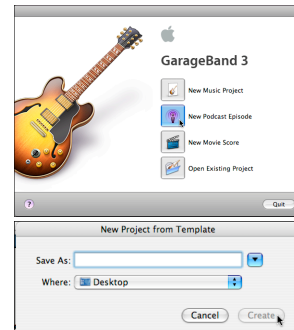# Creating a Podcast – GarageBand 3

Create a New Podcast Episode:

1. Open the GarageBand application from the dock or your application folder.
2. Select the **New Podcast Episode** button.
3. Name your project and select where you want to save it.

GarageBand Workspace:

Track and Track Controls
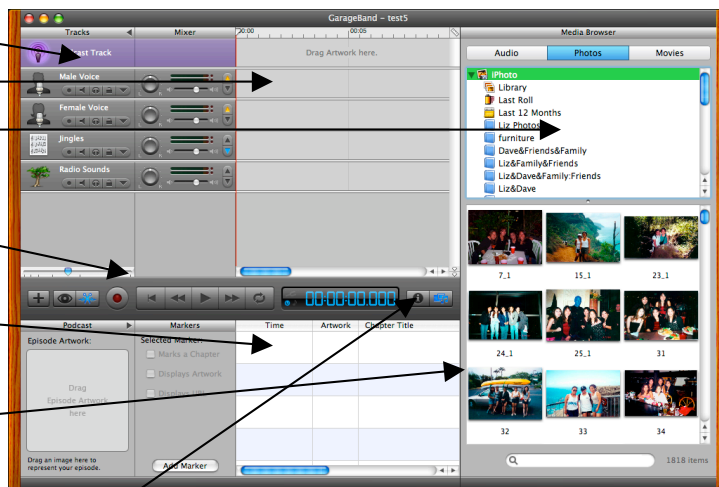
Timeline

Media Browser

Record/Playback Controls

Chapters
(Each chapter can have an image and a title assigned to it here)

Images (All images you plan to use should be imported into iPhoto)

Media/Track Info
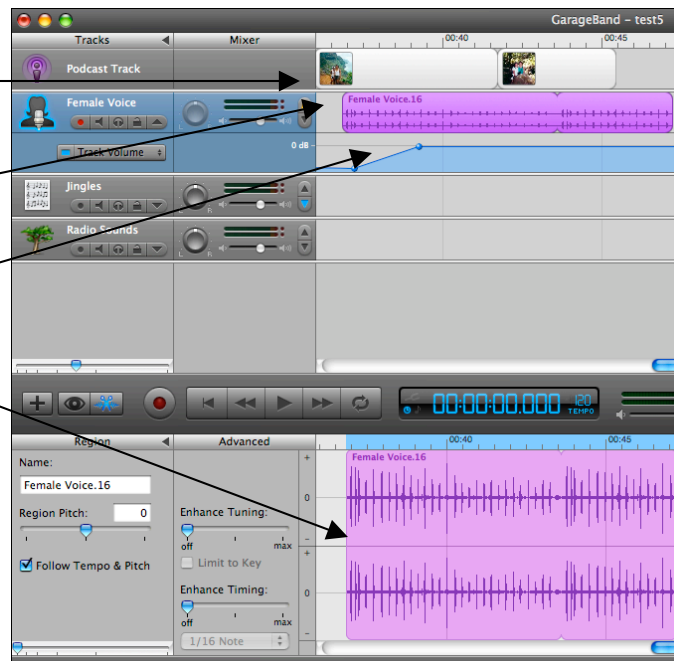(These 2 buttons tab back and forth between the Track Info and Media Browser window)

Podcast (Time markers and chapter artwork is displayed here)

Editing Regions (Each track as it is edited is shown as a region; These regions can then be moved along the timeline to match up with chapters or other tracks)

Track Volume (Each track's volume can e adjusted along the timeline by the creation of insertion points that can drag the volume up or down)

Track Editor (When a track or particular region is selected, there is a detailed view that appears in the Track Editor; From here you can make edits to a particular track)

Record Audio

Choose a Track

Select the track that matches the primary voice (male or female) of who will be speaking.

Start to Record

1. Press the red **Record** button to begin recording. As soon as the Record button has been pressed, begin speaking.
2. A waveform will appear in the track showing the volume of the audio from the recording.
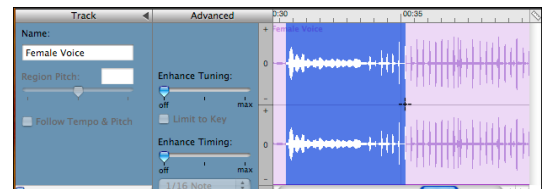3. To stop recording, press the **Stop/Play** button in GarageBand.

Stop   Play

Edit Audio

Select a Portion of a Track
1. To select a portion of a track, first select the track in GarageBand by clicking once on it.

2. Then select the **Track Editor** button which will open the track editor window at the bottom of the screen. The selected track will appear as a waveform in the Track Editor.

3. Move the cursor over a point on the waveform, until the crosshairs appear, click and drag left or right to select a portion of the waveform.

4. Release the mouse button to finish the selection process. Once a position of the waveform is selected, there are numerous operations that can be performed.

Listen to the Track

Press the play button to listen to the track.

Delete a Portion of a Track

After selecting a portion of the track, select **Edit---Cut** from the menu bar. This will remove the selected portion of the track.

Move a Track
1. Click on the waveform, when the crosshairs appear, click and drag to select the portion you want to move.
2. Move the cursor above the top wave until the double-sided arrow appears, click and slide it left or right in the track. This will move the sound backwards or forwards in time.

Resize Regions

You can resize regions by either shortening or lengthening them.

Shortening a region = only the visible part of the loop plays.
Lengthening a region = add silence (blank space) to its beginning or end.

To resize a region:

1. Move the pointer over the lower half of either edge of the region. The pointer changes to a resize pointer, with an arrow pointing away from the region.
2. Drag the edge of the region to shorten it or lengthen it.

Loop Regions

You can loop a region so that it plays repeatedly. When you loop a region, it plays repeatedly from the start point to the end point.
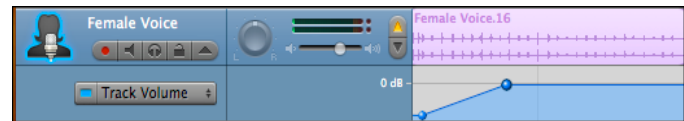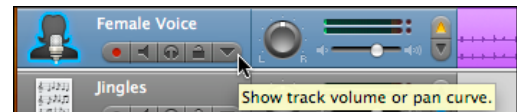
To loop a region:

1. Move the pointer over the upper half of the right edge of the region. The pointer changes to a loop pointer, with a circular arrow.
2. Drag the edge of the region to the point where you want it to stop playing. The region will loop repeatedly to that point.

Edit Levels

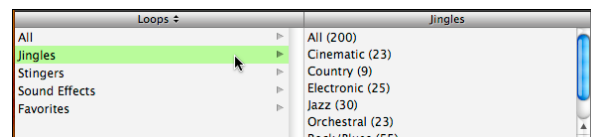You can add fades by adjusting audio levels.
1. Click once on the track you would like to edit.
2. Click the downward facing arrow in the segment of button containing the record and mute toggles.
3. The **Track Volume** track will open up.
4. Click once on the track volume line, where you would like the fade to begin. A key point will be created. Drag this point to -144dB.
5. Click once where you would like the fade in to end. Drag this point up to 0 dB.
6. Reverse steps 4 and 5 for a fade out.

Adding Jingles and Sound Effects

You may choose to add a jingle or sound effect to your podcast. If you insert your own music, be sure that it follows copyright guidelines and is first imported into iTunes.

1. Click on the eye icon to open the Browser.
2. Select a category, like **Jingles**, and then choose from the subcategories.
3. Click on a sound's name to hear a sample.
4. When you've found the correct sound, click its name and drag it to the **Jingles** track.
5. You can drag it forward or backward as needed.
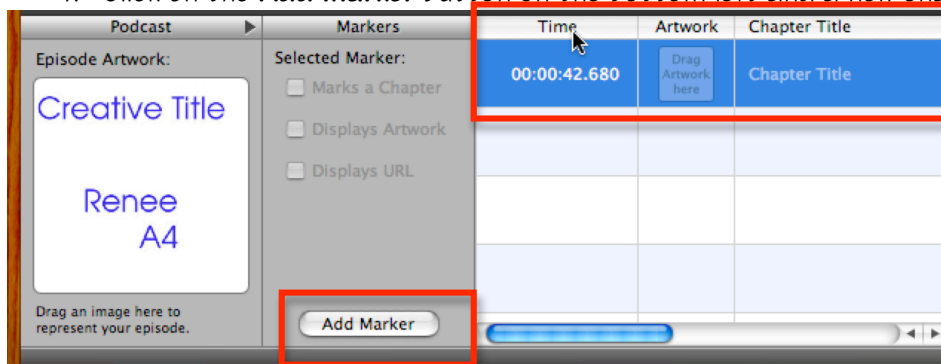6. You may adjust the sound following the same directions under **Edit Levels.**

Adding Your Photos

Be sure to import all of your photos into iPhoto properly before proceeding to this step. If you are pulling your pictures from the Internet, be sure to use SAFARI and get the full-sized image. Right-click on the photo to import directly into iPhoto.
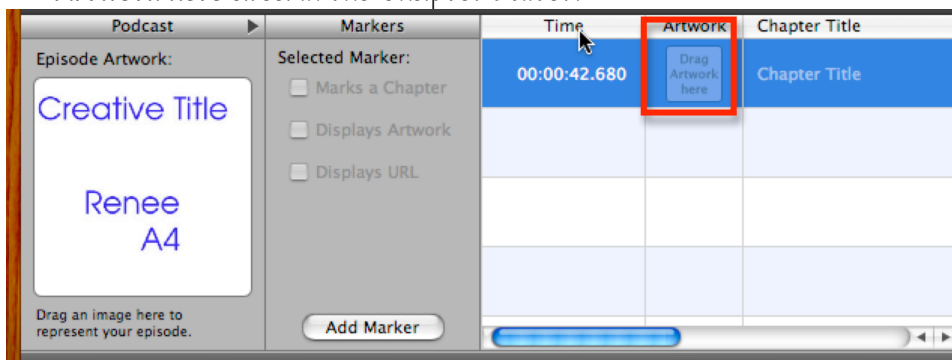
Creating Chapters
1. Begin to add images by first creating chapter markers.
2. To add a chapter marker, be sure that the podcast track is highlighted and the Track Editor button [icon] is selected.
3. Listen to your voice track (narration) to determine where you'd like to insert different pictures. When you determine a natural transition, press the space bar to stop playing the recording.
4. Click on the **Add Marker** button on the bottom left and a new chapter will appear.
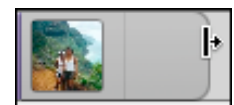

Inserting Images

1. Select your iPhoto library in the Media Browser. Find the photos you plan to use in your podcast.
2. Select the photo you want to add to your podcast. Click and drag it to the **Drag Artwork here** area in the Chapter Editor.
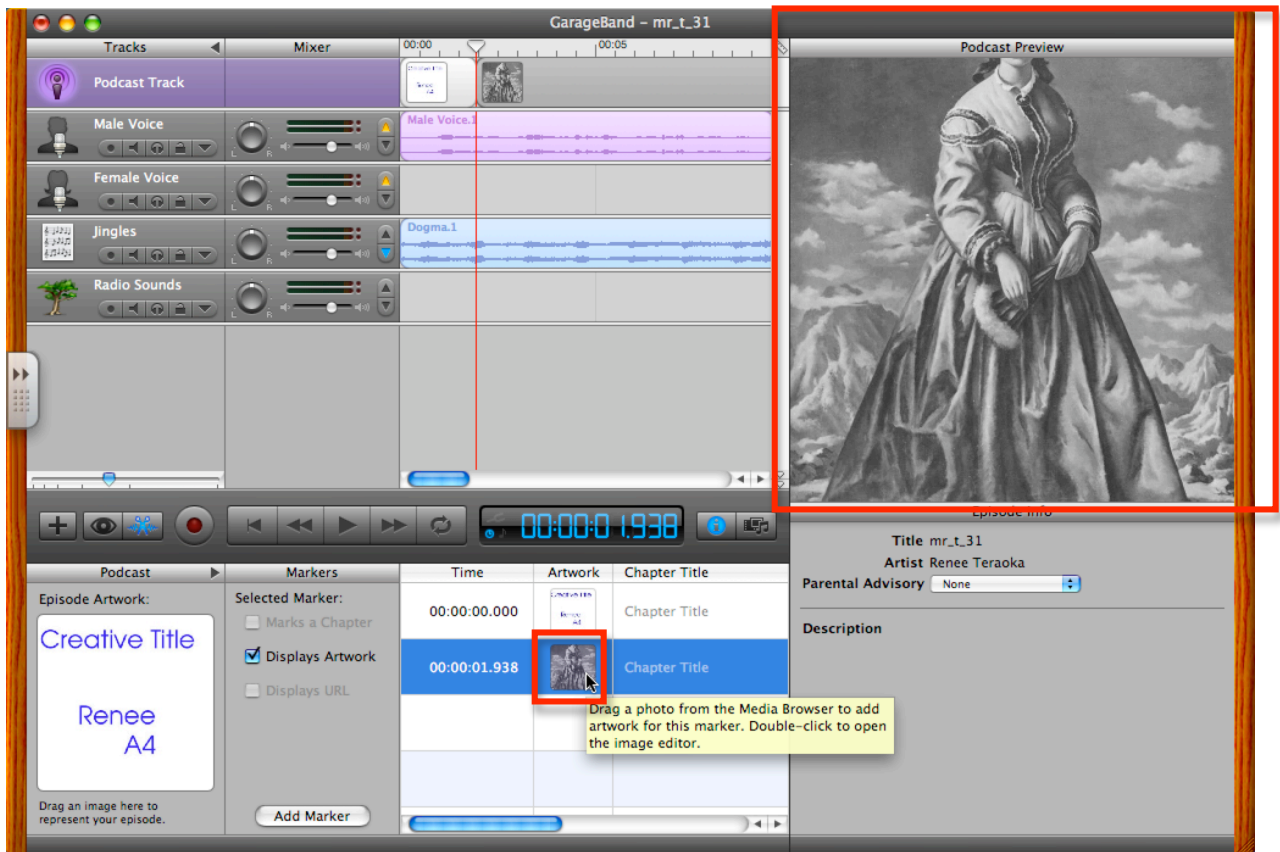

3. You can add as many photos as you want to enhance your podcast.
4. In the Podcast Track, you can **resize** the photo to adjust how long it appears by moving your cursor to the end of the photo and using the resize arrow to lengthen or shorten the time your picture appears.
5. Be sure to label your chapters with a title and add citation for each image in the url column of the Chapter Editor.
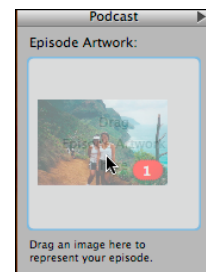
Editing Images

1. If the placement of an image needs to be adjusted like in the example below, double-click on the image in the ARTWORK column in the Chapter Editor.

2. An ARTWORK EDITOR will appear. The rectangular box represents what will be visible to your audience. Use the grab feature to reposition your image within box. Also use the zoom in/out feature as necessary.
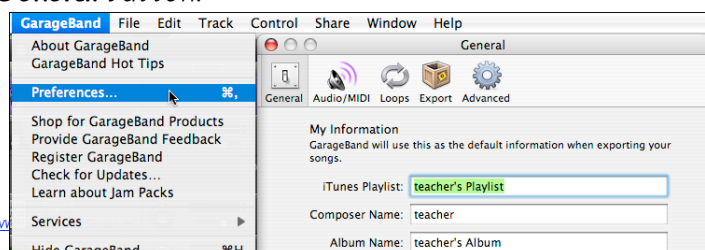
Episode Artwork

You can choose to add a photo to represent this podcast. Be sure that the photo was first imported into iPhoto. Just click and drag the photo under 'Episode Artwork.'

Export to iTunes

When you are done with your podcast, the last step is to export it to iTunes.

1. Select **GarageBand>Preferences>General** button.
2. Fill in the appropriate information for your playlist:
   a. iTunes Playlist (Name of the playlist where your podcast will appear)

b. Composer Name (Your name)
c. Album Name (Category for your podcast)
3. Close the Preferences window.
4. Drag the outpoint marker from the end of the timeline to end of your finished podcast.
5. Choose **Share>Export Podcast to Disk**. Choose where your podcast will be saved.
6. Next, double-click on the saved m4a file to preview in iTunes before submitting to your teacher.