

Podcasting 101

Creating A Simple Audio Podcast

Setup
Record
Share

Setup

Plug in Mic and/or Earphones

If you are going to use an external mic and/or earphones, plug them in to your Mac. Your mic will plug in through the USB port. Your earphones may plug in through USB or the earphones jack, depending on the manufacturer.

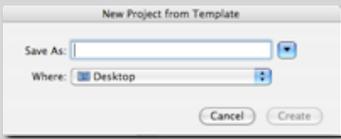
Launch GarageBand

Click on the guitar (GarageBand) on the bottom of your screen in the Dock. Click on New Podcast Episode.



Create Your Project's Name

In the dialogue box that comes up, (If your window shows more than this, click the larger triangle pointing up next to "Save As:".) decide on the location of the file and give it a meaningful file name. In our class today, "Where:" should say "Desktop." Be sure to click in the "Save As" area to give your file a name. Now click "Create."



Check Audio/MIDI Preferences

We want to make sure GarageBand knows we are using an external Mic and headset. Click on "GarageBand" in the top left-hand corner and go down to "Preferences...". In the window that appears, click on "Audio/MIDI." I will tell you what your settings should be for "Audio Output" and "Audio Input" as your Mic and headset may be different from mine. When done, click the red dot in the top left-hand corner of the window.



Record

Choose a Track

Click on the "Male Voice" or "Female Voice" track as appropriate. As you speak into your mic, you should see green bars moving in the volume monitors to the



right of the track name. Adjust the position of your mic if needed. You don't want it too close or too far. You want it just right.

You can change the track name to anything you want. Simply look near the bottom half of the window on the left-hand side where it says, "Track" and "Name:" and "Male Voice" or "Female Voice." Replace the text with your name.

Record Your Audio

Position the Play Head at the top at the 5 second mark. We want to delay the reading of the script for 5 seconds so we can add a brief musical intro later. Click on the large round red record button to record our Sample Script. Be sure to use the sample script provided as we will later enhance it with pictures and music. Speak clearly and expressively. You may be tempted to speak much too fast. You will want your podcast to sound like an engaging conversation. When you are finished, press the <spacebar> to stop recording.

Rewind

Click the single arrow pointing to the left (next to the large round red record button) to move the play head back to the beginning.

Play Your Track

Click the Play button (or press the <spacebar>) to listen to your track. Congratulations, you just recorded your first podcast! If you want to do it over, click on the track and press the <delete> key.

Share

Send Your Podcast to iTunes for Your iPod

Putting your podcast on your iPod is easy. Click on "Share" and go down to "Send Song to iTunes." Your Mac will launch iTunes and your podcast will begin to play. Now, the next time you sync your iPod to iTunes, you can copy your new podcast over to your iPod. Yes, it really was just that simple!

Send Your Podcast to iWeb for the World

This is so elegant, so powerful, and so easy it's nothing short of miraculous! Click on "Share" and go down to "Send Song to iWeb." Your Mac will launch iWeb and ask you where you want your podcast to appear on your blog. We will not cover iWeb in this session; so, be sure to take the time to explore iWeb at the Apple Booth if you haven't experienced it yet.

