

Bravo! Summer Employee Institute 2010

## Creating a **Podcast** using GarageBand 09'



A Podcast is simply an audio recording that is broadcasted over the internet. There are many ways in which a Podcast can be created. At this training session, you will learn how to create a simple Podcast using an Apple computer. We will be using iMac computers along with two Apple applications called Garageband and iTunes. The term “Podcast” comes from merging **iPod** and **Broadcast**.

## Planning

- Your main goal when creating a podcast is to engage your audience and make them want to listen to your podcast over and over again.
- Podcasts usually last between 20 to 30 minutes.
- Before creating your podcast make sure you have planned your topics of discussion in advance.
- With Garageband as well as other recording applications, you have the flexibility of re-editing your podcast before it is Podcasted.

## Garageband

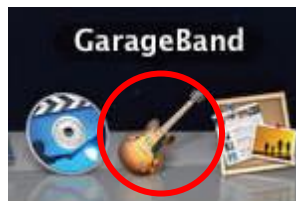
- The Garageband application is part of Apple's iLife suite.
- You are in control of your own digital radio station.
- All tools necessary in the creation of your Podcast are within your reach when you use Garageband.

## iTunes

- Is an Apple application that can be accessed on PC computers as well.
- You can listen to music, radio broadcasts, watch TV, and many more functions.
- You can also play, preview, and subscribe to podcasts.

### Creating a Podcast.

1. Open the GarageBand 09' application.



2. Click on the **Podcast** icon and click on choose.



3. GarageBand will prompt you to input a name for your podcast recording.
4. GarageBand will open in a podcasting configuration.



### Recording your Audio Track.

1. Select either the according track for your recording. (**Male/Female**)
2. When the recording process is ready to begin click on the red **Record** button.



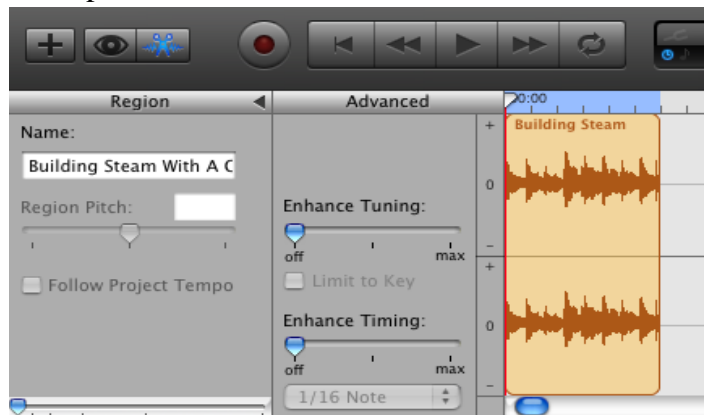
3. As your voice is being recorded you will notice a wave pattern appear in the track.
4. When the audio recording phase of your podcast is finished click on the **Stop/Play** button.
5. To hear your recording press on the play button.
6. You may also import audio files to use for your podcast. (mp3, wav, aiff, acc)



### Editing your Audio track.

#### -Selecting a Portion of the Track.

1. First select the track by clicking on it.
2. Click on the Track Editor button.
3. The track editor window will open at the bottom of the screen.




4. Using the crosshairs cursor that will appear, click and drag over the track.

## -Deleting a Portion of the Track.

1. With the crosshairs cursor, select the area you are going to delete.
2. Make sure the deleted area is the exact portion you want to delete.
3. Once selected, click on **Edit** on the main menu toolbar, and click on **Cut**.  
Note: You can always use **Edit** and **Undo** to bring back the deleted section.

## -Moving a Track.

1. Make sure the audio track has been selected.
2. Move the cursor between the meter and the waveform.
3. The cursor should now change to a double-sided arrow. 
4. Click on the track with the double-sided arrow and move to the desired location.

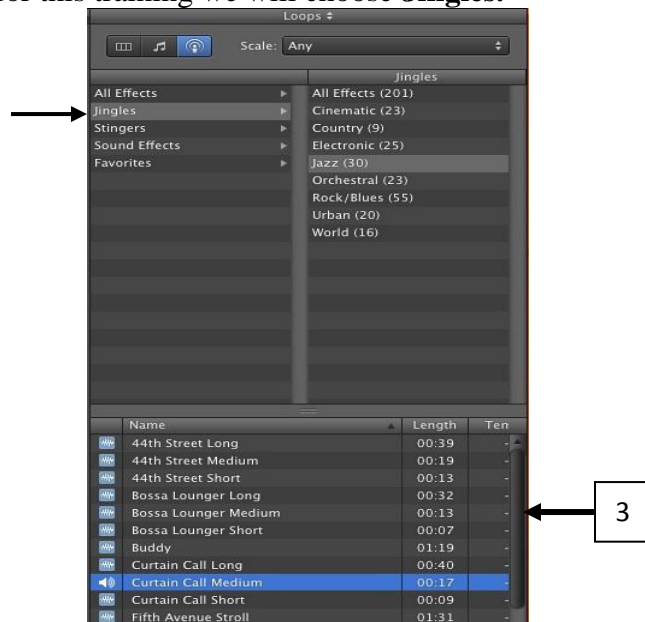
## Adding Jingles to your Podcast.

Copyright free sounds can be added to your podcast to enhance your content. You can add an introduction and ending to signify the beginning and end of your podcast.

1. Click on the eye button to open the GarageBand browser.



2. Select the desired category, for this training we will choose **Jingles**.



3. Choose and click on a sound to hear it.
4. To insert a sound of your liking, drag its name to the Jingles track in GarageBand.
5. We will insert an introduction and ending sound to our podcast.

## Ducking

In order to lower the volume of tracks like jingles to more easily hear the recorder audio track we use what is called "**Ducking**". With GarageBand you can automatically give priority to your vocal tracks.



## VI. Exporting the Podcast

1. Position your pointer located at the top of the timeline to the end of track content.
2. On the main menu toolbar click on **Share**.
3. Choose **Export Podcast to Disk** from the drop down menu.
4. Choose the File Compressing format (MP3 or ACC)
5. Select the Audio settings for the podcast. Musical is preferred.
6. Click on the **Export** button.
7. Name and select the location for your file to be stored at. (Desktop, USB)
8. Your tracks will now be incorporated into a single audio file that will be available for preview.
9. Podcasts created using GarageBand will only playback on QuickTime player or iTunes player.