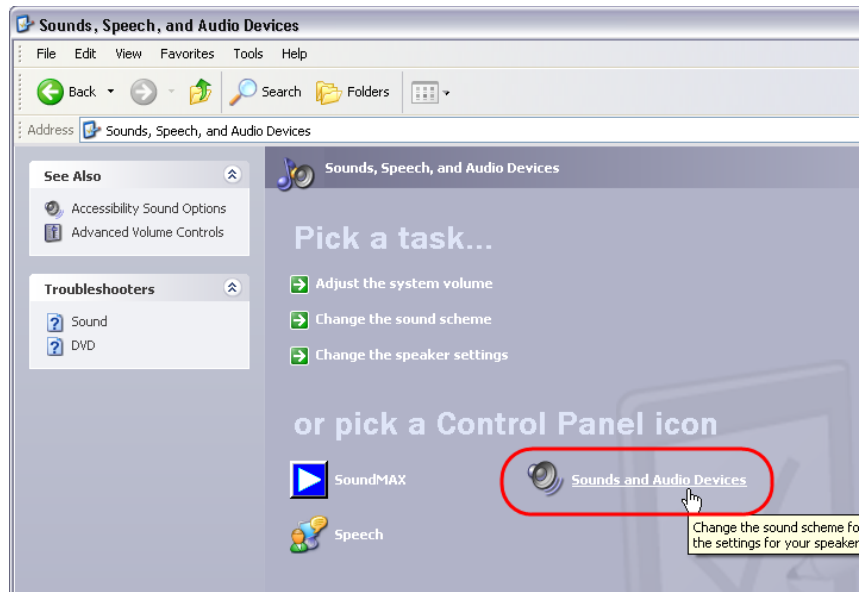
If you are in **Category View**, click on

Sounds, Speech and Audio Drivers



On the following screen, click on

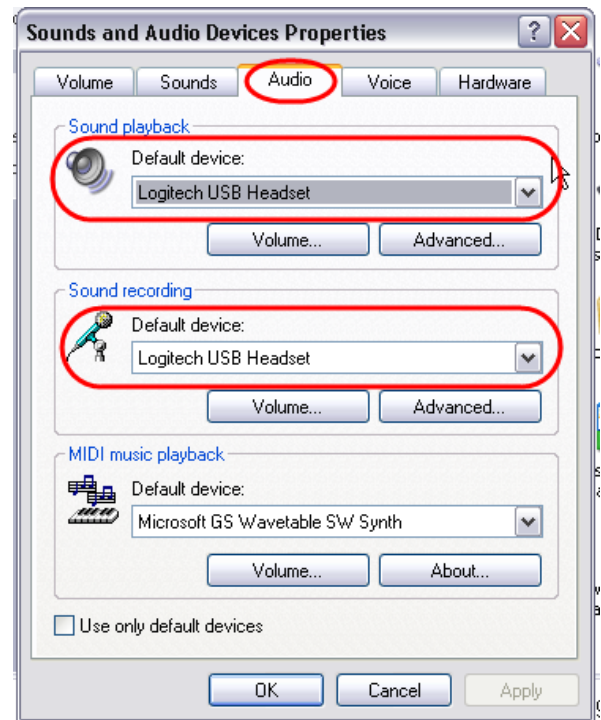
Sounds and Audio Devices



Click on the **Audio** tab

Sound Playback – Select the Logitech USB Headset from the pull-down menu if not already selected.

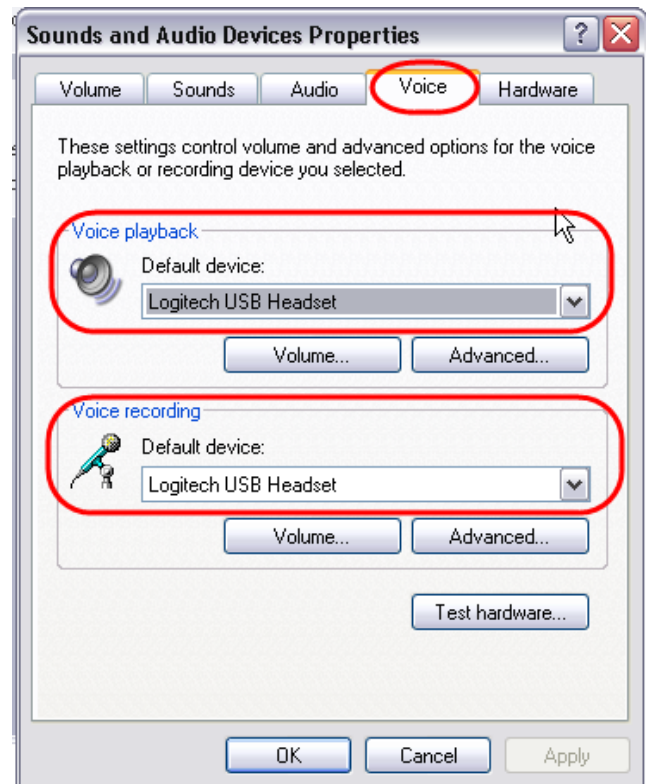
Sound Recording – Select the Logitech USB Headset from the pull-down menu if not already selected.



Click on the **Voice** tab

Voice Playback – Select the Logitech USB Headset from the pull-down menu if not already selected.

Voice Recording – Select the Logitech USB Headset from the pull-down menu if not already selected.



Click on OK when finished.

C. Download Audacity

You can download Audacity (free software), from the following link. Choose the latest *stable* version.

<http://audacity.sourceforge.net/download/>

Follow the recommended install procedure as prompted.

D. Download LAME MP3 Encoder

You will also need to download a compatible LAME MP3 Encoder.

Go to the following page:

<http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>

- Under "For Audacity 1.2.6 and 1.3.3 on Windows", left-click on the link "libmp3lame-win-3.97.zip" and save the zip folder to anywhere on your computer.
- When you have finished downloading the ZIP folder, unzip it and save the file lame_enc.dll that it contains to anywhere on your computer
- Remember where you have unzipped this folder – you will need it to configure Audacity.

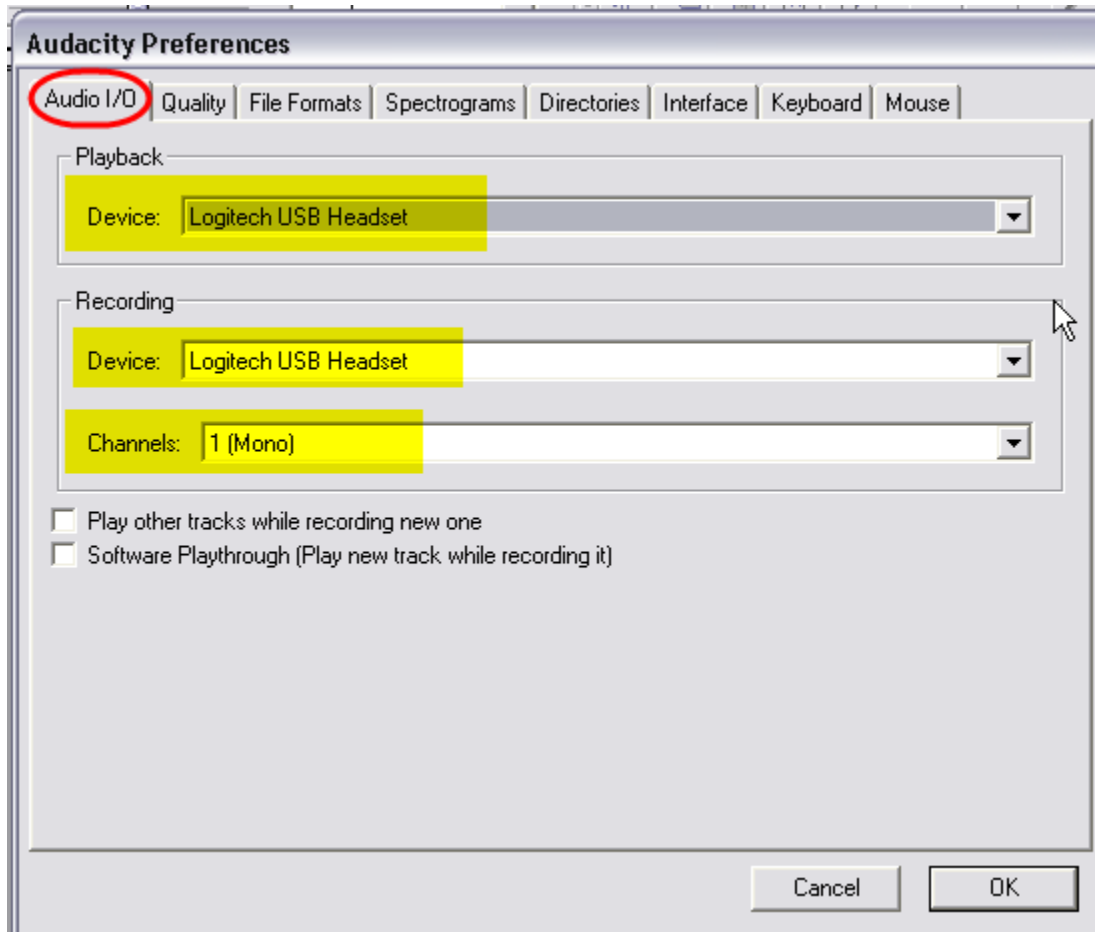
E. Audacity Settings:

Open Audacity

Select Edit → Preferences

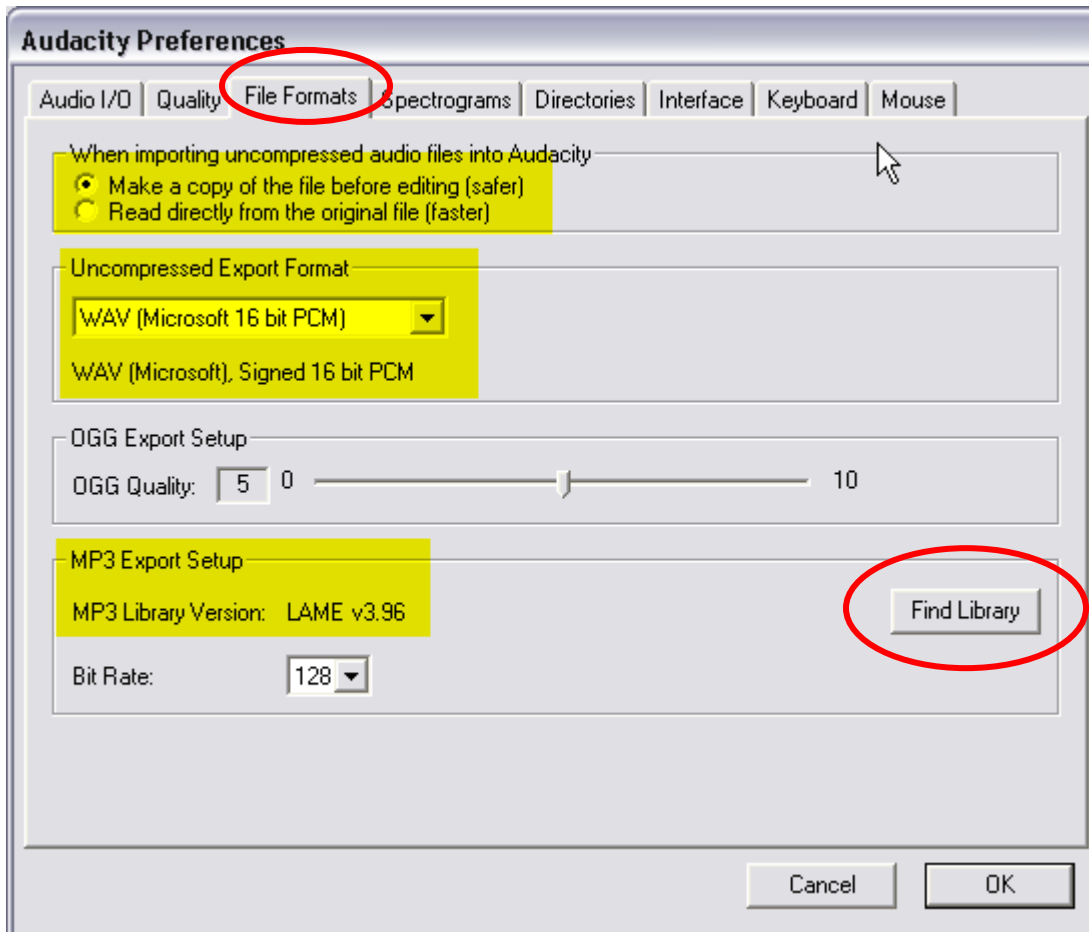
Select the Audio I/O tab

- Choose the Logitech USB Headset for the Playback & Recording
- Set the Channels to 1 (Mono)



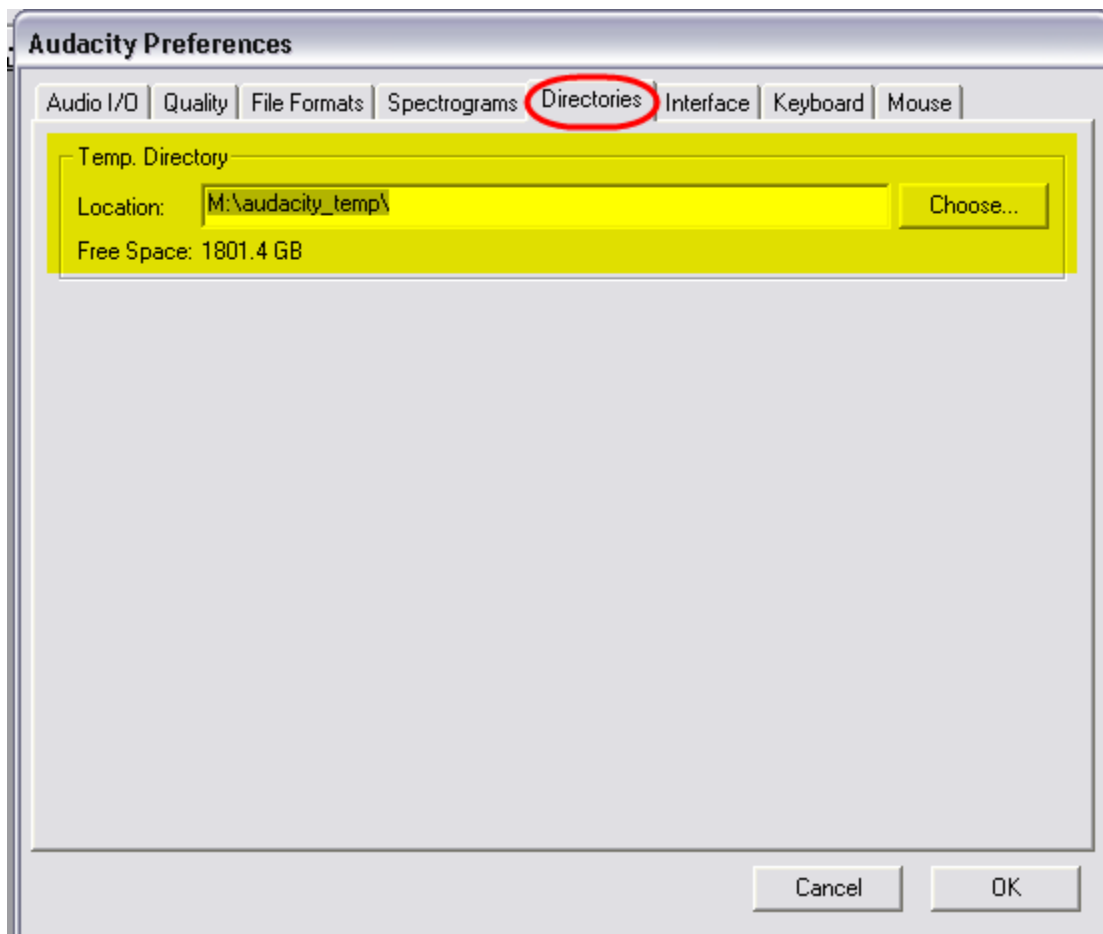
Select the File Formats tab

- Choose “Make a copy of the file before editing”
- Choose WAV (Microsoft 16 bit PCM)
- MP3 Export Setup
 - Do you have a LAME listed?
 - Yes? Continue with the next instruction
 - No? You will need to tell Audacity where to find the LAME that you previously downloaded
 - Click on Find Library
 - Navigate to where you saved the LAME



Select the Directories tab

- Choose your “M” drive
- NOTE: Audacity will make the subfolder.



You are now finished with the settings.

Click OK.

You are now ready to start recording!