**Creating a podcast**

1. Have your script ready
2. Click on Windows and search for the audacity or go to web
3. Record your script and save it as an mp3.
4. Open your web page
5. Click on the More Actions Button and click on manage site
6. Click on attachments and upload your mp3 file
7. Right click on the word **download** and choose copy link
8. Go to the page you want the podcast on
9. Click on edit page
10. Click on Insert and choose more gadgets.
11. Click on public and then search for “embed music”
12. Scroll through the list and choose embed music
13. Click on select
14. Paste your link in the first box and click ok.
15. This will insert the gadget on your page.
16. Click save and listen to your podcast.