

## Hello, podcast guest!

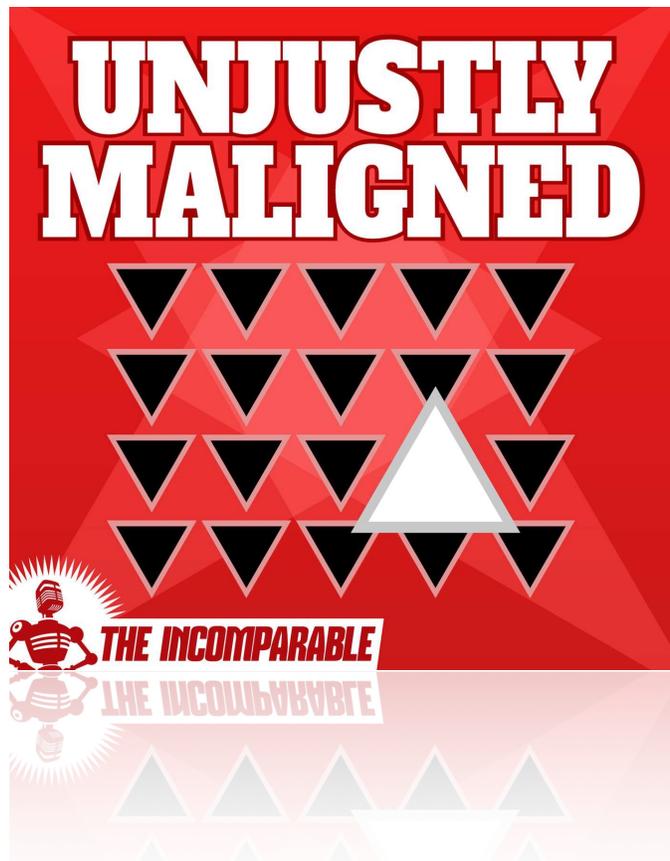
There are many guides and how-tos out there for people who want to make podcasts. But what if someone's invited you to on a podcast, and you don't know what you're supposed to do?

**Don't worry.** This page is designed to help guests like you, and that's why the show host has sent you here. We'll make sure you're ready for your appearance, and show you how to record your “end” of the conversation so that you sound great.

### RULE #1: DON'T PANIC!

**Podcasts are an informal medium**, and sound best when the guests are having a real conversation, rather than talking in sound bites. So you don't have to be 'radio perfect' — in fact, being too slick can sometimes be a bad thing. Podcast listeners want to hear the real you, and they want you to enjoy yourself. If you're having fun, they'll love listening to you.

*This guide is hosted by  
**Unjustly Maligned**, a podcast  
about the sometimes strange things  
people love, that others... don't.  
**Check out [ump.fm](http://ump.fm) to listen!***



## **4 STEPS TO SOUND GREAT**

*These tips will explain how you can take part, and help you get the best sound quality.*

### **• STEP 1: SKYPE**

The vast majority of podcasters use Skype to make their shows. If you don't have it already, [download it for free here](#). Next, **ask your host for their Skype username**. Add it to your Skype buddy list, and tell them your username in email as well, just in case.

### **• STEP 2: MICROPHONE**

Use an **external microphone** if you have one. If you don't have an external microphone, use a headset, or your iPhone earbuds. If you don't have those either, you can use your computer's built-in microphone — but this should be a last resort, as the sound quality will be poor.

*If you expect to appear on even a couple of podcasts per year, it's probably worth buying an external microphone. You don't have to spend a fortune; there are many basic \$50 models available that sound good, and undoubtedly better than your computer's built-in mic.*

### **• STEP 3: HEADPHONES**

**Wear headphones or earbuds** during the Skype call. You'll hear yourself more clearly while you talk, and it also prevents your microphone from accidentally recording your host's voice, because...

### **• STEP 4: RECORD**

**You only need to record your side** of the conversation. Your host will take care of everything else. All you have to do is set up your microphone to record your own voice to an audio file (see below). When the call is finished, your host will ask you to send them that file (probably using Dropbox), and then they'll edit everything together so it sounds like you're having a conversation in the same room, or a studio 😊

*In fact, you may not even need to do this step. Some shows record the Skype audio directly, as you're talking. If that's the case, you can ignore Step 4... but you should still wear headphones, to avoid feedback and audio bleed.*

## **HOW TO RECORD YOURSELF**

- If you're a **Mac user**, good news: you can use the built-in QuickTime Player app to record yourself. There's a video showing how to do that at

**<https://www.youtube.com/watch?v=9Vw8mfrTSUs>**

- If you're a **Windows user**, things are a teensy bit more complicated, because first you'll have to download Audacity, a free audio application.

Once you've got Audacity on the computer you're going to use, you're ready to record. There's a video showing how to do that at

**<https://www.youtube.com/watch?v=31zE8V9Vzbo>**

## **Remember: the most important thing is to relax, and have fun.**

If you still have questions, don't hesitate to ask the show's host. They *want* you to sound great, so don't be embarrassed. Nobody is born knowing how to record audio to a computer! 😊

*All the information in this PDF is also found at [ump.fm/PodcastGuestGuide](http://ump.fm/PodcastGuestGuide)  
Go there to see embedded versions of the walkthrough videos, and for links to further reading if you want to get more advanced.*

— **Antony Johnston**  
Host of *Unjustly Maligned*  
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