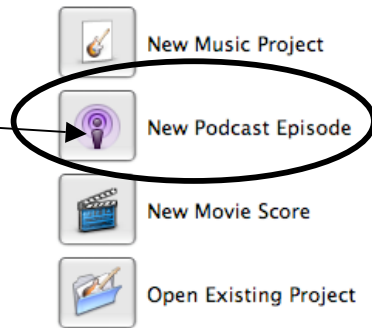
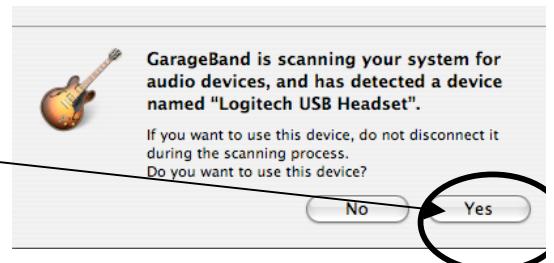


Using Garage Band to Record a Podcast

1. Open GarageBand
2. Click on **New Podcast Episode**



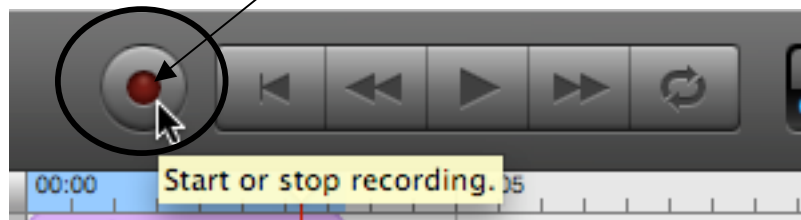
3. If you don't see this screen, go to File -> New
4. Name and save your project
5. If you are **NOT** using headphones or a microphone skip to step 8.
6. Plug in your headphones and/or microphone.
You will see this message.
7. Click **Yes** to use your headphones.



8. Click on the little **dot** in the male or female voice track. It should turn red.



9. Test your microphone - you should see **green bars** moving when you speak.
10. Click the **red Record button** to start recording.

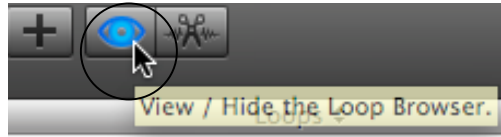


11. Click the **space bar** to stop recording.

Adding Music and Sound Effects In Garage Band

Choose Your Music

1. Click on the eye button, the hover label reads "View/Hide Loop Browser", in the lower left area of the screen to bring up the directories



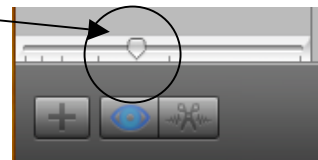
2. Click Jingles



3. To preview a music cut, click it and it will play through the headset

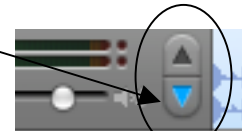
Move Your Recordings Around

1. move the slider to the left to compress the track segments so that they are all visible
2. Segments can be selected and moved
 - a. to simultaneously move all segments
 - i. click the Edit menu
 - ii. click Select All (all segments will highlight)
 - iii. click and drag on any segment to make them all move as a group
 3. to move a group of selected segments
 - i. hold the Shift key and click on the segments to be moved (they will highlight)
 - ii. click and drag on one of the highlighted segments and move them as a group



Add Music or Sound Effects

1. Click and drag the selected music or sound effect cut from the bottom area of the screen onto the Jingles track
2. Make sure that the downward blue triangle is lit on the Jingles track line (not the upward yellow arrow)—makes the music auto-fade as the voice segment overlaps and kicks in
3. Note: when adding a sound effect track,
 - a. as it is dragged and dropped to the active
 - b. track area, it will name the track using the category to which it belongs (example: if you add the cow "moo" sound, as it is dropped in the track area, the track name will appear as "Animals")



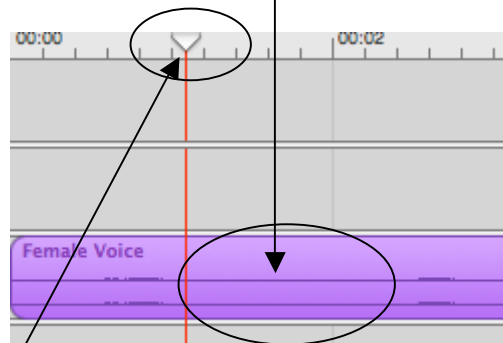
Editing Voice and Music with GarageBand

Zoom in on a region

1. Move the **time compression slider** to the right to expand the track segments so that they are visible in detail (you should see the waveform pattern lines which look similar to an EKG)

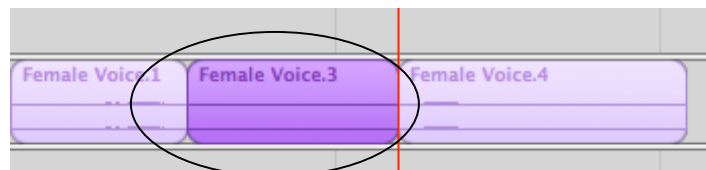
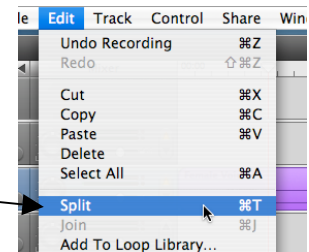


Note: wherever you see a **flat line** in the voice track waveform, this is most likely a pause or short silence



Remove pauses

1. Drag the **playhead** until it is lined up with
2. the start of the pause/silence.
3. Click **Edit - Split**
4. Drag the playhead until it is lined up with
5. the end of the pause/silence area
6. Click **Edit - Split**
7. The area of pause/silence will now be a small, separate segment
8. Click on it to highlight it (turns darker)
9. Hit the Delete key on the keyboard



Delete the gap created from removing the pause/silence segment

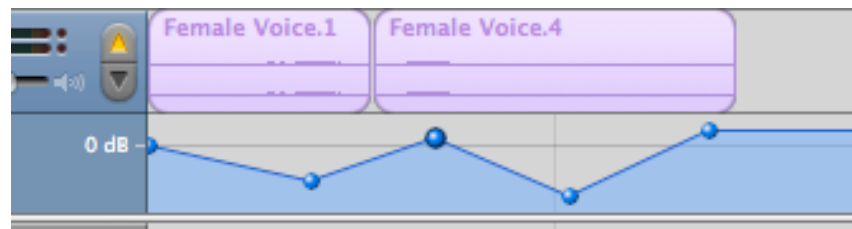
1. Click on the segment after the gap to highlight it (turns darker)
2. Click and drag the segment to the left until the gap is gone

Adjust the Volume (for Voice, Music, or Sound Effects)

1. Under the track name area, such as under "Female Voice", click on the **volume arrow**.



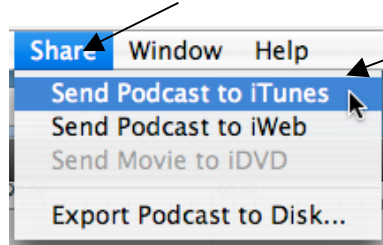
2. The track will expand to have a **second row**, which will appear underneath all of the segments for that track
3. The shaded zone within the new track represents the volume level of the track.
4. Click on this track volume at the point below the segment which needs to be altered
5. Drag the volume point upward to increase the volume or downward to reduce the volume



Export and Share your Podcast with iTunes

Export your podcast to iTunes

1. While in *GarageBand*, go to the **Share** menu and choose **Send Podcast to iTunes**.

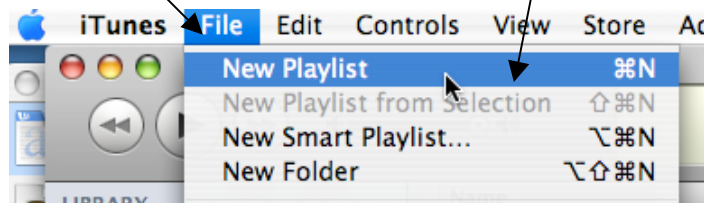


2. iTunes will open and you will see your podcast in your iTunes library.

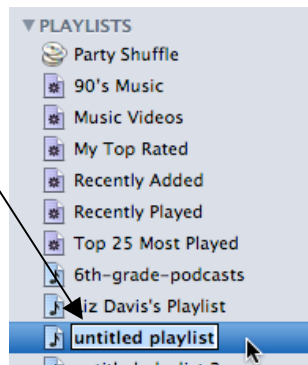


Create an iTunes playlist for your podcast

1. Go to the **File** menu and choose **New Playlist**.



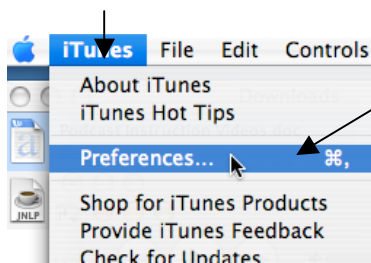
2. An **untitled Playlist** will appear in your iTunes playlist library.



3. Name your Playlist (for example -"6th grade podcasts")

Share your Playlist within your local network.

1. Go to the **iTunes** menu and choose **Preferences**



2. The preferences window will open.

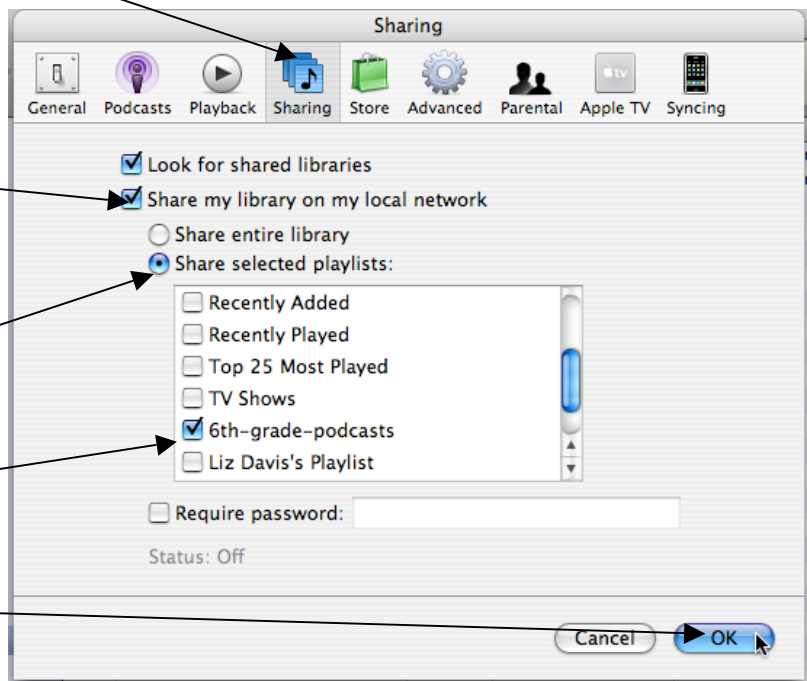
3. Click on the **Sharing** tab

4. Check the **Share my library on my local network** box.

5. Share your **selected playlist**.

6. Choose the **playlist** you created.

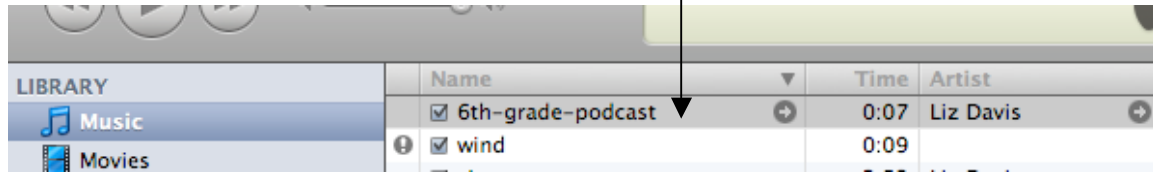
7. Click **OK**



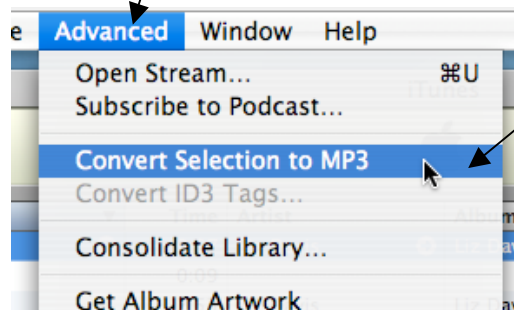
People in your local network will be able to listen to the Podcasts in your shared playlist when they open iTunes.

How to post your Podcast on the Internet

1. Open to iTunes and select your Podcast



2. Open the **Advanced** menu and choose **Convert Selection to MP3**.

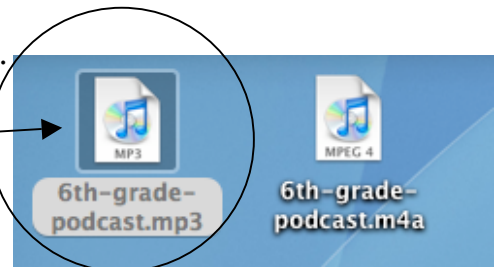


3. You will see **two copies** of your podcast in your iTunes library.



4. Click and drag both copies to the desktop.

5. Upload the **.mp3** file to your Website, Blog or Wiki.



Places to post your podcasts Online:

<http://www.gcast.com>

<http://www.podomatic.com/>