

How to Create a Podcast

Before you begin:

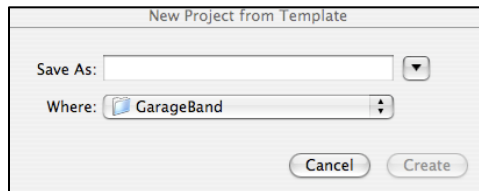
- Write out what you are going to say and practice, practice, practice. Use storyboard template located on my website under handouts.
- Save all of the photos/graphics you want to include in an album in iPhoto. You may also use Keynote slides.

Creating a Podcast:

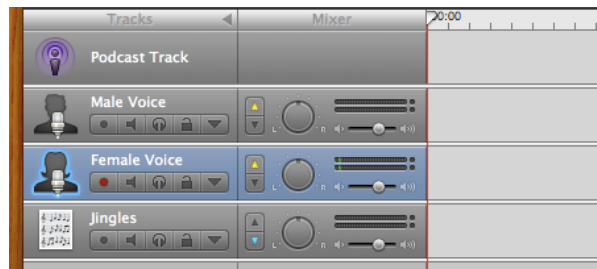
1. Open GarageBand and select
2. The window below will appear:



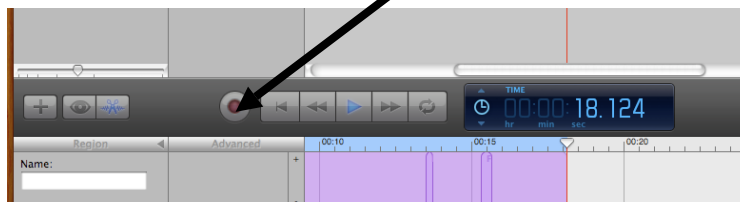
Create New Podcast Episode




3. Save As: firstname and the initial of the last name. (Make sure it is all one word; all lowercase). Example mariaw.
4. Select the Male Voice track or the Female Voice track. Double click the head of the male or the female and make sure to select Male or Female **Narrator Noisy** located in the bottom right hand corner of your screen.



5. Move the playhead to 00:05 then Click the record button to start (Speak slowly and clearly into the laptop)
To stop recording click the space bar.




To add pictures:


1. Click on “Photo” in your media browser (to right of the tracks) 
2. Drag photos to the “Podcast Track”. Make sure the voice matches the picture.

REMEMBER: SAVE AFTER EACH MAJOR CHANGE!!!

To add Jingles: A jingle is a short piece of music that will enhance the podcast.

1. Click on the Loop Browser 
2. Select Jingles and then pick one that enhances the presentation.
3. Drag the jingle you want to the Jingle track at the beginning of the podcast.

To preview a Podcast:

1. Double-click the Podcast track or select 
2. The Track Info window opens, showing the Podcast Preview window in the upper half of the pane, and the Episode Info in the lower half.
3. Click the Play button, or press the Space bar, to start the project playing.
4. As the project plays, you can see the images or video in the Podcast Preview window.

To send a podcast to iTunes:

1. If the Podcast track is hidden, choose Track > Show Podcast Track.
2. Choose Share > “Send Podcast to iTunes.”
3. Choose AAC compression if you use photos in your podcast.