

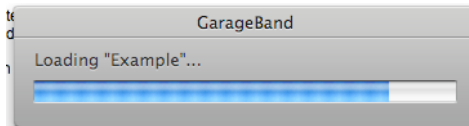
Podcasting With GarageBand


Think of a **Podcast** as basically an audio recording that can have pictures and hyperlinks attached to the pictures and can be played back on a digital music player like **iTunes** or on your computer. . It is mostly verbal, but can contain music, pictures and sound effects as well. Podcasting is not just for radio broadcasts. The term refers to recording anything and everything to be played back in a digital player. To make a **Podcast**, the best tool that we have is **GarageBand**.

Before starting to do a **Podcast**, it's a good idea to have the students write the narration first, then divide it into small sections to read. Then decide what picture, or pictures, they would like to include with each section of narration and determine if there are any URLs that would be important to include as well. Once your students collect their pictures, they need to put them in **iPhoto** so that they are easily accessible to their **Podcast**. Don't forget to **check with your librarian on how to have your students cite their pictures** and which ones can be used in classroom presentations verses on the Web. Then they will be ready to do a **Podcast**.

In order to create a **Podcast**, first, open **GarageBand**. It's located in your applications folder or in your dock.

If you have opened **GarageBand** before, you will see the last document that you worked on loading.



After it loads, you can click on the red "go away" button  and this window will open.



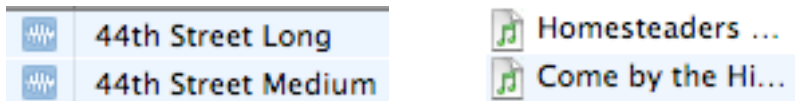
If you have never opened **GarageBand** before, the window above will be the first thing that you see after you open the application.

You can then choose the **New Podcast Episode** and you will then see a dialogue box asking you to name the document and choose where you want to save it.

After doing this, a new **GarageBand** document will open that is specifically designed to do a **Podcast** with these tracks already installed.




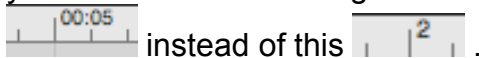
As you click on each track, it is highlighted with a specific color. As you can see, the **Podcast Track** is purple. The **Music Voice, Female Voice, and Jingles** tracks will be blue. The **Radio Sounds** will be green. All of the loops, or sound effects and music, will have these different colors as well as shown below.



This way you know what type of sound you can put in what track. The **Vocal Tracks (male voice, female voice)** are for recording your voice, and the **Jingles** and **Radio Sounds** are for inserting sounds and music. The **Podcast Track** is for putting your pictures in that will play during the **Podcast**. If you don't want multiple pictures and just want one picture showing with sound. That's fine too. It all depends on what type of project you're doing.

Before you begin, it's a good idea to make sure that the **Musical Time** icon is

clicked . It's located near the play buttons. This will change the **Beats and Measures**' increments above all the tracks to **Time**, which will make it easier for you to determine the length of each part of the **Podcast**. It will look like this



Since you have already written the narration, you can now record it in the short segments that you decided on earlier. To record, just click on the either the **Male** or **Female Voice Track** and then lean forward and speak into the microphone on your computer. You will notice that some green bars will move to show your

track volume level as shown in this picture.





They should go about to this level for your voice to be loud enough and no higher so the recording won't distort.

Once you've set the volume, then you can record each of the segments of your **Podcast** separately. The advantage is that it's much easier to do several short recordings correctly than one long one. Also, you can then move each piece to the location within the **Podcast** where you want it to be.



The audio recordings will look like this and can be clicked and dragged wherever you want them along their individual track.


After you've recorded all of your audio for the **Podcast**, then you can put in your pictures that you've chosen and placed in **iPhoto**. To do that you, you click on the **Media Browser** button . When you do, the **Media Browser** window will open on the right side of **GarageBand** document window. Click on the **Photos** button  and then on your **Library** and scroll down to the pictures that you want to put into the **Podcast Track**. When you pull them up to



that track, they will look like this. You can continue to pull up all the pictures that you want in your **Podcast** and rearrange them at any time and place them wherever you want. Also, you can make them as long as you want by touching the end of the picture with the pointer and clicking and dragging them to the desired length. You can place multiple pictures above each audio segment or just one picture above each depending on the effect desired.






Once you have your audio track and pictures placed where you wish, you can then put in some music and/or sound effects if it can add value to your particular **Podcast**. Before doing so, remember that your best source of music would be to have the students either create their own music using **GarageBand** or by going to **Copyright Free** sources on the Web. **If you have any copyright questions, please contact your librarian.**

To place music into the **Podcast**, you will first need to make sure that the **Loops** (jingles, instruments, sound effects, etc.) have been put into your student's **GarageBand** application. If they haven't, the students can have that done by checking with the **Tech Support** staff in your building. It takes about 20 minutes for the Techs to do this.

After that has been done, you could use some copyright free **Jingles** from **GarageBand**. To find where those are located, click on the **Eye**  in the lower left portion of the **GarageBand** document window. A window opens with these options under the **Loops** section.



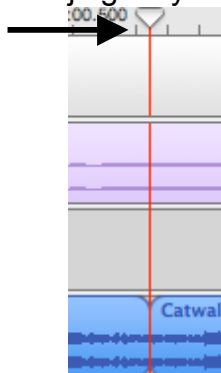
If you click on **Jingles**, you can then choose a large group of **Jingles** categories. In the column titled **Name**, you would then choose a specific jingle to pull into your **Podcast**. You can listen to each by simply double clicking on it first before dragging to the track.

	Name
	Breakbeat Long
	Breakbeat Medium
	Breakbeat Short
	Catwalk Long
	Catwalk Medium

You would pull the one that you want to the **Jingles** track,



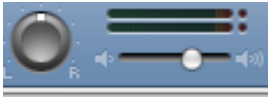
and you will see a **Plus Sign** when you drag it to the correct track. You can then click and drag it anywhere along that **Jingles** track. You can also repeat the jingle by copying and pasting it or dragging it forward.




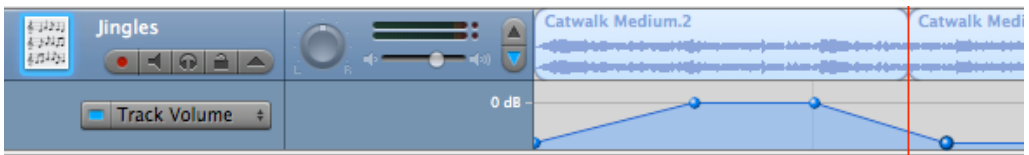
You can also **Split** the jingle by moving the playhead to where you want it split and going to **Edit/Split** or hitting **Apple T**.

To put **Sound Effects** or **Stingers** in, you would follow the same procedure as above. The sound effects and stingers are quick short sounds for special effects at certain spots in your **Podcast**.

You may also want to change the volume of a certain sound or fade that particular sound in and/or out. You can do that by moving the **Volume Slider** for

that specific track  or by clicking on the **Down Arrow**, which allows you to do more intricate things with the volume of that track such as fading


in and out.  **Show track volume or pan curve.** If you fade in or out and you clicked the **Down Arrow**, it could look something like this by clicking on the line and maneuvering the spheres where you want them to be.

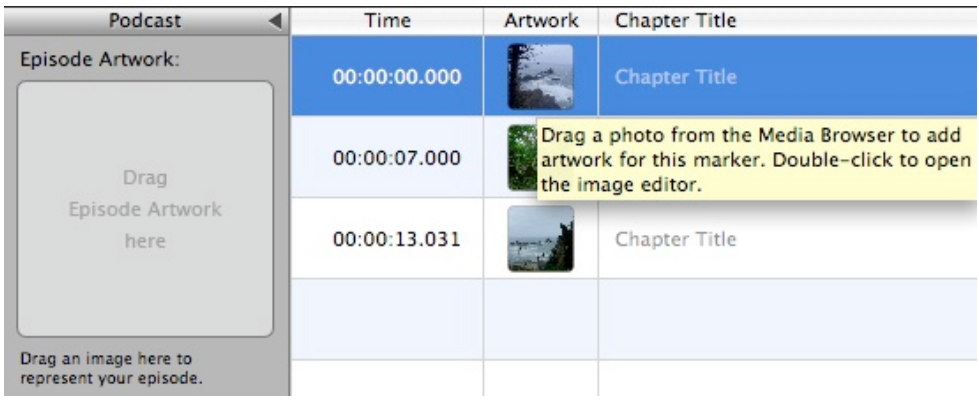


The last few things that you can do to your **Podcast** before you send it to iTunes or iWeb to be published is that you might need to edit your pictures a little, place one picture as the main picture for your **Podcast**, and write a description of your **Podcast**.

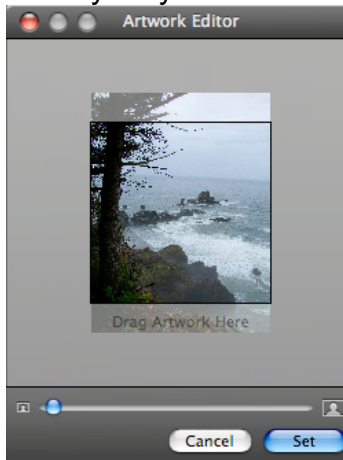
To edit the pictures, you go up to the **Podcast Track** and click on it to highlight it.




After doing that, click on the **View/Hide Track Editor** button.  This will open a window at the bottom of your document. Next, you can drag one of your pictures to the **Episode Artwork** box to set the main picture for your **Podcast**



Or you can double click on each picture to edit it so that it displays correctly when shown. **This is very important!!** When you double click the picture, this is what the **Artwork Editor** looks like, and you can use it to make your picture look exactly as you like when viewed in the **Podcast**.



Finally, you need to add a **Description** to your **Podcast**. In order to do that, click on the **Podcast Track** again and the  button. You will then see an area where you can type your **Description**.

When your **Podcast** is completed to your satisfaction. You can then **Share** it to either **iTunes** or **iWeb** by going to **Share** and choosing where you want to share it. If you choose to share it to **iWeb**, you will need to have iWeb open and have a **Podcast** site open and selected in order for it to go there. If you send it to **iTunes**, that program will open automatically.

This instruction sheet has discussed the idea of **Podcasting**, how to do it and how you can publish or show your **Podcasts**. Now all you have to do is get started and have fun!