

Voice Podcaster

This guide will help you learn to use Wimba's Voice Podcaster tool. This tool is used to create portable audio files that you can use on portable media players or computers. This tool might be used for mini-lectures or other audio resources.

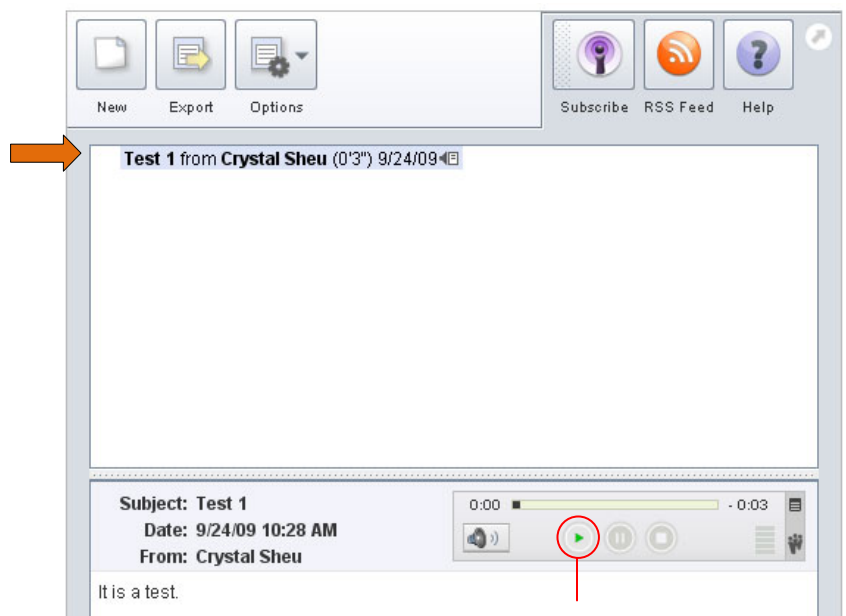
1. To start using Voice Podcaster tool, click on the link to the *Voice Podcaster* in the lesson's Table of Contents.



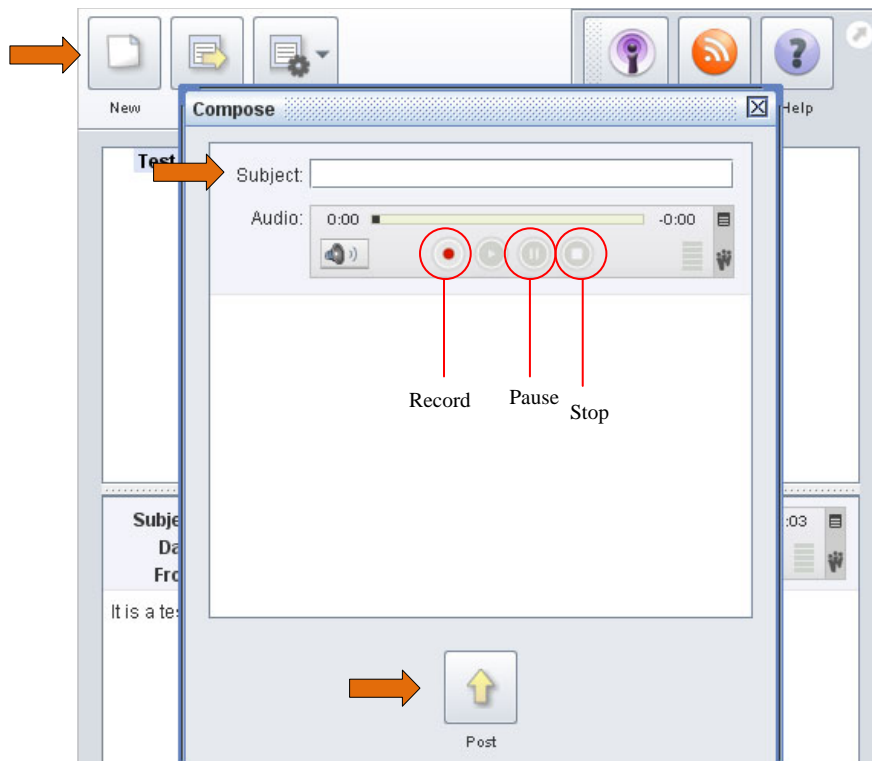
2. When the new voice podcaster tool window appears, select the post and click the green play button to listen to posts by your instructor or other students.

Note: Your instructor may choose to allow you to create new posts in podcaster. If this is so, then you will see the *New* button at the left top.

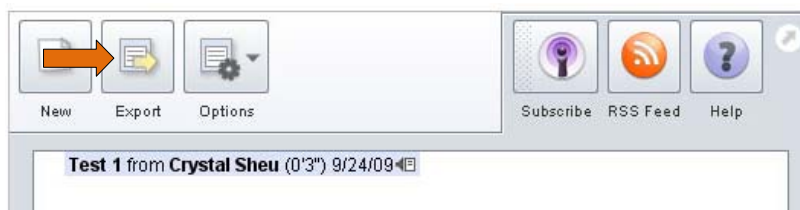
Otherwise, you will only see the *Export* and *Options* button.



3. To create a new post, click on the *New* button.
4. Add a subject title.
5. Click on the red *Record* button to record your message.
6. You may add text as well in the blank area to enhance your message.
7. When you have finished, click *Post*.

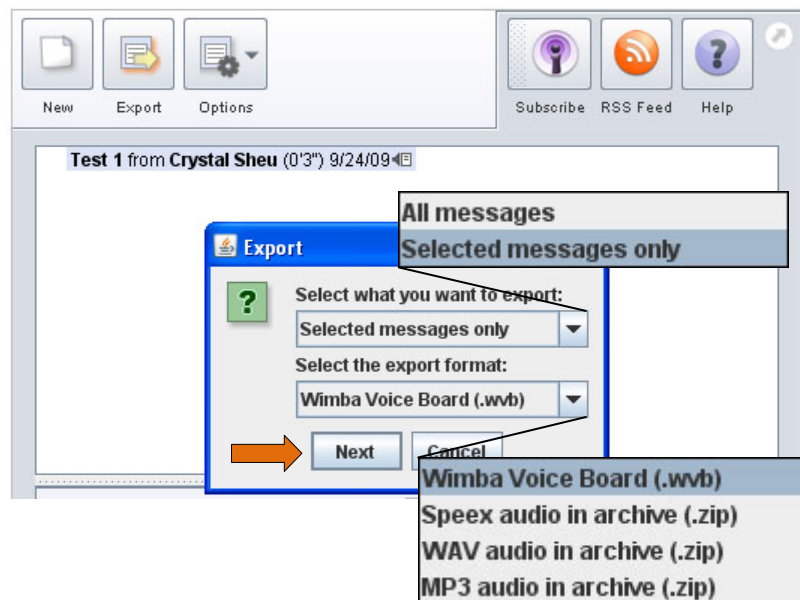


8. You can also export the post(s) from podcaster to play on your own media player. Select the post you want to export and click *Export*.

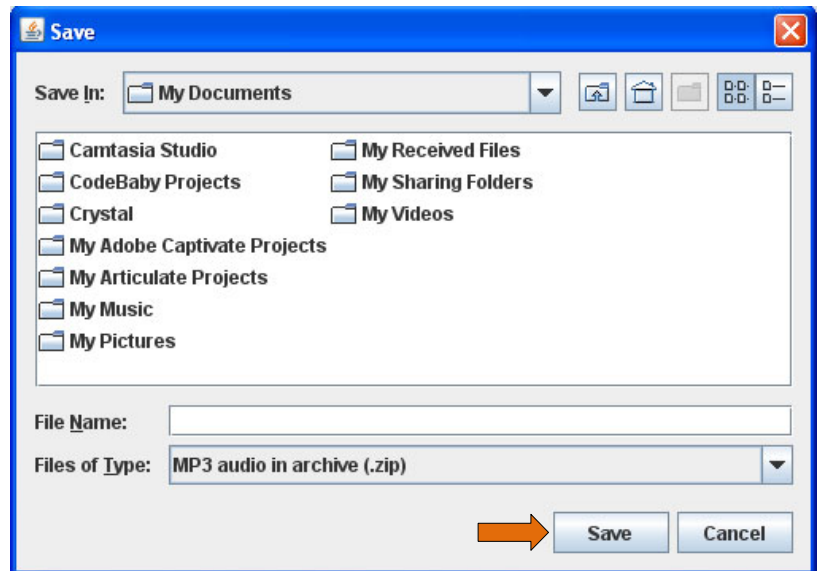


9. A window will pop up. The drop down menu will ask you the following options: 1) export the selected message(s) only or export all messages, and 2) the format that you want to export.

10. Click *Next* when you have finished selecting the message you want to export and its format.



11. Enter a file name and choose where you want to save the file. Click *Save* when you finished.



12. You have two ways of subscribing to the podcast: *Subscribe* and *RSS Feed*.
 - *Subscribe*: allows you to put the audio clip in iTunes or any other podcaster capturing software. You may also use this to put the audio on an iPod.
 - *RSS Feed*: allows you to subscribe by copying and pasting the URL to a pod capturing device or to add the link in your internet browser.

