

Requirements (per person)

- Computer with built in microphone
- Software / Accounts:
 - Skype (needs account) [if hard to setup then group can just sit together]
 - Audacity
 - Dropbox (needs account) [will use USB to transfer instead. not required]
 - iTunes
 - Levelator
 - Web browser
 - Google drive (needs account)
 - Podbean (needs account)
- Sound clip for intro/outro
- Headphones
- A quiet place to record with access to Wifi

Steps to recording podcast

Note: These are all of the steps I would take to make a podcast. We can cut out some of the processing if it's too long.

1. Split into groups of 2
2. Sit together and discuss plan for podcast
 - a. Each on own computer using shared Google doc.
 - b. One person creates a Podbean account for the podcast.
 - i. Both can open iTunes and subscribe to the podcast using the RSS URL from Podbean. There won't be any episodes to download but they should see the description and logo.
3. Go to separate locations
4. Plug in headphones and then call partner on Skype
5. Open Audacity and both press record at same time
6. Record podcast
7. One of the partners exports his audio (uncompressed) and sends to the other using Dropbox (this could take a while so maybe need to use USB...)
8. Partners get back together
9. Import audio from Dropbox so you have two tracks
10. Perform noise removal on both tracks
11. Edit the 2-track podcast in Audacity
12. Export edited spoken audio to AIFF (uncompressed)
13. Run through levelator
14. Import leveled spoken audio
15. Put in intro/outro music
16. Export again to AIFF (uncompressed)

17. Import into iTunes
18. Add cover art and meta-data
19. Export as MP3
20. Upload podcast to Podbean including description.
21. Refresh podcast on iTunes. Episode should download.
22. Share link to podcast with friends.