Podcasting with Garageband
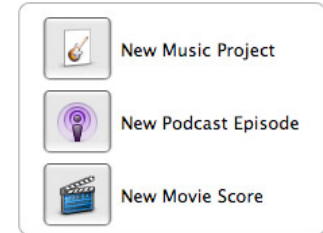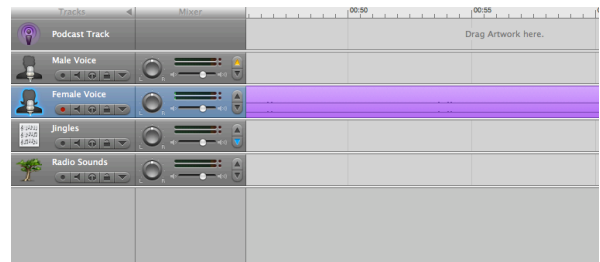
1. Open Garageband and select "PODCAST"
2. Look at the main window for the key tools as listed below.
3. Key elements are listed below

Record Your Voice:

1. Click on either MALE or FEMALE voice TRACK
2. See where the PLAY HEAD is located- you can click the "REWIND" button (far left button, two to the left of the 'play' button)
3. Start recording by clicking the RECORD button (red dot)
4. Stop recording by clicking the RECORD button again AND the 'play' button. By clicking the 'play' button after the 'record' button you stop the 'play head' from moving along.
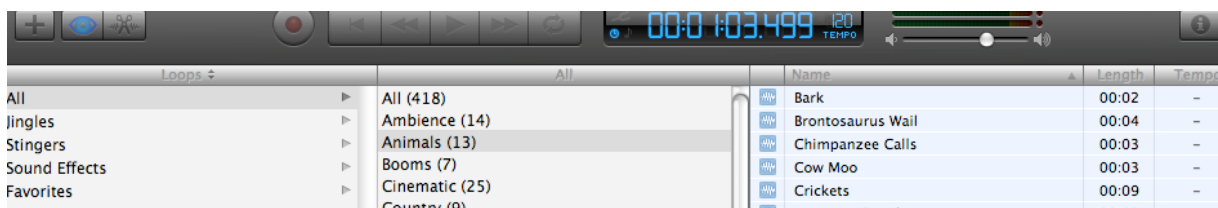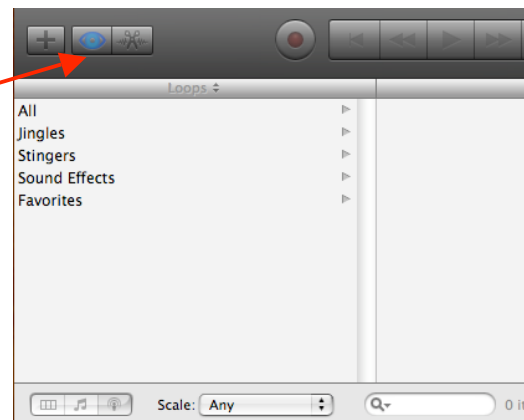
Make some space between your recordings:

1. Click the PLAY button for just a moment, and then click the RECORD to start recording again.
2. OR- Grab one of the sound segments with your mouse and drag it along the track and drop the segment where you want it.
3. You can 'scoot' the segments down the TRACK easily by doing this.

Adding sound files for background effects: AKA "jingles"

To add sound effects you need to find the SOUND LOOPS

1. Find the EYEBALL button and click on it. This will open up the sound gallery
2. Click on one of the sound category names and more options will show along the bottom of the screen.
3. Select the sound effect that you like and DRAG it up to the "JINGLES TRACK".
4. Move it along the track so that it is before, between or after a voice recording. It can even play in the background of your voice recording.

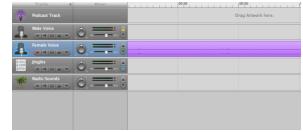The BLUE eyeball shows the Jingles & other sound effects.
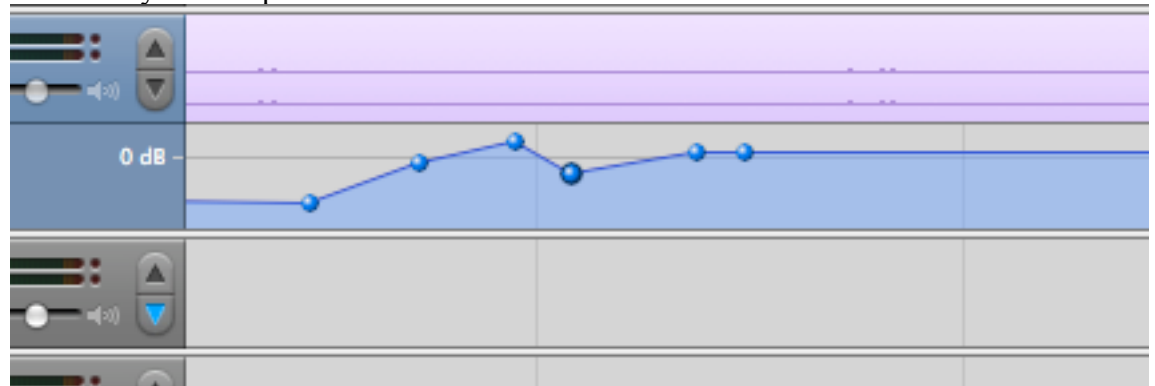
Adding a second voice to the Podcast:

1. Click on the second voice track (either MALE or FEMALE track, which ever one you did not use).
2. Record as above
3. Move the sound files around as needed.

Changing the Volume of a track: AKA "Ducking" in the radio world.

1. Select the track that you want to 'duck' by clicking on it once. This should make the track stand out with a lightly colored background.
2. Click the DOWN ARROW located in the section where the track's name is located.
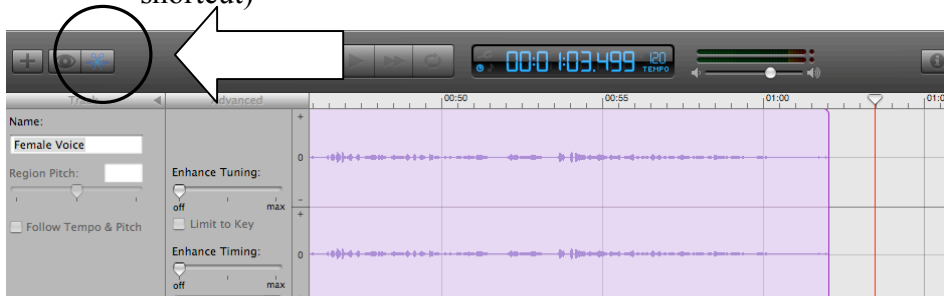3. When the arrow is clicked, the volume option shows. Below the actual sound recording you should see a thin blue line.
4. Click along the blue line- the MORE clicks/dots, the BETTER
5. Move the dots up and down to change the volume. To fade something in, have the dots slowly climb upwards and level out.
6. Check the volume by clicking the PLAY button. It is important to keep checking this as sometimes to ducking is too severe or not dramatic enough.
7. Move the PLAY HEAD by grabbing the red line near the top of the screen. Drag using your mouse. You can also use the REWIND button to jump backwards a bit at a time.

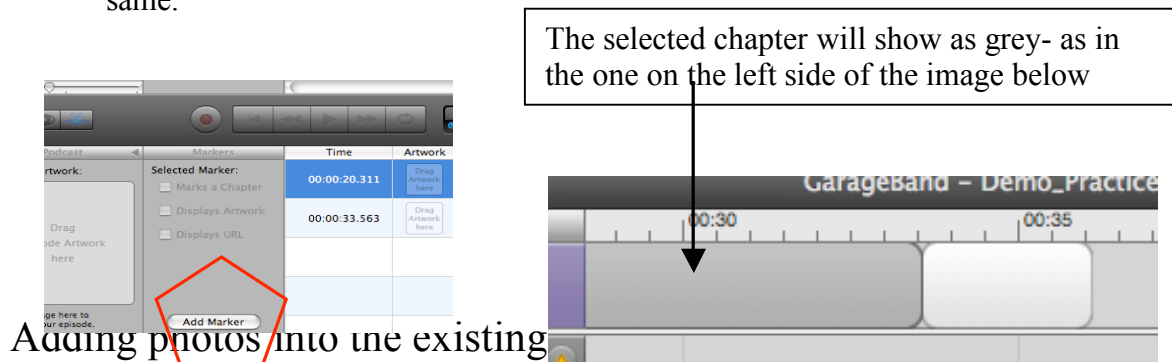# Splitting a sound file into two or more pieces.

1. Select the sound track AND exact sound file that you want to have split.
2. Click on the SCISSORS icon in the middle section of the screen.
3. Scroll along with the PLAY HEAD until you get to the part that you want to split into two segments.
4. With the PLAY HEAD sitting just where you want to split the segment, go to the "EDIT" drop-down menu and select "SPLIT" (you can also choose the ⌘T shortcut)

Adding images to the Podcast: Making clear 'chapters' where an image shows for specificd segments of your podcast.
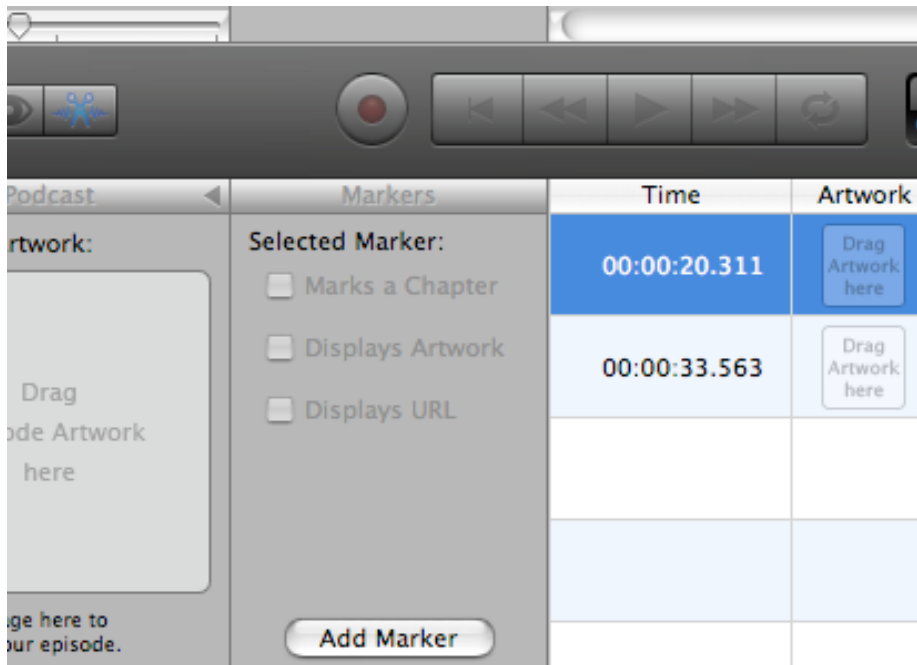
Creating 'chapters' so you can add pictures into specific segments

1. If the editor is hidden, double-click the Podcast TRACK to show it (this is the topmost track on the screen)
2. Click on the EYEBALL to view the CHAPTER options.
3. To have pictures turn up in specific parts of the Podcast, you must make CHAPTER MARKERS- that is to show where the segment begins and ends. This is easy to do in a few steps.
4. Make sure you are working in the PODCAST topmost track- move the PLAY HEAD arrow/red line to where you want to FIRST chapter to end. Click the "Add Marker" button located in the lower part of the window.
5. Move the PLAYHEAD to where you want the next chapter to end and do the same.

The selected chapter will show as grey- as in the one on the left side of the image below

Adding photos into the existing

1. Click on the "MEDIA BROWSER" button in the middle right hand side of the screen. This will show you your iPhoto collection of images.
2. Find the image you want to use in the Media Browser and drag it to the Episode Artwork well in the editor.
3. Drag the desired image into the PODCAST TRACK location where the grey marker is showing OR drag it down into the Chapter view section.

SAVING & SHARING YOUR PODCAST:

Saving is easy- go to FILE → Save and name the podcast something you can easily remember. Try not to have any spaces in the name. If you publish it to the web, the spaces can make it difficult to find your Podcast.

Sharing with others:
1. Save your Podcast first
2. Along the top menu of Garageband is "SHARE"- your options are:
   a. **Send Podcast to iTunes**: it will produce the file and send it to your iTunes file.
   b. **Send Podcast to iWeb**: It will send the file to iWeb and open iWeb with the Podcast ready to go. All you have to do is edit the text around the file and publish your file. We can help you with this@
   c. **Send Podcast to iDVD** (not an option for many, it will be greyed out)
   d. **Send Podcast to Disk**: This creates a simple sound file that you can share with the students. Share it via your web page, the server or publish it to iTunes!

MORE HELP IS AVAILABLE:

Ask for more training in using and teaching with Podcasting! Think of what your students could do with a Podcast!

Use the Garageband HELP function- it is the upper right-hand menu choice in the program! It is an excellent source of information.

Experiment with the program!

Check out our resources on our own Podcasting page: We even have examples from our own students! Check out the main page
Go to our main page and select the STUDENTS button: http://www.sps.lane.edu/sms/

Find the Podcasting button and view the Podcasting page.
http://www.sps.lane.edu/sms/Podcasting.html

I have created worksheets, planning guides, 'status of the class' checklists, and many other resources. Also included are links to other Podcasts and Podcast resources.