

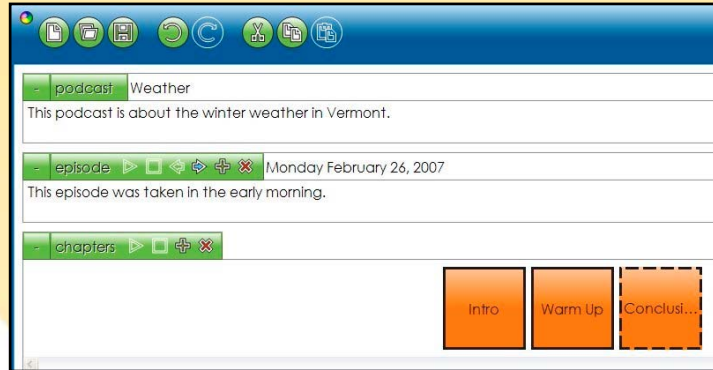
# Getting Started



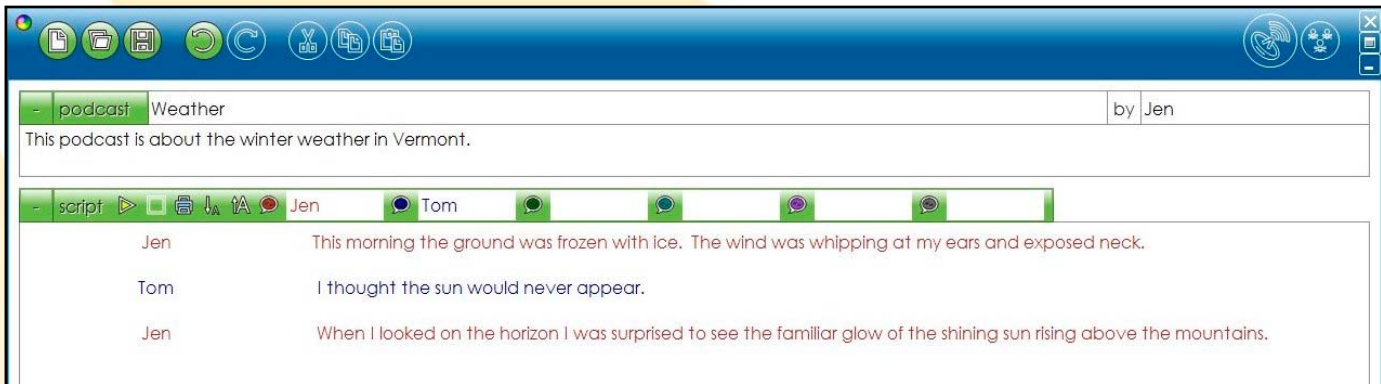
**Step 1:** Give your podcast a name and brief description.

**Step 2:** Add an episode to your podcast and write a brief description.

**Step 3:** Create chapters for your episode to segment and organize the information.

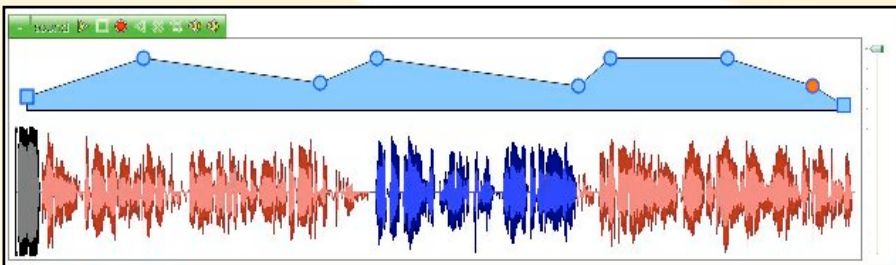


**Step 4:** Type or paste your text into the script area. Enter the names of the actors. Then high-light the text and click the actor's speech bubble to assign your text. The script will be automatically color-coded for you!

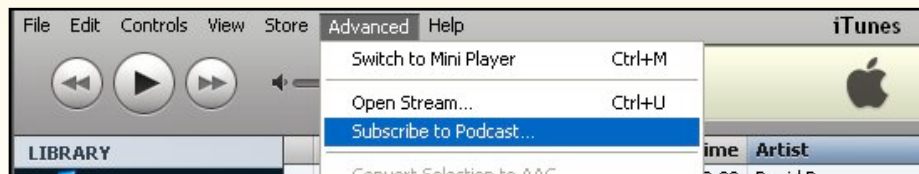


**Step 5:** Record your script, edit, and add music.

**Step 6:** Publish your episode.



**Step 7:** Subscribe to your podcast in iTunes for automatic downloads of new episodes!



# Podcasting Ideas



All you need is a microphone, computer and an Internet connection!

## For Education

- **School newspaper** - for parents and community members.
- **Class projects** - record stories or write reports.
- **School songs** and anthems.
- **Reviews** - of books, films, poetry, art, and music.
- **Interviews** - with sports stars and local heroes.
- **Reenactments** - of historical or fictional characters.
- **Compositions** - live music, school concert or play.
- **Diaries** - personal, fictional, or historical.
- **Lectures** - for absent students or study notes.
- **Homework** - vocabulary, spelling lists, or quizzes.
- **Stories and poems.**
- **Theatre** - dramatisations and role plays.
- **Reading intervention** - record monthly progress.



## For Business

- Product demonstrations.
- Training.
- Press releases.
- Internal newsletters.
- Calendar of events.



## For Everyone

- Pen Pals.
- Music and singing.
- Heritage and family tree.
- Journals and stories.
- Jokes.

Find your voice with Tool Factory Podcasting!

For More info: Tool Factory, 3336 Sunderland Hill Rd. Sunderland, VT 05250  
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