



# A QuickStart Guide to Podcasting

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Podcasting is a simple way to share projects and information electronically. Think of it as a personal radio broadcast that you can share over the web or download via iTunes to an iPod. There are three types of podcasts:

**Audio Podcast** - Before video iPods, this was the only form created. Use GarageBand (Mac) or Audacity (Mac or PC) to record your book, poem, report, interview or opinion piece about nearly anything.

**Enhanced Podcast (with images or video)** - With video iPods came enhanced podcasts. An enhanced podcast can contain either pictures or video--it cannot contain both.

For this set of instructions, we are going to make an enhanced podcast with pictures. Okay, here we go....

## Storyboarding

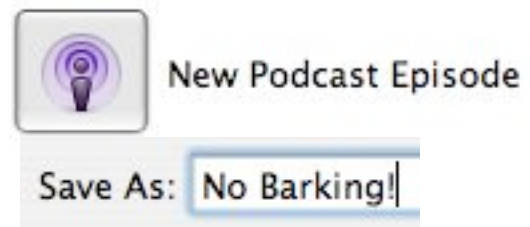
The main point of a podcast is to tell a story and/or relate information. Since they are designed to go on an iPod, the focus of a podcast is auditory. The largest amount of time should be in writing the script.

## Gathering Images

In order to make life easier, it is best to collect your images you want to use in your podcast in iPhoto and place them in an album so they are easy to find. For title images or captions, create slides in Keynote and export them into iPhoto.

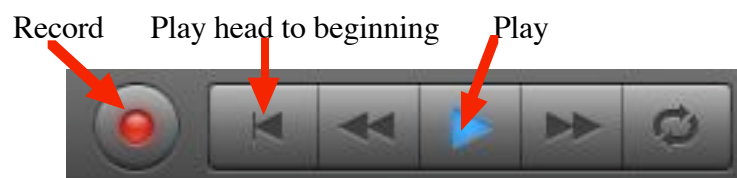
## Recording

1. Open GarageBand and select New Podcast Episode. Give your Podcast an appropriate name.



2. GarageBand will automatically create a basic set of tracks for you to use. You can delete or add any number of tracks. Select which voice track you wish to use (male or female).

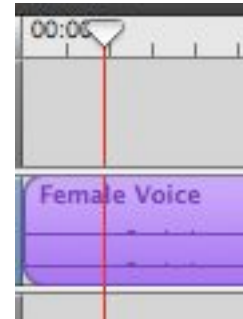
3. Turn off the Metronome by unchecking it under Control. To begin recording, click on the red record button. Speak loudly and don't worry about pauses, they can be added or deleted later. When you are done recording click on the blue play button to stop recording. To review your recording, move the play head back to the beginning and play.



## Editing

### **Splitting Sections:**

You may wish to insert a pause in order to have a jingle section play between talking. To split a section, place the play head where you want it to insert a break. Be sure to have the track selected, then go to Edit-->Split. Your recording will now be split into two sections. Click in the gray area to deselect the track, and then click and drag the sections apart.



### **Deleting Sections:**

No doubt you will have made some errors during your recording session. That is okay! The beauty is you can either delete the recording and start over again, or edit the mistake out of the recording.

1. To edit the beginning of a recording, place the play head to the left of where you want it to start. Be sure to have the track selected, then go to Edit-->Split. Your recording will now be split into two sections. Click in the gray area to deselect the track, then click on the section you wish to discard. Press the delete key to delete the section.

2. To edit a word or phrase out of the middle of your recording, place the play head just before the bad section. Be sure to have the track selected, then go to Edit-->Split. Now move the play head to the end of the bad section. Go to Edit-->Split. Click in the gray area to deselect the track, then click on the section you wish to discard. Press the delete key to delete the section.

3. You can edit the end of the recording in the same manner.

### **Joining Sections:**

If you edit a section out, but don't want a pause with music, simply move the two sections together, hold the Shift key and click on both of them to select them, then go to Edit-->Join.

## Jingles

Jingles can add a lot to enhance a podcast. You can select from the stock jingles loaded in GarageBand, buy additional jingles from Apple, or compose your own using the loops in GarageBand. We will just cover adding a stock jingle.

1. Click on the Show Loop Browser button (I like to think of it as the "All-Seeing Eye"). This will bring up your Loop Browser.



2. Click on Jingles, then either look at all of them, or browse by Genre. To add a jingle, click and drag it up to the Jingle track. Helpful Hint: For Jingles you like and would like to easily find later, scroll all the way to the right of the jingle and check the "Fav" box. This will add it to your Favorites.



### **Stingers and Sound Effects**

A little of these can go a long way! They are added the same way as you add jingles. Don't forget that you can use sounds downloaded off the Internet by placing them in iTunes and dragging them into GarageBand via the Media Browser.

## Editing Jingles, Stingers and Sound Effects (Oh, My!)

**Splitting a Loop** - You can split a Jingle track the same way you do a voice track.

**Lengthening a Loop** - You can lengthen the time that loops play by repeating the loop. To repeat the loop, put your cursor at the right edge of the loop and hover it near the top of the loop until it changes into a curved arrow. Click and pull your loop out to the desired length. You will see indents at each loop repeat (like sausage links). You do not need to add a full loop.

**Shortening a Loop** - You can also use just a part of the loop by shortening it. Place your cursor at the right edge of the loop and hover it near the bottom of the loop until it changes into a line with a straight arrow. Click and move the arrow to the left to subtract part of the loop. Note: you can lengthen the loop with the straight arrow, too, but it will not add notes, just time at the end of the loop.

There are many other things you can do to edit your loops, such as changing sound filters, but they will not be covered in this brief guide. Feel free to explore this area!

## Working with Tracks

### **Adjusting the Track Volume**

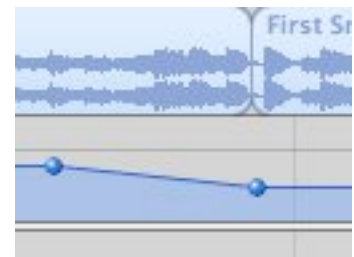


You can adjust the volume of the entire track with the volume slider on the track control bar.



To adjust a specific portion of a track, click on the show track volume button.

To adjust the volume, click on the line where you want the adjustment to start. Now click on the line where you want the adjustment to end. Now grab one of the points and move it to the desired level. You can adjust anywhere you want on a line and have multiple adjustments. To get rid of a dot, click on it and hit the delete key.



### **Ducking**

Ducking is automatically turn on, and it automatically adjusts volume levels on priority tracks. To make a track a priority, click on the top arrow at the end of the track editing bar. To make a track a background track, click on the down arrow. If you do not select any arrow, tracks will play at their set volume, regardless of what other tracks are doing.



### **Bringing in Photos or Video**

Click on the Media Browser button. Select Photos and navigate to your album of photos in iPhoto (this is where a little bit of prep can save time in searching).

Drag your photos or video (remember, you can use both) into the Podcast Track and place them where you want. Adjust the length that the picture shows by sliding the ends of the photo track. Notice if you select the Podcast track and then click on the track browser, you have an empty spot for Episode Artwork. Drag a picture here, and it will show anytime there is not a picture in the Podcast track. This is the best place to put a title slide.



## **Final Adjustments:**

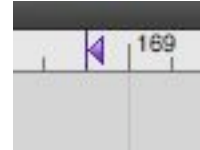
**Master Volume** - Use the volume slider to change the master volume of your song. You want to watch as your podcast plays to make sure the volume does not go into the red area. This will affect the quality of your audio.



**Final Look** - Click on the Info button and play your Podcast. It will show you how it will look. Adjust pictures to get the look you want.

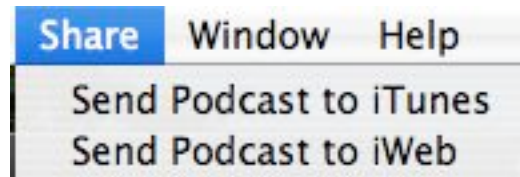


**Podcast Length** - To cut off dead space at the end of your podcast, go all the way to the right of your track and find the purple marker that marks the end of your podcast. Slide it to the left until it is at the end of your podcast.



## **Sending Your Podcast to iTunes or iWeb**

Your podcast should be sounding great by now! Give it one last listen, delete unused tracks and you are now ready to export your podcast to iTunes or iWeb.



From iTunes, you can load it on an iPod. For making it available for a student's personal iPod, you would want to share it on a web page so they could download it to their copy of iTunes to sync with their iPod.