Quickstart Guide to Podcasting with Anchor

THE MCGRAW CENTER FOR TEACHING AND LEARNING

Anchor is a free online platform, with associated mobile apps for iOS and Android, that streamlines the process of creating professional-sounding podcasts without dedicated software for audio editing. Recordings can be made directly on the website or within the mobile app and then combined with music and transitions. Anchor allows you to construct podcasts based on modules (audio segments) that can be sequenced together into a final product, most likely saving you the time required to re-record an entire episode if you make any mistakes. These modules can be recorded by different users and combined into a single podcast.
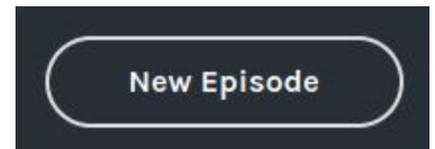
Preparing for podcasting

- A podcast is **much** easier to make and will end up sounding much more professional if you first prepare a script.
- Anchor allows you to record audio directly in the website or mobile app, but it also allows you to upload audio files for use in your podcast. If for some reason you feel more comfortable recording your website outside of the Anchor website, do so and then you can upload those files later.
A proper microphone (even a small lapel microphone), as opposed to the microphones built-in to a laptop or iPhone, will greatly enhance the quality of your recordings. If you are recording on the Anchor website, you will be able to select the input channel to select a microphone plugged into your computer.

Creating a podcast with Anchor

Begin by going to https://anchor.fm/ and creating an account. While an account is necessary to use Anchor, accounts are completely free.
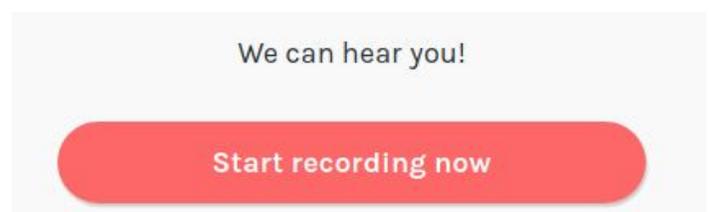
Once logged into Anchor, click the New **Episode button** to start working on a new podcast.

The resulting page will display four color-coded sections:

- **Record** - a tool for capturing audio directly in the browser.
- **Messages** - provides the ability to insert listener-provided feedback to be added to your podcast. This is unlikely to be relevant to a course podcasting assignment and can be ignored.
- **Library** - a collection of all the audio resources you have added to Anchor
- **Transitions** - a collection of sound effects and music for use as transitions between segments of your podcast.

Notice also the section on the right in which you can upload audio files from your computer.

Select **Record** and then the red **Record Now** button to activate your microphone and begin recording the first

segment. Remember to keep your segments rather short and click **Stop Recording** when you are finished. If you make a mistake, you can always delete that segment and record it again.

After recordings have been added to your **Library**, you may preview them with the play button. If you would like to add them to your episode, click the **plus sign.** The segments will be moved to the right-hand column.
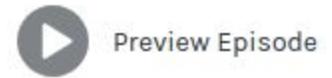
Adding Transitions

The area on the right-hand side of the screen acts as a playlist of recordings. When you save your podcast, it will consist of each recording played in sequence. One of the nice features of Anchor is the ability to insert sound effects and short bits of music in between your recorded segments. This will help to make your podcast sound more professional, but also serve to accent each segment and to focus the listeners attention.

Click the **Transitions** tab on the left hand side of the screen. Here, you will find a list of pre-recorded audio that can be added to your podcast. Again, click the **plus sign** to add these to the right-hand area.
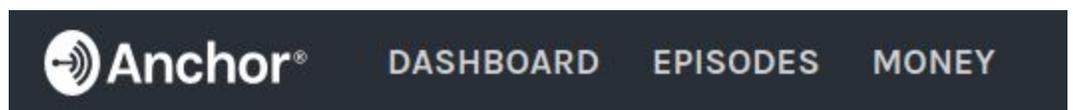
Sequencing, previewing and Saving

The right-hand column lists all the assets - recordings, uploaded audio files, and transitions - that have been added to your podcast. At the bottom of this area, you will find a **Preview Episode** button that will play each segment sequentially.

When you are satisfied with your podcast, click the **Save Episode** button at the top of this column. On the resulting Episode Options page, provide a title and description for your podcast.

After saving these options, you will again be prompted to provide a title and description to be distributed to podcasting platforms. **Since we will not be syndicating this podcast, but rather simply uploading the podcast to your course blog, click the X button in the upper left corner to close this popup window.**

Download the mp3 file of your podcast

Select the **Episodes** link in the main site menu. From this list of episodes, click the three dots (...) link on the right hand side and select Download episode. This will most likely open a new screen with an audio player. Open the **File menu** in your browser and select 'Save Page As' to save the audio file to your computer.

More information

Instructions for using Anchor are also available on the Archor.fm website at:
https://anchor.fm/how-to-start-a-podcast