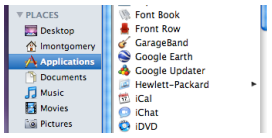
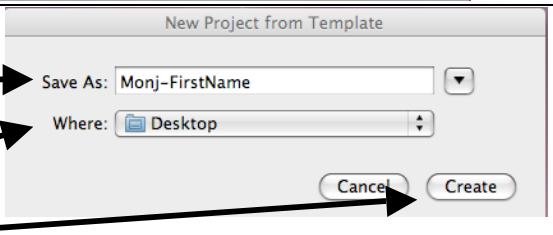
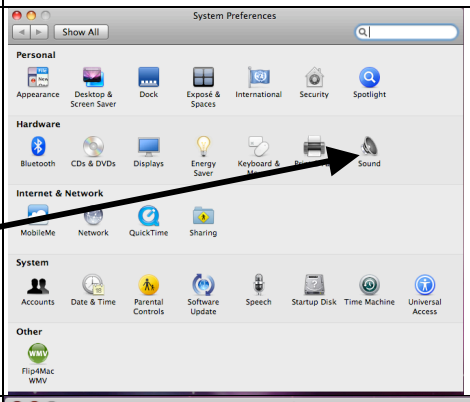
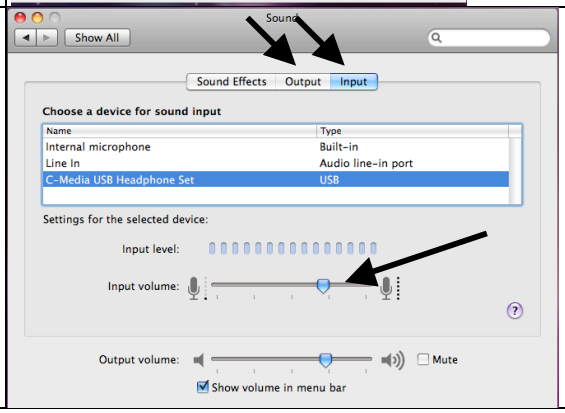
Podcasting with Garage Band

	Part 1: **"Get Ready, Get Set"**	
❶	Click on **Garage Band** on the dock to open. *(If it's not on your doc, go to the Finder, then Applications folder.)*	
❷	Choose "**Create New Podcast Episode"**	
❸	This application asks you to **SAVE** it BEFORE you begin. a. In the SaveAs: box**, type your teacher's name (abbreviation)-your first name.** (Ex: Monj-Annie) Where: it on the Desktop b. Then click **Create**.	
❹	PREPARE SOUND/AUDIO! First, plug a set of headphones into a USB port on your computer. a. in Computer **System Preferences** 1. click on **Sound**.	
	2. Click on **Output** tab and **Input** tab. For each one, select **C-Media USB Headphone Set.** 3. Adjust the **Input** and **Output** volumes to ¾ max.	

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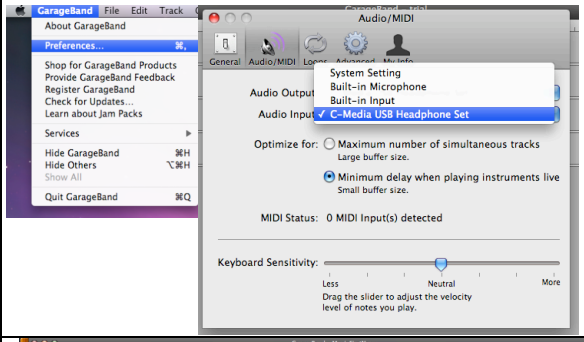
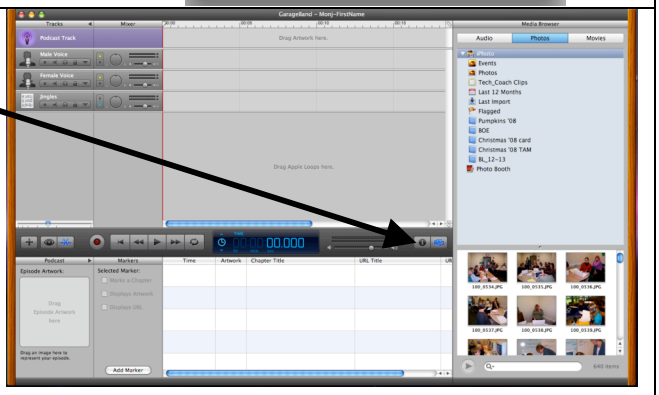
❹	b. in **Garage Band Preferences** 1. Click on Audio/MIDI 2. On both Audio Output and Audio Input, select **C-Media USB Headphone Set**	
❺	**Set up** your Garage Band area. a. click on the Media icon to clean up (you don't need this now). b. Click on a voice track (it doesn't make a difference male/female) c. The track should be blue!	 
	Part 2: **"Record"**	*Are you **ready** to record?* *Do you have your **script**?* *Take a deep breath...get ready to **speak clearly**, **slowly** and with **expression**!*
❶	a. Put your **headphones** on. b. Adjust the **microphone** (not too close!) c. Click the **red** Record **button**. d. Read your script.	
❷	When you are ready to **STOP**… Click the **red** Record **button** again.	

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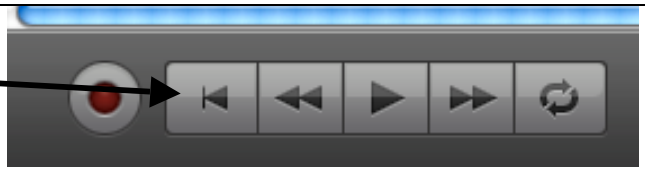
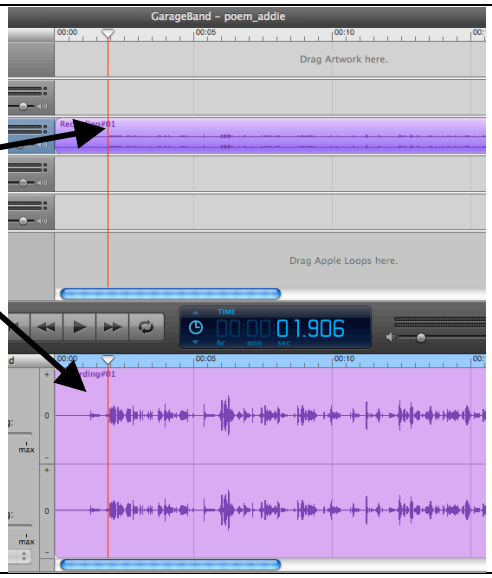
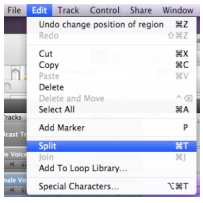
	Part 3: **"Editing"**	
❶	To playback/**hear** your recording. Click on the **Rewind** button, then click **Play**	
❷	*If you are happy with your recording, great! If you don't like it, you can simply delete it and start over!*	*...but don't delete it just because you don't like the sound of your voice! That's actually what you sound like to others...so GET OVER IT!*
	Notice the sound layers on the screen, the layer on the lower half is actually a magnification of the sound waves of your voice! This can help you notice when there is a break in your sounds, therefore helping you know when to edit the recording. **The **spacebar is the easiest way to **start/stop** your playback!**	
❸	If you want to edit out a portion of your recording, make sure you are stopped at the (beginning of the) spot you want to cut. a. go to Edit > Split press spacebar to continue, stop where you want the end of the cut. b. Repeat Edit > Split c. Click away from the track and then back on the piece you want to cut out (it should be a darker shade of purple than the others). d. Delete it.	

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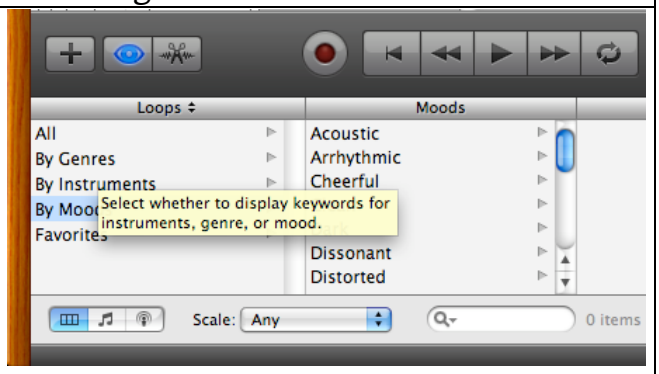
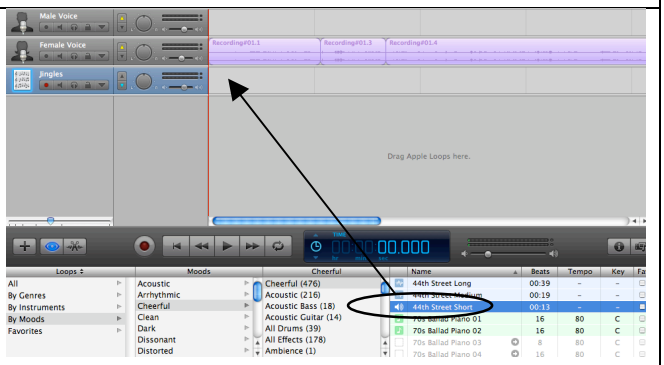
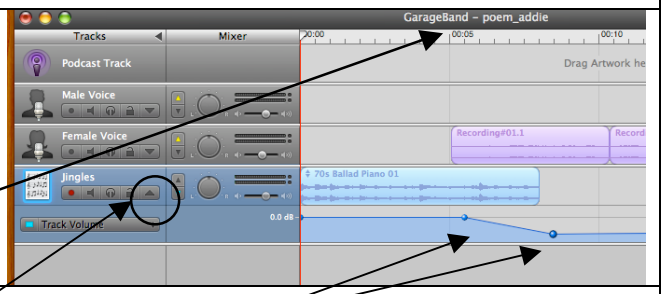
	Part 4: **"Adding Music"**	*Now it's time to add the "mood music." Think of your story, the theme, and the tone. What kind of music would enhance your podcast? You will be adding music as an intro and as an exit to your voice recording.*
❶	a. In the lower half of the screen, select the **"eyeball"** icon. (*This will open the Loops.*) b. Then in the far lower left corner, click on the **column** view. *(This will arrange the music by Genre, Instruments and Mood).* c. select **By Mood.** (*This will open up a new column to choose the type of mood.*)	
❷	a. Now put your headphones on **to listen to a variety of music loops** (or jingles). Once you have decided upon a piece… b. click on it and **drag it up to the jingles track** (just below your recording). c. **copy the jingle** and **paste** it at the end of your recording. You may have to drag it over. *Now you have music at the beginning and the end of your recording!*	
❸	a. Now, go to your voice recording track. Click to highlight it (dark purple). b. Move it over to the right, to begin at the 00:05 mark.	
❹	a. Open up the Jingles sound editing track. This will show you the volume level. *(Here you will fade the music out just in time for your voice to begin)* b. On the top blue line, click on a place where you want to begin the fade. A dot will appear. c. Click on another spot to the right, then pull the dot down.	**BTW...*If you need to adjust when you being speaking, you can highlight and move your voice recording.* ***It sounds great to have a low volume of music overlapping (or in the background of) your voice as you introduce your story and your name (first name only)!*

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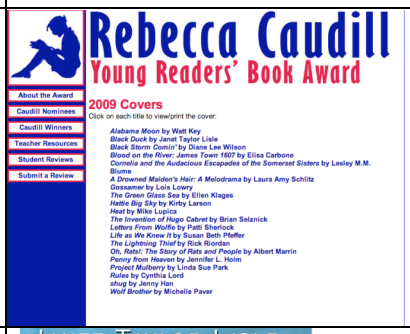
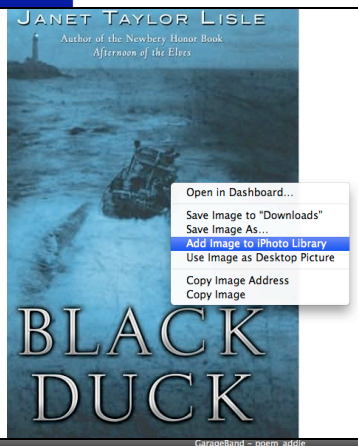
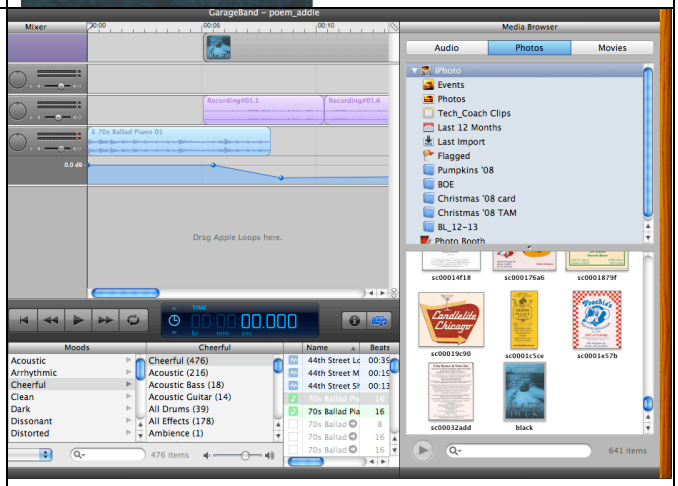
❺	Now go to the end of your recording. Adjust the placement of your jingle. Then edit the jingles volume in the opposite way of step 4. *(You will start low, then fade the music louder as you finish speaking).*	
	Part 5: **"Adding a Picture"**	You will enhance your podcast with a picture of the book cover which you will find from the Rebecca Caudill website. http://www.rebeccacaudill.org/teacher/covergallery/2009/index.htm
❶	Go to the RC website, to 2009 Covers. This is a gallery of the book covers. Click on your book title.	
❷	When the book cover loads, a. Control+click on the image b. Select "Add Image to iPhoto Library" c. When iPhoto opens, you can close the window.	
❸	Go back to your Garage Band project. a. Open the Media Browser b. Click on the Photos c. Scroll down to find your book cover image d. Click and drag the image to the top track where it says "Drag Artwork Here." ***You can place it at the beginning of the intro music OR at the place when your voice begins!*	

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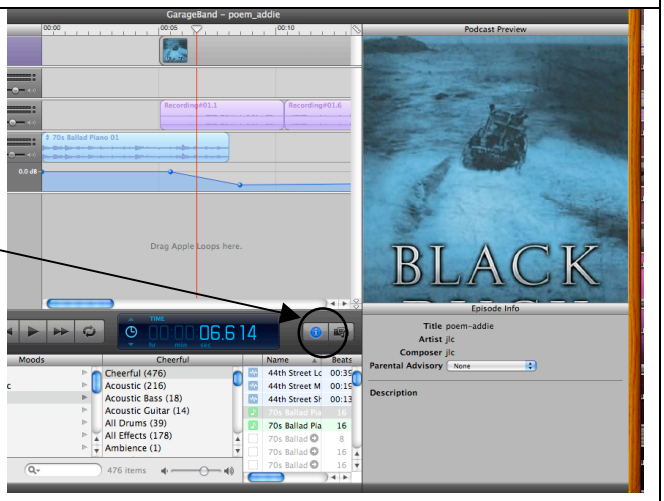
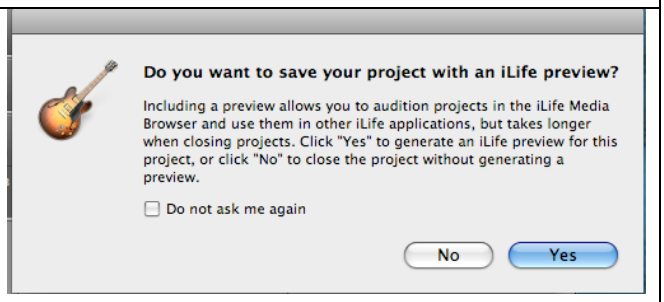
	Part 6: **"SAVING"**	
❶	First, you may want to preview your entire podcast with the music and the pictures. This is called "Podcast Preview" To do this… a. Click on the information icon b. Click on the rewind button c. Click play **You will see the book cover in the upper right corner. If you are satisfied, it's time to save.	
❷	a. Go to **File > Save.** A dialogue box will open asking "Do You want to save….with an iLife preview?" b. Click on **Yes**. c. A saving progress bar will appear with the words "Creating mixdown…" When it is all complete, you are done!	
❸	Now, go to your desktop. a. **save your file to your own flashdrive or to the student server.**	***Mrs. Montgomery will want to collect a copy of your file, so make sure that you don't trash your desktop copy until she does so!*