1

To start a new project, select the GarageBand program (guitar icon) from the dock at the bottom of the screen.
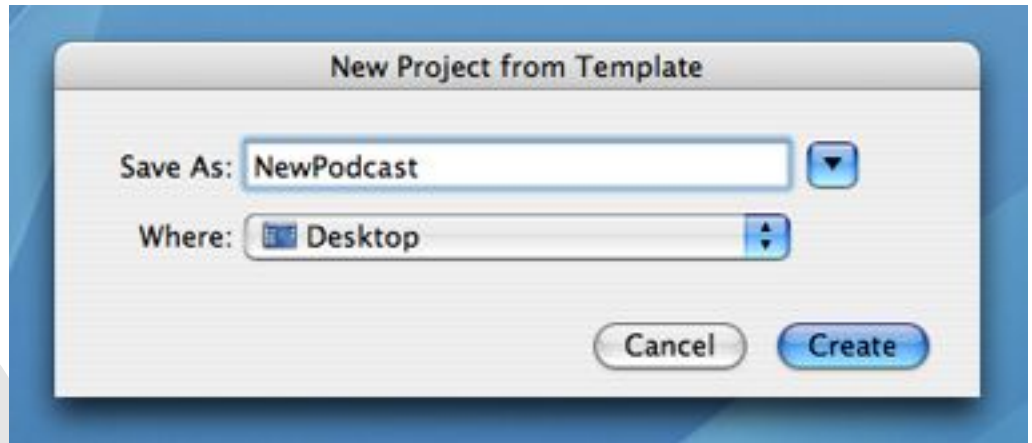
2

Select "New Podcast Episode" from the menu in the center of the screen (icon shown below).

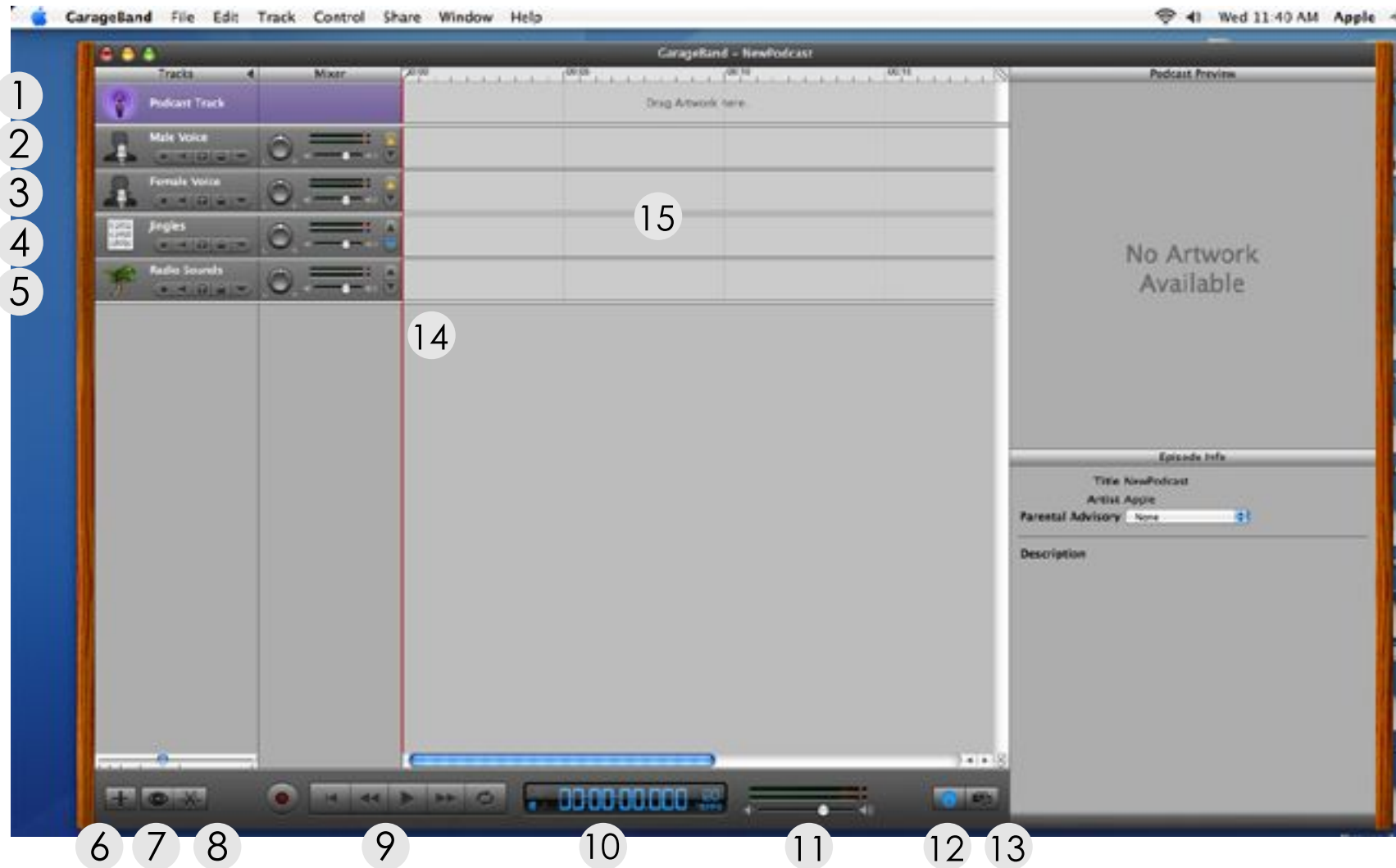# Instructional Development Center
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3

Type in a file name for your new Podcast project in the prompt, decide where you want to save it and and click Create.

4

GarageBand will load a new project. See the next page for a full screen view.

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1. Podcast track for pictures/media
2. Recording track for male voice
3. Recording track for female voice
4. Recording track for Jingles
5. Recording track for Radio sound effects
6. Adding a New Track
7. Opening the Jingles Browser
8. Opening the Track Editor

9. Record/Rewind/Play/Fast Forward
10. Timer
11. Volume Control
12. Podcast Preview
13. Media Browser
14. Playhead (red line)
15. Timeline

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5

Shown selected is the **Podcast Track**. Here you can drag and drop still pictures, movies, and slides on the timeline to display visuals.

6

A **male voice** or **female voice** can be recorded by clicking on either of these tracks before pressing the **record button** (grey and red circle shown at left) located near the bottom middle of the GarageBand screen.

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7

Music Jingles can be added at any time to enhance the presentation of the podcast. Or you may just wish to add a radio sound (effect) in a particular part. You can add these by highlighting the appropriate track (as shown above and below) and clicking on the Open Jingles Browser icon in the lower left of GarageBand (shown in step 8).

8

To open the **Jingle Browser**, click the eye icon (shown at left) located in the lower left. The Jingles Browser allows you to add royalty free music and sound effects to your podcast. To preview a jingle, select the one you want and double click it. To add a jingle or radio sound, drag and drop it to the appropriate timeline track.
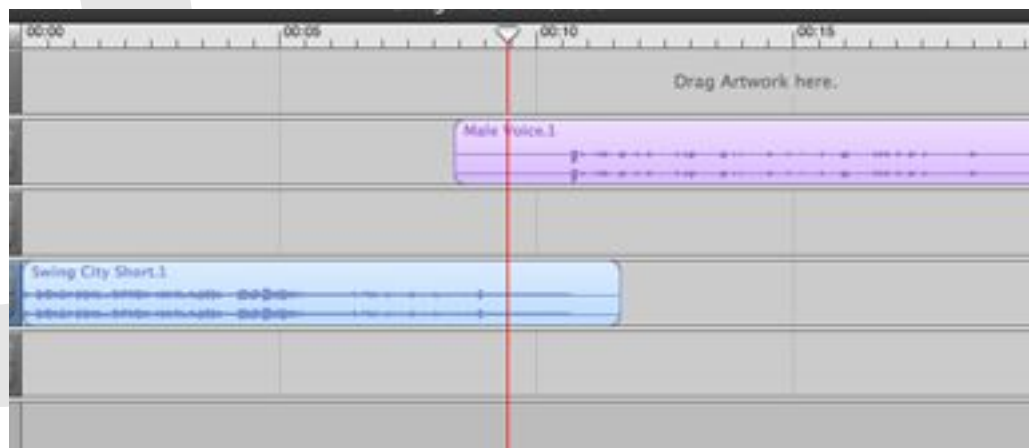
Instructional Development Center
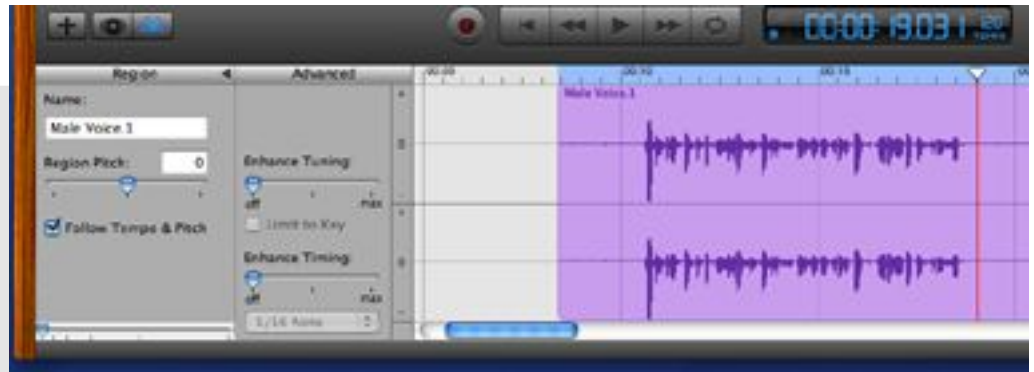# Podcasting with an iMac

9

At the bottom center of the screen, you will find (from left to right) the record button, rewind to beginning, rewind playhead, play, fast forward, and cycling buttons. In addition you will find the track timer and play back volume control. With the male or female voice track selected (see step 6) press the record button to begin recording. The playhead will begin to move and you can speak your presentation at the iMac screen (it has a built in microphone located at the top of the screen).

10

As you record, the **timeline** (the area in the upper middle of the screen shown above) will show what you have recorded and where the **playhead** (red line) is at.

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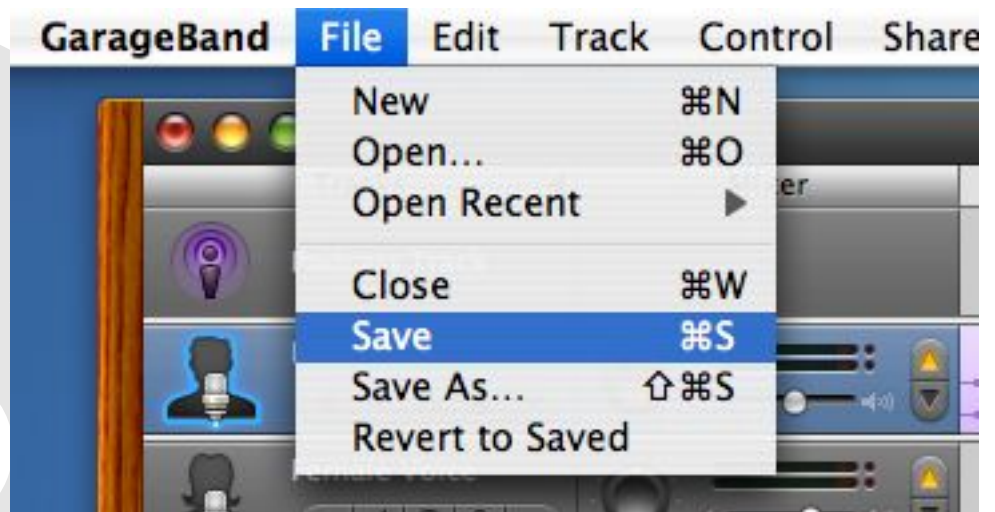# Podcasting with an iMac

If you need to edit your track, select the track you wish to edit, press the **track editor** button (scissors icon located third from the lower left, shown at left) and position the playhead before the area you want to remove using the mouse.

After you have the playhead positioned before the area you want to edit, go to **Edit** and **Split** in the drop down menu at the top of the screen. Reposition the playhead after and split again. This allows you to click that area on the timeline and delete it.

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Once finished recording you can click the **record button** to stop recording your voice. After this you will want to save your GarageBand file. To do this go to the drop down menu at the top of the screen under **File** and **Save**. (The icon shown at left is an example of a GarageBand project file).

After saving the file you need to **export** it out as a podcast. To do this you go to the drop down menu bar to **Share** and **Export Podcast to Disk**. Give it a name and choose where you want to save it. This will save your file with the extension **.m4a** in the location you chose (icon shown at left). You can then use this file as a podcast (i.e.,upload to a website, WebCT, burn to CDROM, etc.)

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