

# RADIO CHIGUIRO

THE GLOBAL  
NETWORK

PRESENTA:

PUBLIC  
BROADCAST

user's manual

all you  
need to  
know to make 'n'  
upload your own  
radio programs!





# Materials

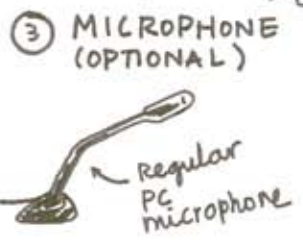
first of all, here's a list of the materials that we'll need:



1 RCA-TO-MINIPLUG AUDIO CABLE



2 COMPUTER WITH AN INTERNET CONNECTION (any operating system)



3 MICROPHONE (OPTIONAL)

regular PC microphone

4 MIXTAPE / MIX CD (if you want to do your radio program on a tape first)



5 AUDACITY or any other audio-recording software \*



\*the reason we recommend audacity is because it is one of the best open-source / free audio recording tools.

then you'll need a tape player or walkman



if walkman used, you might need a MINIPLUG-TO-MINIPLUG CABLE



it's really cheap to get all this stuff together, making a radio program is also fun and easy!  
LET'S GET TO WORK!



TIME TO WORK!

# STEP 1

TO RECORD YOUR FILES INTO A DIGITAL FORMAT  
(if you already have a recording software, skip this step)

Ⓐ GO TO [WWW.AUDACITY.SOURCEFORGE.NET/DOWNLOAD](http://WWW.AUDACITY.SOURCEFORGE.NET/DOWNLOAD)



↳ you'll see a window like this.  
choose your operating system and download.

Ⓑ on this same webpage, you'll see a section that is called "other downloads".

check for the LAME MP3 ENCODER and download that too

Ⓒ INSTALL THE AUDACITY SOFTWARE ON YOUR COMPUTER

follow the instructions from the Setup Wizard.

on this process, the installer will check for your computer's sound configurations

Ⓓ CREATE A FOLDER ON YOUR HARD DRIVE CALLED "LAME" AND DROP THE CONTENTS OF THE LAME ENCODER DOWNLOAD IN THERE (you'll have to unzip it first)

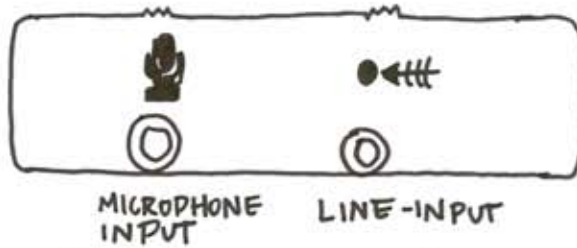


we're almost ready to start recording!

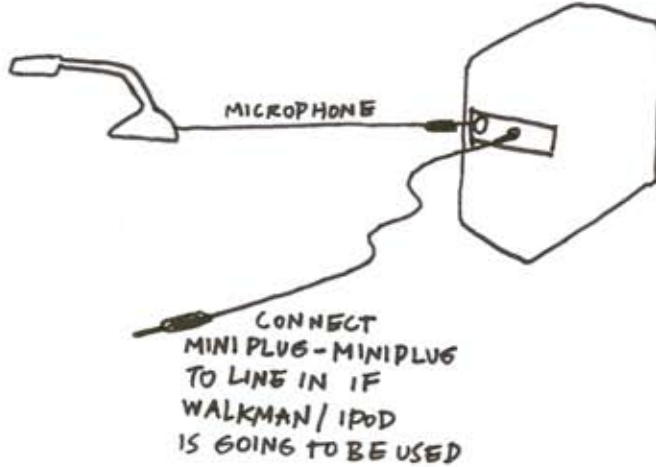
Ⓔ OPEN AUDACITY FOR THE FIRST TIME the setup installer might have created a shortcut on your desktop for easy access.



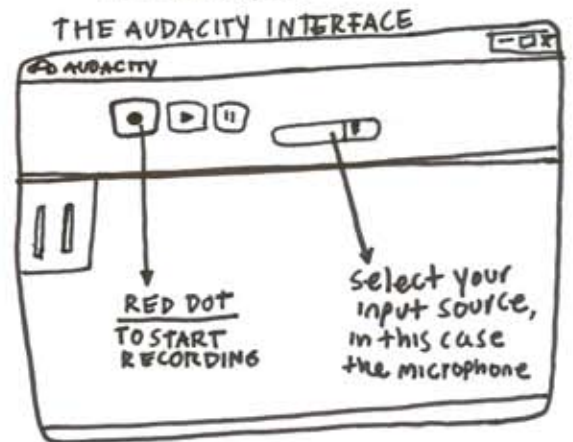
F LOOK ON THE BACK OF YOUR COMPUTER AND FIND YOUR MICROPHONE AND LINE-INPUT HOLES (They look like a headphone hole)



the icons may vary on the different computers, but usually the conventions look something like the illustration above



G MAKE A TEST RECORDING:



CLICK ON PLAY AND LISTEN



MY VOICE SOUNDS AWFUL!



CLICK ON THE RED DOT TO START RECORDING



START TALKING AND YOU'LL SEE THE WAVES BEING CAPTURED

CLICK ON THE REWIND BUTTON

CLICK ON THE SQUARE ICON TO STOP RECORDING



# STEP 2

## To Create a music playlist

Using any default media player you can create songs playlists, that is, the order you want your songs to play: for example:

- 01. MY SHARONA
- 02. LEADER OF THE PACK
- 03. ALL NIGHT VIVARIN JAG
- 04. DAYS OF SWINE AND ROSES

You can use programs like iTunes, Winamp, Media Player, Jukebox or VLC



... or you can just create a mix CD with all the songs that you want on the program



# STEP 3: RECORD

KEEP YOUR MEDIA PLAYER OPEN AND OPEN AUDACITY AGAIN.



You can adjust the volume of the mic input if your signal is too low (or high)



By clicking on the drop-down menu you'll select your sound input source.

NOTE: if you're using the Line-Input for playing through a walkman/discman etc. choose LINE-IN on the drop-down menu to record that



I recommend using headphones for this part

FOR RECORDING ~~THE~~ WHAT IS PLAYING THROUGH THE MEDIA PLAYER, CHANGE TO "WAVE" ON THE DROP-DOWN MENU

START RECORDING AND SWITCH TO THE MEDIA/CD PLAYER AND PRESS PLAY ON IT (FOR THIS CASE THE SOUND INPUT IN AUDACITY SHOULD BE "WAVE")

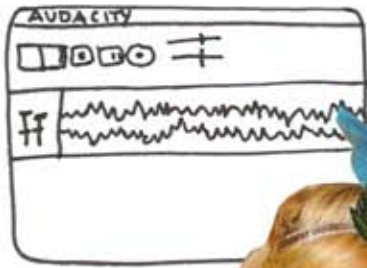


IF YOU WANT TO TALK IN BETWEEN SONGS, CHANGE THE RECORDING INPUT IN AUDACITY TO "MICROPHONE" WITHOUT STOPPING THE RECORDING AND START TALKING.

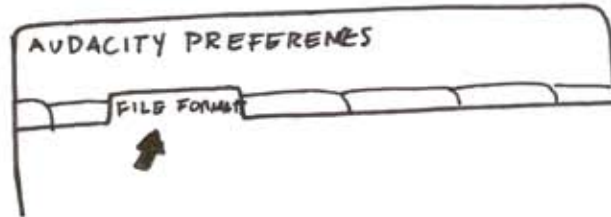
REPEAT THIS UNTIL YOU FINISH YOUR PROGRAM

# STEP 4

Export Recording to a: mp3 file



- (A) GO TO EDIT/PREFERENCES AND CLICK ON THE "FILE FORMATS" TAB



LOOK AT THE BOTTOM OF THIS WINDOW WHERE IT SAYS "MP3 EXPORT SETUP" AND SET THE BITRATE TO 96 ON THE DROP-DOWN MENU.

BIT RATE:

we change this setting to make the file smaller and more appropriate for internet downloading

YOU'LL ALSO FIND ON THIS WINDOW A BUTTON THAT SAYS:

CLICK ON IT AND PRESS "YES" ON THE POPUP WINDOW.

- (B) FIND AND SELECT THE FOLDER CALLED "LAME" THAT YOU CREATED ON STEP 1, PART D AND CLICK ON "OPEN"

CLICK ON THE  TO EXIT THE PREFERENCES

- (C) GO TO "FILE" AND SELECT THE OPTION CALLED EXPORT AS MP3...

- NAME THE FILE AND CLICK ON SAVE

- (D) A POPUP WINDOW CALLED "EDIT the ID3 TAGS for the MP3" CHOOSE the ID3V1 AND FILL IN THE BLANKS WITH THE INFORMATION THAT YOU WANT ASSOCIATED WITH YOUR FILE. CLICK ON







# WE DID IT!

🎵 radioprogram.mp3

WE HAVE OUR MP3 FILE, NOW WE JUST NEED TO POST IT ONLINE TO MAKE IT ACCESSIBLE TO THE PUBLIC

A POSTING OF AN AUDIO FILE OR RADIO PROGRAM INTO A DATABASE IS MOST COMMONLY KNOWN AS "PODCAST"

THERE ARE DIFFERENT INTERNET SERVERS THAT LET YOU UPLOAD YOUR OWN PODCASTS, RADIO CHIGUIRO IS ONE OF THEM

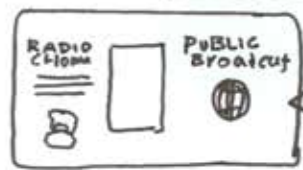
Radio Chiguiro is a community radio project for the diffusion and exchange of local culture. The content published becomes public and accessible.



# STEPS

## UPLOADING YOUR FILE

① GO TO WWW.RADIOCHIGUIRO.UNCERDDOS.ORG



ON THE "PUBLIC BROADCAST" SECTION CLICK ON "UPLOAD PROGRAM"

② A POPUP WINDOW WILL APPEAR AND WILL ASK FOR A USERNAME AND A PASSWORD. TYPE THIS:

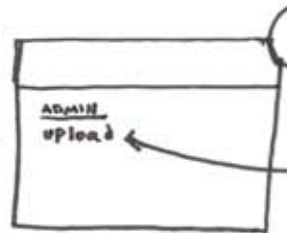


USER: chiguiro  
PASSWORD: all  
Fill in lowercase

FILL IN THE FORM:  
FILE TO SEND

CLICK ON BROWSE AND SELECT THE MP3 FILE THAT YOU CREATED

TITLE: PUT A TITLE TO YOUR PROGRAM  
DESCRIPTION: WHAT IS THE PROGRAM ABOUT? WHO MADE IT?



CLICK ON "UPLOAD MP3 FILE"



5  CLICK ON "SEND"

 uploading your file will take 5-10 MINUTES depending on the size of your file and your internet connection speed. DON'T CLOSE THE INTERNET BROWSER'S WINDOW!

 you'll get a message: YOUR FILE HAS BEEN UPLOADED SUCCESSFULLY!

6 GO BACK TO [WWW.RADIOCHIGUIRO.UNOCERODOS.ORG](http://WWW.RADIOCHIGUIRO.UNOCERODOS.ORG) AND CHECK ON THE "PROGRAMS" SECTION... YOUR PROGRAM IS THERE!



contact: [chiguero@unocerodos.org](mailto:chiguero@unocerodos.org)

LISTEN TO IT, TELL YOUR FRIENDS!

CHIGUIRO FEED

DO-DO-DO  
DO YOU  
WANT  
TO DANCE

