

How to create a podcast



Always keep in mind the **five Ps** when using Podium

1 Prepare

Gather together your content, e.g. stories for a spoken newspaper. Create a title for your podcast and episodes.

3 Produce

If you want to, you can edit your podcast, add extra tracks or input sounds and music into it!

5 Promote

Now you are ready to promote your podcast to the world! Let people know about it by emailing the link or by copying and pasting the link into any other document.

2

Perform

Click the record button and look out for the 3, 2, 1 countdown. Click on the stop button when you have finished recording.

4

Publish

When you are happy with your podcast, simply click on the publish button so that other people can subscribe and then listen to it.

Don't forget to add new episodes to your podcast whenever you have new information to share - just like adding articles to a newspaper!
www.podiumpodcasting.com