

## Using Podcast Capture (Macs only)

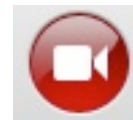
### Getting Started

- Go to Applications > Utilities> Podcast Capture.
- Enter podcast.carleton.edu as the server and log in with your Carleton credentials.
- Click on the type of podcasting you would like to do:
  - Video: Record from the built-in camera in your Mac or from an external camera attached to your computer.
  - Audio: Record an audio-only podcast.
  - Screen: Record what is happening on your computer screen.
  - File: Upload an audio or movie file on your computer. (Only MOV, MP4, MP3 files are accepted.)



### Recording

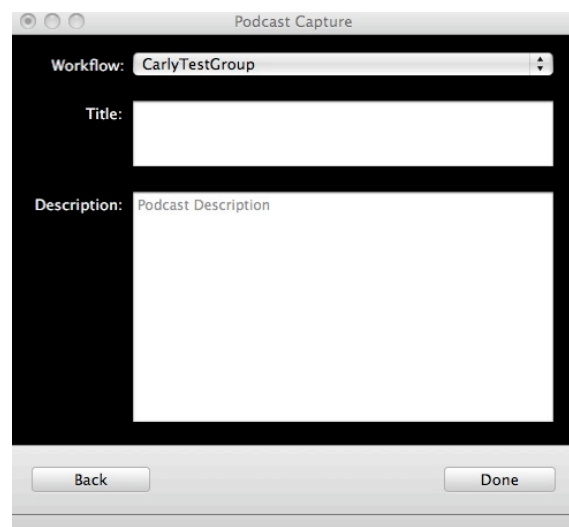
- To begin recording, click the red button at the bottom.
- After the countdown, begin recording.
- Click the gray pause button to pause recording.
- You can continue recording by clicking the red button again or start over by clicking the Start Over button on the bottom of the window.
- When you are finished recording, click the Publish button to publish your video.



**NOTE:** Start or stop recording by pressing Command+F2--this is particularly useful for recording your computer screen, as it means recording can be started in other windows than the Podcast Capture.

### Publishing

- Choose your course short name from the Workflow drop-down menu.
- Give your video a title (this will also be the title of the post to your class blog).
- Enter a short description of your video in the Description field: this will be displayed above your video in the blog post.
- Click Done and wait until the "Your podcast has been successfully submitted" message to appear.
- To start a new podcast, click the New Podcast button and log in again.



## Accessing

- Links to your class blog will be posted on the class Moodle site.
- Log in to the blog with your Carleton credentials.
- To comment on a video, click on the blog post title and click the "Add a New Comment" link below the video.

## Suggestions for Podcasting

- Make sure your area is well-lit if you are recording a video: bad lighting can ruin a video!
- Speak slowly and clearly--your listeners don't know what you're saying as well as you do, and they can't ask you to repeat!
- If you're recording a screen capture, make sure your movements are slow and clear. Also, make sure no personal information is showing on your computer screen--other people will see everything you do!
- If you would like to make a fancier video, all campus Macs are equipped with iMovie. Podcasts can be recorded and edited directly in iMovie, and then uploaded to your class blog with the File Upload option in Podcast Capture.