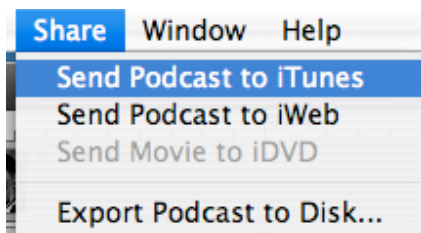


## Creating a Podcast in iTunes or iWeb from GarageBand

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.

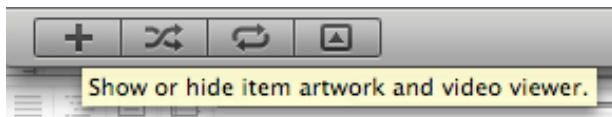
To determine which application to choose to **Share** your **Podcast** with, you'll need to determine how you want to publish the final product. If you want to publish it to the Web, you should **Share** your **Podcast** with **iWeb**. If you want your students to simply show them in class to each other, you should **Share** them to **iTunes**.

To send your **Podcast** to **iTunes** from **GarageBand**, click on **Share/Send Podcast to iTunes**. This will take some time, depending on the size of your **Podcast**.



When this procedure is complete, **iTunes** will open and your **Podcast** will automatically start playing. Pause the **Podcast**, so that you can get your **iTunes** ready to display and watch correctly. The name of your **Podcast** will be the same as it was named in **GarageBand**, except it will have the **.mp4** extension at the end.

**Podcasts** can have pictures or can just be one picture with audio. To view an **iTune Podcast** with images, be sure to click on the arrow that **shows or hides artwork and video viewer**, which is located in the lower left-hand corner of your **iTunes** document window.

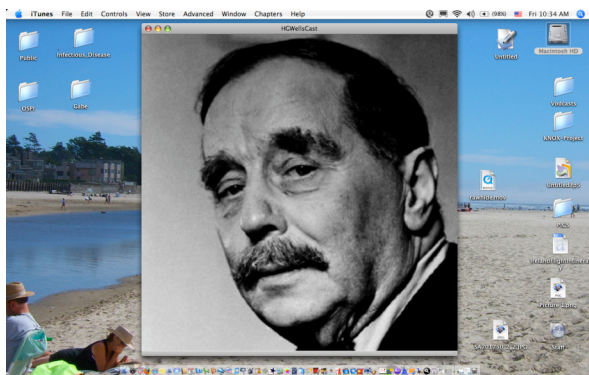


You can then view your images from there as you listen to your **Podcast**. You can also make the image much larger and close the **iTunes** window by clicking

once on the picture. This will make it so the **Podcast** could be viewed by a larger group and have it projected on the screen. It would look like this.



To view an even larger format in class using the projections system in your room, simply click on the picture once and a larger view of the **Podcast** will open. You can then minimize **iTunes** and view and listen to your **Podcast** more easily in that setting.

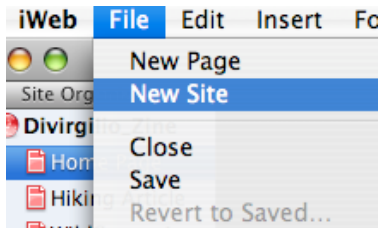


As I mentioned earlier, if you want to share your **Podcast** with the world via the Internet, there are two ways to do that. One is to **Share** your **Podcast** with **iTunes** and then pull that **Podcast** into **iMovie** using the **Media** button in **iMovie**. After that, you would follow the instructions in the document in the **Technology Specialists Abyss** in the **How To** section titled **QuickTime\_streaming**. That document will tell you how to put your **Podcast** in the **VidStore Server** and share it with the world. If you do that, though, you need to make sure that you have cited your sources correctly and only use images and sounds that you can legally place on the Web.

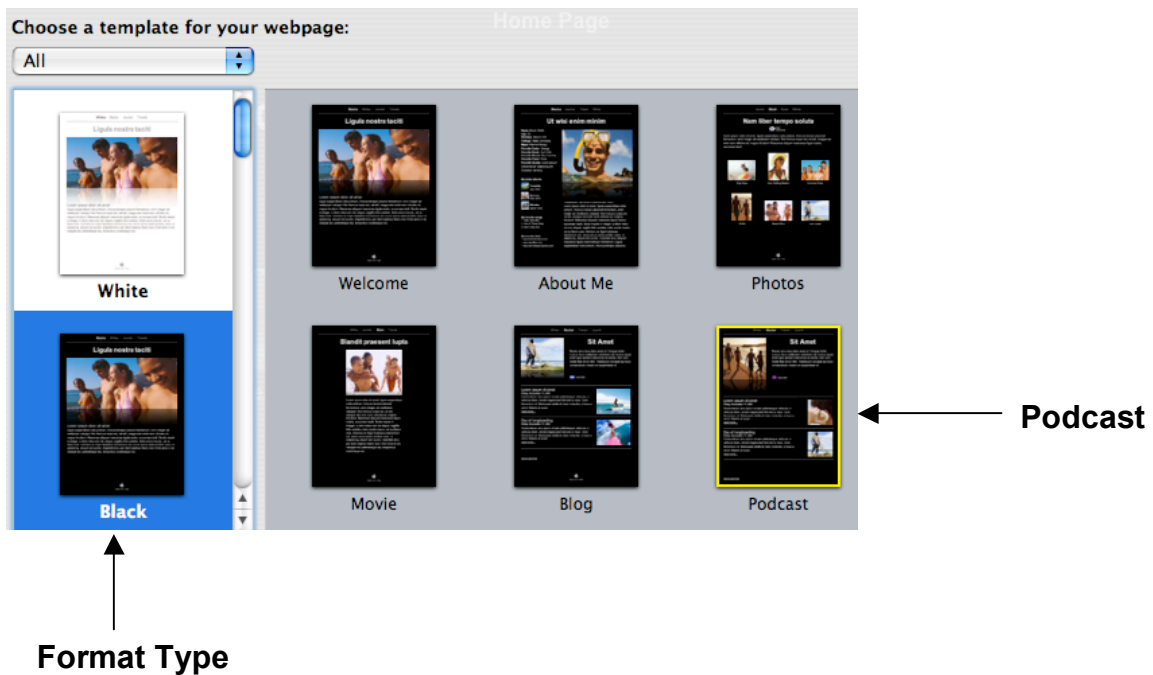
The second way to view your **Podcasts** on the Web would be to place them in **iWeb** and then create a Web page from **iWeb** and give that Web page to the **Web Master** at your school, who will then put it on the school Web site and give

you a link that you can put on your teacher Web page for your students to access.

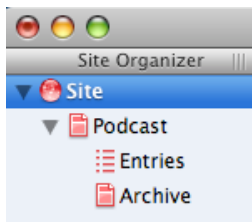
To do that, after creating your **Podcast** in **GarageBand**, you should first open **iWeb** and make sure that you have started a **New Site** that is formatted as a **Podcast** page. To do that in **iWeb**, first click on **File/New Site**.



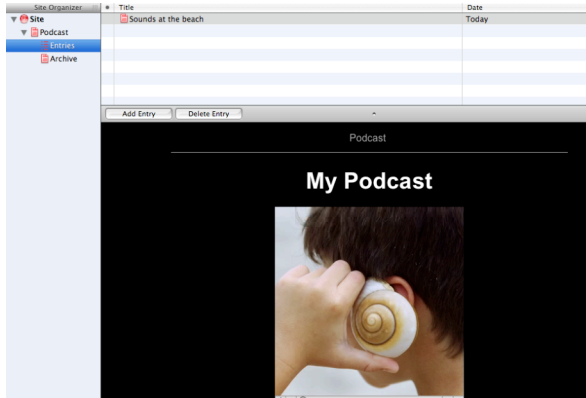
This will open a window where you can choose the **Format** that you like and the **Podcast** format for that **Format Type**.



When this procedure is complete, the **Site Organizer** in **iWeb** will look like this.

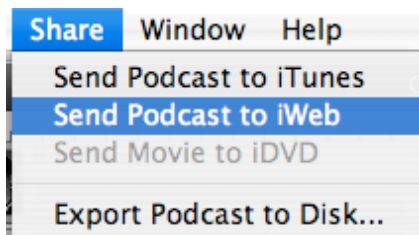


Then click on the **Entries** page in your **iWeb**, and your page will look like the example below with one **Sample Entry** in it . It's very important to leave that **Sample Entry** there until you've put all of your **Podcasts** into the **iWeb** page. After that, you can delete it.

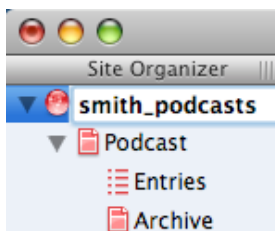


Next, have all of your students **Save** their **GarageBand Podcasts** to their desktop, archive/zip them and place them in the drop or class folders in your server folder. Then you pull them out and copy them to a folder on your desktop and unzip/un-archive them in that folder.

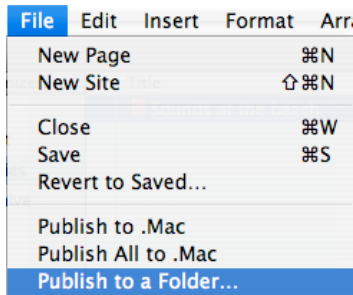
Then you will open each of the **GarageBand Podcasts** and then click on **Share/Send Podcast to iWeb**. This will take some time, depending on the size of each **Podcast**. but it doesn't take long.



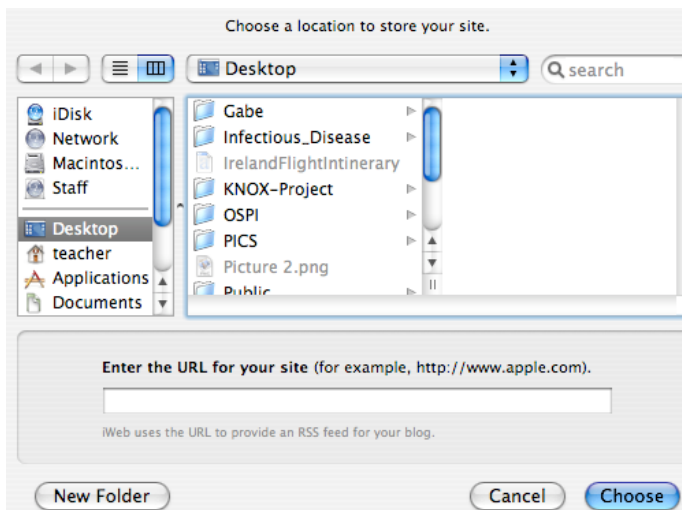
When this procedure is complete for each **Podcast**, they will all be placed as a new entry on the **Entry** page of **iWeb**. At this time, it would be a good idea to name the **Site**. You can do that by **Double Clicking** the word **Site** in the **Site Organizer** and renaming it. Be sure to name it something simple – one word or use the underscore if you have two words. Here's an example: **smith\_podcasts**.



Finally, you will create and save you **iWeb Podcast's Web site** to your desktop by clicking on **File/Publish to Folder**.



A dialogue box will come up where you will click on **Desktop** and save it there by clicking **Choose**..



You will get another small dialogue box like this one. Just click **Continue**.



It will download to your desktop, but “YES”, you will see one more dialogue box, just click **OK**.

On the desktop, your new Web site will look like this.



You will see a folder titled what you changed your site name to and an html document titled **index.html**. You can **trash** the **index.html** page because there is another one just like it in the folder.

Take that folder and give it to the **Web Master** at your school. They will put your **Web Site Folder** up on the school Web site and give you a **URL (link)** that you can put up on your Web page so that anyone can view ALL of the **Podcasts**.

If you would like to see what your **Podcast Web Site** will look like, simply open the folder and find the **index.html** document inside and double click on it. Then you can click through your new Web site and view any of the **Podcasts**.

Now you're ready to go. Have fun!!!