

Creating Podcasts

What is podcasting? Podcasting is a way for individuals to subscribe to specially formatted audio/video content over the Internet. The content can then be downloaded and viewed at any time on your computer or MP3 player. There are 2 main types of podcasts; enhanced audio podcasts or video podcasts.

Choosing the best format for your podcast:

Whether it's a video podcast or an enhanced audio podcast you must obey copyright law when choosing materials for your podcast. What this means is that any music files, movie files, images, etc. need to be your own work or you need to obtain written permission from the copyright holder before you can use any such work in your podcast. There are royalty free images and music websites that you can use freely or for a small fee (see below for links).

Planning a Podcast:

- Choose a topic
- Choose which kind of podcast you want to do (enhanced audio with images or video):
- Enhanced podcasts take less time than video podcasts, so take this into account when you're deciding.
- Create a storyboard, outline, and script for your podcast
- Copyright issues/concerns – obtain written permission of artwork, images, etc that you are planning to use
- Collect and/or create images, media, film footage, music files, etc.
- Build/Create your podcast
- Cite your sources

-Please cite your sources. Although the images and music files you obtain for your podcast might be free, you still need to cite where you obtained these files!

Equipment Needed:

- Macintosh computer with the software program GarageBand 3, Itunes and/or Imovie 6
- Microphone
- Royalty free images and music files

Royalty Free/Inexpensive music clips:

GarageBand provided sound loops

<http://www.podsafe.com/>

<http://www.podshow.com/music/>

<http://www.podsafeaudio.com/>

<http://magnatune.com/info/podcast>

<http://www.findsounds.com/>

<http://www.opuzz.com/>

Royalty Free Images website:

-<http://ctl.centre.edu/resources/images.htm> (there are numerous links on this site)

-<http://www.centre.edu/web/news/> -Centre images

Creating an Enhanced Audio Podcast in GarageBand

GarageBand is a part of the iLife '09 software suite available on Macintosh computers. There are 8 Macintosh computers located in the Center for Teaching and Learning Studio room. If you need assistance with this program, please ask one of the CTL student workers.

Checking the microphone input levels:

1. From the Macintosh computer < Click on the **blue apple icon** in the top left hand corner of your screen
2. Select **System Preferences**
3. Click on the **Sound** icon
4. Select the **Input tab** and make sure that the **Microphone (AK5370) or the blue snowball microphone** is selected from the list. Depending on which computer you are at, will depend on the microphone.
5. Next, select the **Input volume slider bar** and move it to the middle
6. Start speaking into your mic; making sure that there is a green light on the mic (AK5370) or a red light on the blue snowball mic, indicating that the mic is turned on. The input level monitor bar should fluctuate according to your sound levels.
7. Move the **slider bar** to the right or left, until the sound level stays within $\frac{3}{4}$ of slider bar width
8. Close out of **System Preferences**

Creating a Podcast:

1. Locate GarageBand on the system dock and click on it to open
2. Select the **New** button, then click the **podcast** icon and select **Choose**. This will open GarageBand in podcast mode.
3. Give your podcast a name. Ex: topic_yourname_edu226
4. Then, save your podcast in the **EDU 226 Fall 2009 folder located on the desktop**
5. Click the **Create** button

The Views:

When you open up GarageBand you will notice 4 main vocal tracks. These are: podcast track, male voice, female voice, jingles. (Image 1.)

The Podcast Track:

Any images and artwork that you create should reside on this track. Photos, images, artwork should be uploaded in iPhoto. Once this is completed, there is an option in GarageBand that allows you to search for your artwork within iPhoto.

Male Voice/Female Voice:

This track is designated for recording your own vocals or narration. You can record on the male voice track line or the female voice track line.

Jingles:

Any special sound effects, jingles that you want to use in your podcast, should be placed on this track.



Image 1

Recording Voice/Narration:

1. Before you begin, you may get a message about using the microphone as your input source. If this dialogue box appears, click **Yes**.
2. Double-click on the track that you want to record on. For example: Female Voice track
3. On the right side of the screen, clicking on the **(i)** button will make visible the real instrument window (Image 2). In the monitor pull down menu, make sure it is set to **ON**. This will allow you to hear sound from the microphone but protect you from too much feedback.
4. Move the playhead to the location on the track where you want to start recording.
5. Press the **red Record button on the Transport Control bar (Image 3)**, to begin recording from the microphone. As soon as the record button has been pressed, begin speaking into the microphone.



Image 3

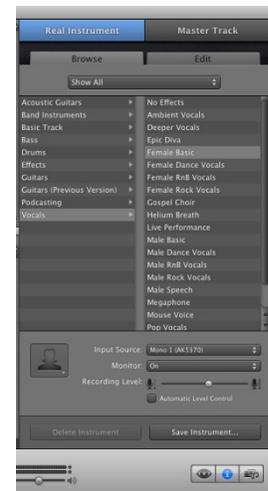


Image 2

6. A waveform will appear on the track line showing the volume of the audio from the recording. You will not hear voice or music through the computer speakers while recording, only during playback.
7. Press the **Stop/Play button** to stop the recording.

In the case of any unforeseen circumstance, do not forget to save your project periodically.

Adding Sounds:

GarageBand comes with a wide array of sound effects and jingles to make your podcast more effective.

These sounds are added using the loop browser . To add a sound effect:

1. Click on the **eye icon**  to open the loop browser
2. Select a **Category**, such as Sound Effects, and then **choose a subcategory** from the list
3. Click on the sound's name to listen to it
4. When you are satisfied with your sound choice, click on it and drag it to the **Jingles track** line
5. The Jingle track line will render the clip.

Adding Artwork and Images:

1. Click the **Media Browser button** (*Image 4*)
2. The Media Browser will open to the right of the timeline
3. Click the appropriate tab (*Image 5*) to view the files
 - a. Audio tab - open up audio files in iTunes
 - b. Photos tab - open up photos in iPhoto
 - c. Movies tab - view files in the movie folder on your hard drive
4. Select the file you would like to use in your podcast and drag and drop the file onto the Podcast Track timeline



Image 4

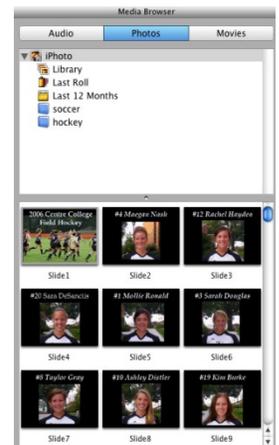


Image 5

Editing Audio:

1. Select the audio track in GarageBand by clicking on it once.
2. Then, select the **Track Editor button**,  which will open the track editor window at the bottom of the screen.
3. Move the cursor over a point on the audio track, until the crosshairs icon appears. Click and drag the cursor left or right to select the portion of the audio track you want to edit.
4. Now you are ready to perform numerous operations.
 - a. **Listen to the track:** Press the play button to listen to the portion of the track that's highlighted
 - b. **Deleting part of the track:** Select the **Edit** menu key < **Cut** < the clip is deleted
 - c. **Moving a track:** Hold down with your mouse on the highlighted area. You can drag this audio clip to the left or right on the track. This will move the sound backwards or forwards on the timeline

Adding a chapter title:

You can add chapter titles to different podcast markers. By adding chapter titles, when you play your podcast, you can easily move back and forth between chapters.

1. Click the text in the **Chapter Title column** of the marker you want to work with
2. Next, type in your title for this marker

Adding URL's to a marker:

You can add a URL(webpage) to a marker and give it a title. When you play a podcast that has an URL marker, the title will appear instead of the web address. You need to click on the title to open/view the webpage.

Adding a URL:

1. Click the text in the **URL column** of the marker you want to work with
2. Next, type in the url address you would like to link the marker to. You can also copy/paste the web address.
3. Make sure that the **Displays URL checkbox** is selected
4. In the **URL Title column**, type in the title of your web address

Playing your project:

You may decide you want to test the progress of your project and see what it looks like. To play your project:

1. Click the play button on the transport controller (*Image 6*)



Image 6

2. To stop the track from being played, click the play button again
3. You can click on the **Podcast Preview** icon in the podcast track header to preview your podcast in a larger window.

Ducking:

You may need to lower the volume of certain tracks in order to hear other recorded audio tracks. This is called “ducking.” GarageBand will automatically give priority to vocal tracks, but there may be times when you want to change the order of the tracks; especially if you have two vocal tracks or a sound effect that needs to stand out.

1. Select the **Control menu key < Ducking**. The ducking controls (upward/downward arrows) appear in the track’s header. If there is a checkmark next to ducking, then the ducking option is already available.
2. Click the upward facing arrow on the tracks you want to give priority too and click the downward pointing arrow on the tracks you want put in the background.
3. Choose the **Track menu key < Show Master Track**. The option will be Hide Master Track, if the Master Track is already visible.
4. Make sure the **Master Track tab** is selected

Exporting to iTunes:

You are now ready to export your podcast to iTunes.

1. Drag the marker from the end of the timeline to the end of your finished podcast
2. Choose the **Share menu key < Send Podcast to iTunes**
3. Type in the following information for your playlist
 - a. iTunes Playlist: ex: topic_yourname_edu226
 - b. Artist Name: Your name
 - c. Composer Name: Your name
 - d. Album Name: Topic name
 - e. Audio Setting: Musical Podcast
4. This will merge your tracks into a file that will open your new track in an iTunes playlist with the name you specified. Make sure your podcast is in a playlist by itself.
5. Place your blank CD in the CD drive. Select the **Ignore button** in the window that opens (after you insert your cd)
6. Click the **burn disc button** at the bottom in iTunes. For disc format, select Data CD or DVD. This will burn all of the artwork and sound files as 1 file. If iTunes is set to burn as an Audio CD or mp3 CD, then your artwork and chapters will not be burned.

Note: iTunes should automatically be configured to show artwork. If not, select the View menu key < Show Artwork.

Additional information can be found at:

<http://www.apple.com/support/garageband/>

<http://www.apple.com/support/garageband/podcasts/recording>

<http://www.shambles.net/pages/learning/infolit/edupodcast/>