

PRACTICE *Creating a Podcast – Record/Editing the Script*

Since the first 3 steps (Planning, Script writing, and media gathering) require more time than we have in this session, they have been completed for you. Using GarageBand, you will begin by creating an audio podcast featuring a look back the year 2008. Then, we'll enhance the podcast by adding images to support the audio script.

It works best to put the images into iPhoto before you begin. (To do so, simply open iPhoto and drag the *2007images* folder into iPhoto. Once the images have been imported, quit out of iPhoto.

Step IV – Record the Script

1. Open GarageBand by clicking its icon in the Dock.
2. Click *Create New Podcast Episode* on the GarageBand '08 “splash page.”
3. Name your podcast, note the location where it is being saved, and click **Create**.
4. Select three items from the script list to use for your podcast and practice reading them. You may use the provided “intro” as one of the three items or make up your own.
5. Click either the **male voice** or **female voice** track in GarageBand.
6. Rewind by clicking the **single left-pointing triangle** in the group of VCR-like control buttons on the grey control bar.
7. Begin recording by clicking the **red button** on the control bar and read your script. Stop recording by clicking the **red button** or pressing the **space bar**.

Recording Tips:

- a. If you are using the built-in microphone, “project” your voice toward the microphone.
 - b. It is recommended that you stop between each script item.
 - c. If you mispronounce a word or make some other mistake while recording, do not start over. Simply pause (take a breath) and begin reading your script at the beginning of the sentence where the error occurred. The mistakes will be fixed while editing in Step V.
8. Listen to your efforts by rewinding and then clicking **play** button or pressing the **space bar**.
 9. Pull down *File* to *Save*.

Step V – Editing the Script

1. To remove “dead air” at the beginning or end of a region:
 - a. Move the play head to the point where you want the new beginning or end to be.
 - b. Select the region and pull down *Edit* to *Split*.
 - c. Deselect the two segments, click the **segment to be removed**, and press the **delete** key.
2. To remove a section in the middle of a region:
 - a. Move the play head to the beginning of the portion to be split.
 - b. Select the region and pull down *Edit* to *Split*.
 - c. Move the play head to the end of the portion to be split.
 - d. Select the region and pull down *Edit* to *Split*.
 - e. Deselect the segments, click the **segment to be removed**, and press the **delete** key.
3. To remove unwanted space between regions drag the regions to the desired spot.
4. Listen to your efforts by rewinding and then clicking **play** button or pressing the **space bar**.
5. Pull down *File* to *Save*.

Now that the most critical part (the script) is finished, it's time to "spice it up" a bit. It's time with secondary audio. This will consist of opening and closing jingle and possibly background music, sound effects, and voiceovers. Selection of this opening jingle will initiate the creation of the podcast's "branding." Each episode of multiple episode podcasts should contain the same jingle.

Step VI – Add Secondary Audio

1. To add the intro jingle, first select the *Jingles* track and click the eyeball on the control bar to be able to view the choices.
2. Click **Jingles** in the left column and select a type in the middle column.
3. Audition a jingle by clicking it in the right column. (Clicking it a second time stops it.)
4. When the desired jingle is found, drag it to the beginning of the Jingles track.
5. The jingle should play before the script begins, so the Voice track will need to be adjusted. To do so, select the track and then drag the regions to the desired locations.
6. Optional: Use another vocal track to do a "voiceover" while the jingle is playing. To do so, create a new track by clicking the *Add* button (+ sign) below the list of tracks, selecting a voice, and recording.
7. Add a closing jingle by repeating **1-3**, and dragging it to the end of the Jingles track. Usually the same jingle (but possibly shorter version) is used for the opening and closing.
8. Optional: Add background music by following number **7** or create your own with GarageBand music loops. After adding the music, editing the length if needed.
9. Be sure that the blue "ducking" arrow (next to the track name) is pointed downward for all secondary audio loops. This will automatically lower music when audio begins.
10. Most audio compositions "fade" at the end. To fade all tracks simultaneously, first pull down *Track to Show Master Track*. Verify that *Master Volume* is selected.
11. Click the volume line on the *Master Track* about one measure before the song's end. A ball will appear to mark the spot.
12. Click again on the volume line slightly to the right of the first ball and drag the new ball down and to the right to the end of the song. Adjust the sloping line, which represents the fade, as desired by dragging either the first or second ball.
13. Drag the play head along the timeline ruler to just prior to the beginning of the fade and play.
14. If the *End of Song Marker* (purple triangle located on the timeline ruler) is not visible, drag the *Zoom* slider (located at the bottom of the *Tracks* column) to the left until the End of Song Marker (purple triangle) appears.
15. Drag the End of Song Marker to the left along the timeline ruler until it lines up with the last, faded-out sound of your podcast.
16. Rewind and play to listen to your efforts.
17. Pull down *File* to *Save*.

At this point, you have created an audio podcast. If you did not want to enhance it, you could skip to Step IX and export your podcast.

PRACTICE *Creating a Podcast – Enhancing with Images*

Pictures speak a thousand words. An enhanced podcast, which adds still images to enhance the script's content, will usually have more of an impact than an audio podcast (but should not be "viewed" while driving.) To convert our audio podcast to an enhanced podcast, we will need to specify where the images will be placed (with chapter markers) and then insert the images.

Step VII Add Chapter Markers and Chapter Names

1. Select the *Podcast* track and drag the *pay head* to the beginning of the first script segment.
2. Click the *Track Editor* icon (scissors icon) on the control bar. Click the *Add Marker* button.
3. Click *Chapter Title* for the first marker and enter an appropriate, descriptive title.
Optional: Add URLs and URL titles in the appropriate column if links are desired.
4. Repeat **1 - 3** for each story or segment
5. Add a marker at the end of the last segment (beginning of closing jingle)
6. Pull down *File* to *Save*. (Don't view this time since no audio or visual changes were made)

Step VIII Insert images (Enhanced Podcast)

1. If the Media Browser is not visible, click its icon (far right of control bar.)
2. Click the *Photos* button at the top and highlight *Last Import* (or *Last Roll*) in *iPhoto*. (The images you added to iPhoto earlier will be visible in the *Media Browser* window.)
3. Drag the *2007 in Review* image to the *Episode Artwork* holder (far left of Track Editor.) This image will automatically appear when no other images are designated.
4. Drag the image created for each story or segment to the *Artwork* column for the chapter.
(Note: Numerals at beginning of image names correspond to numerals prior to each story or segment in your script.) You will also see the image appear in the Podcast track.
5. Optional: If you have multiple images for a chapter:
 - a. Move the cursor near the right edge of the existing image for the segment in the Podcast track. The cursor will change from an arrow to a vertical line with two arrows.
 - b. Drag the image "end" to the point on the timeline where the next image should begin.
 - c. Drag the next image from the Media Browser to the resulting blank space on the Podcast track and adjust the length as needed.
6. Click the *Track Info* (letter "I") button (located next to the *Media Browser* button.)
7. Rewind and listen (view) to your efforts.
8. Pull down *File* to *Save*.

Step IX Export Your Podcast

1. Pull down *Share* to *Send Podcast to iTunes* It will play in iTunes (only on your computer)
Optional: You can also send it to you iWeb page or save the podcast on your computer

Congratulations! You have just completed the first episode of your first podcast. From your iTunes, you send it to an iPod. From your computer, you could copy it to some else's iTunes or store it on a computer.

PRACTICE *Creating a Podcast – Sharing with the World*

In order to share your podcast with the world, it needs to be stored on a server. If it is to be a “multiple-episode” that listeners can subscribe to, it must be stored on a server with RSS services running.

If it is a “single-episode” podcast, it can be posted on a web page in the same manner that any audio or video file is posted on the web page.

About iTunes

Thousands of podcasts are available for free through the *iTunes Store*. While they are easily accessible there and can be listed there at not charge, they are not actually stored there. (Imagine how big that server would have to be!) If you have your own provider, you can probably store your podcast there (providing there are RSS services). As an option, you can also store it via the web at various podcast repositories. Some charge based upon the size and access. Others offer free services for minimal usage.

Register your podcast on the iTunes Store

1. Click the *iTunes* icon on the dock. When *iTunes* appears, click *iTunes Store* in the left column. If you are not registered, you may need to do so before continuing.
2. Click *Podcasts* in the *iTunes Store* menu. Scroll down and click the *Submit a Podcast* button.
3. Enter the *Podcast Feed URL* (begins with *feed://* instead of *http://*) and click *Continue*.
4. Complete the rest of the information. It may take a day or so before it will appear.

Store Podcast on a Free Server

1. To register at podcastbean.com, launch *Safari* and go to www.podcastbean.com. Sign up for space by clicking *Publish Podcast* and completing the sign in process.
2. You will arrive at your admin page on podcastbean.com. Click *Set your site's configuration* and complete *General Options*
3. Click **Layout** and make selection.
4. Click **Publish** and provide a tag(s), title, and post (description).
5. In *Podcasting* section, click **Add Media File**.
6. To submit to iTunes, follow the instructions above. When prompted for the feed URL, enter: <http://yourusername.podcastbean.com/feed/>.