

Level 1	Level 2	Level 3
Record Podcast	Set up microphone	<ul style="list-style-type: none"> Plug in studio mic Check audio levels Disable Auto Level controls Disable Notifications on Mac Shutdown phone or set to silence Warn family about not interrupting Start call to Karine/Interviewee on Skype Discuss topic for this episode Decide who will do the intro Start up QuickTime to do Audio Recording Set Quicktime to record from external mic Ensure sound output is via headphones not speakers
	Talk for 30 minutes	<ul style="list-style-type: none"> When ready countdown to start recording Introduce episode Discuss main topic Suggest tips and hints Where can we find you on the internet' Remember to like it, subscribe to it and share it Stop recording... Chat with co-host
	Save file	<ul style="list-style-type: none"> Save files to HDD or Dropbox Finish Skype call
Mix Podcast	Import Audio files	<ul style="list-style-type: none"> Open Audacity Create new project Open Intro file Select and copy intro music clip Create new track in project file Paste intro music clip at start Import my audio file Import Karine/Interviewee file Set both files to correct start point with reference to intro music clip
	Normalise level to -1dB	<ul style="list-style-type: none"> Normalise both speech tracks to -1dB Silence any unintentional background noises in either speech tracks (Sneezes, dog barks etc) Add new track Select and copy outro music clip Paste outro music clip at end with slight overlap Check audio quality Update MP3 ID tags
	Export file to MP3	<ul style="list-style-type: none"> Export MP3 episode file to Dropbox Podcast Audio folder
Create blog post	Create new post by copying previous one	<ul style="list-style-type: none"> Go to blogger dashboard Open previous episode post Go to HTML view Select all code (cmd A) Copy all code (cmd C)

	<p>Close post Open New Post Set title of post to the next episode Set tag to Podcast Set schedule time/date of post Select HTML view Paste code in to window (cmd V) Go to compose view Update titles</p>
Update Episode numbers	<p>Type in new Episode title and description</p> <p>Copy and paste existing Shownotes links from post to index at foot of post</p> <p>Update MP3 filename and link to current episode number</p> <p>Update doc and pdf in A5 and Personal size to current episode numbers</p> <p>Remove iframe code for previous episode (MixCloud Player Code)</p> <p>Listen to Episode using Quick Time Player</p>
Add show notes	<p>Create show notes with approx timing of each topic/subject change. Add links were required.</p>
Upload MP3 file to MixCloud	<p>Upload MP3 file to MixCloud</p> <p>Set title of recording</p> <p>Add description</p> <p>Publish new recording on Mixcloud</p> <p>Copy iFrame code</p> <p>Past iFrame code in to blog post at the correct point.</p> <p>Save post.</p> <p>Go to HTML view</p> <p>Select all code (cmd A)</p> <p>Copy all code (cmd C)</p> <p>Schedule post.</p>
Post to Patreon Site	<p>Create new post</p> <p>Add description</p> <p>Add Audio File</p> <p>Schedule post.</p> <p>Create new post</p> <p>Add description</p> <p>Add Show Notes files</p> <p>Schedule post.</p>
Copy post to HGTP blog itunes feed	<p>Go to The Hitchhikers Guide to the Plannerverse blog</p> <p>Open New Post</p> <p>Go to HTML view</p> <p>Set title of post to the next episode</p>

		<p>Set tag to Podcast</p> <p>Set schedule time/date of post</p> <p>Select HTML view</p> <p>Paste code in to window (cmd V) but minus index at foot of post.</p> <p>Go to compose view</p> <p>Set link in side bar to the MP3 file on Philofaxy.com</p> <p>Schedule post.</p>
	Create Shownotes files	<p>Select title, description and shownotes from blog post.</p> <p>Open Word</p> <p>Paste in text</p> <p>Select all text (cmd A)</p> <p>Set font</p> <p>Set font size to 16 point</p> <p>Set margins to 1.6cm (left) 1cm (right) 1.6 (top and bottom)</p> <p>Save as A5 file in Docx and PDF</p> <p>Reset font size to 10 point</p> <p>Change Page format to Filofax Personal size</p> <p>Set mirrored margins to 1.4cm (left) 0.7cm (right) 1.0 (top) 1.6cm (bottom)</p> <p>Save as Personal file in docx and pdf formats</p>
Publish Podcast	Upload MP3 file to Philofaxy.com	<p>Using FTP program, upload MP3 and docx and pdf files to /podcast folder on Philofaxy.com</p> <p>Wait until post goes live</p> <p>Check iTunes feed is up to date</p> <p>Check post is displaying correctly</p> <p>Check links all work</p>
	Publicise podcast on key FB groups.	<p>Share links on Facebook groups</p> <p>Respond to any feedback comments on blog</p> <p>Respond to any feedback comments on Facebook</p>

Note: All Philofaxy posts are shared to Facebook page, Twitter, and Email subscribers no action required.