<u>Making a podcast in Garageband</u>

<u>To start a recording:</u>
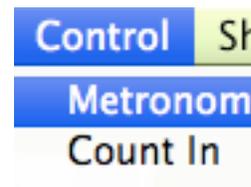
Open up Garageband.

Click on Podcast.

Give it a name to save as.
Save on desktop.
Click create.

Remember to check that
Metronome is turned off.
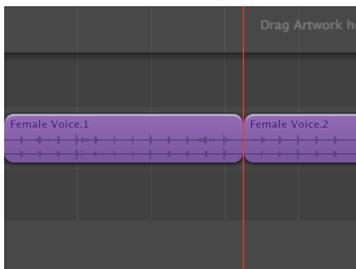
i-podc@st & so c@n U!

The podcast track is for images.
The jingles track is for music/jingles.
Choose the male or female track to record.

Click on record button to start recording.
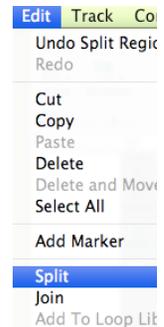Click on record button to stop.

To Edit your work:

To split a track, drag the playhead to where you want to split the recording.
Remember to select the track you want to split.

Click on edit and split.
Click on the one you don't want and press delete.

To add images:
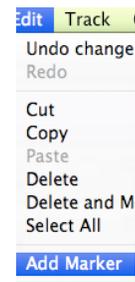Open the folder where you want to use the images from.
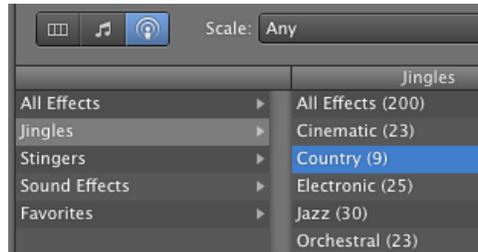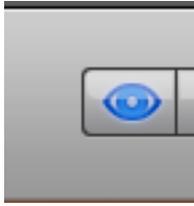OR
Use photo booth to take pictures.

Drag the pictures into the podcast track using the playhead.
You can also use the 'add marker' to place the images in the correct spot.

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To add Jingles or sound:

Click on the jingles track and the eye.
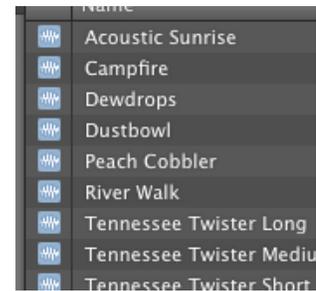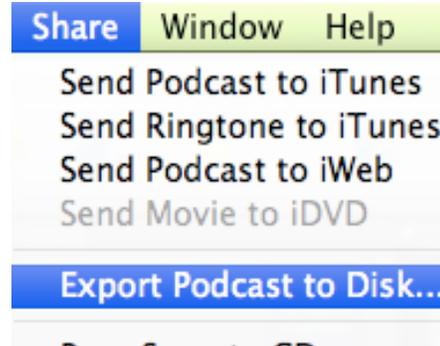
Drag the sound you want in the jingle track.

You can change the volume of any track using the volume.

Finishing Off:
Listen to your podcast. Remember to bring the playhead to the start of the track.
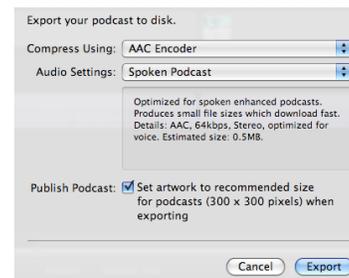
Send your podcast to iTunes or disk.

Compress Using: MP3 encoder if only recording.
Compress Using: ACC if adding images.
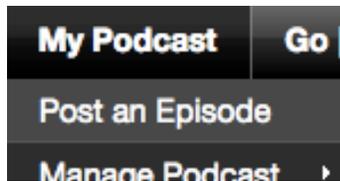Change the audio Setting: Spoken podcast.

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Posting to Podomatic:

Go to the website.

Click sign up and follow the steps.

PodOmatic | Best Free Po(
Listen to the best free podcasts o
performing artists, radio, and muc
www.**podomatic**.com/ - Cached

Go to My Podcast.

Click on Post an Episode.

Add the title of your podcast.
Add a short description.

Next, select an audio or video clip:

➡ Upload a file
➡ Select from your Media Library
➡ Record using a webcam or microphone
➡ Transfer from your desktop using FTP (advanced)
➡ I don't want to select audio or video. Skip this step

Click Upload a file to put your podcast here.

Remember to use the **Standard uploader.**

Click Upload Media.

0 Files Uploaded

Try standard uploader

Select media from your computer:
/Users/veronica/Desktop/Weekend news.m4a   Browse...
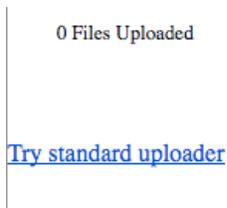
Upload Media

i-podc@st & so c@n U!

Click select from your Media Library.

Select your Podcast.

Upload a file

Select from your Media Library

Select an audio or video clip from your M

Media Library (10)

in the mirror.m4a

ewhog.m4v

03

Save & Continue

If you want to upload a photo do so or simply click I don't want to select a photo.
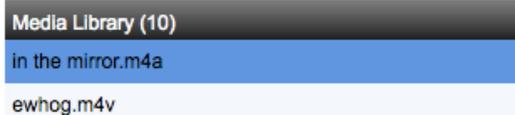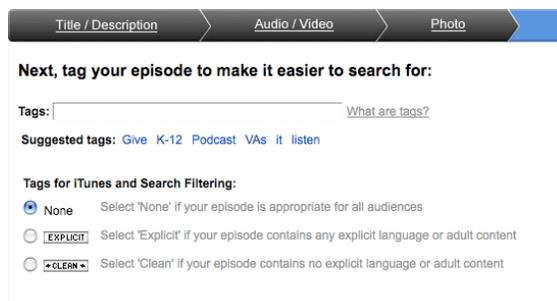
Next, select a photo for this episode

Upload a photo

Select from your Media Library

Enter an image URL

I don't want to select a photo. Skip this step

| Title / Description | Audio / Video | Photo | |

Next, tag your episode to make it easier to search for:

Tags: _____ What are tags?

Suggested tags: Give K-12 Podcast VAs it listen

Tags for iTunes and Search Filtering:

◉ None   Select 'None' if your episode is appropriate for all audiences

○ EXPLICIT   Select 'Explicit' if your episode contains any explicit language or adult content

○ CLEAN   Select 'Clean' if your episode contains no explicit language or adult content

Add tags.
Click None.
Save.

Next:

Your episode is ready to publish. Please review it, then click "Save & Continue" to continue:

The episode is published. Now, promote it and grow your audience

Email contacts in your address book

i-podc@st & so c@n U!

Choose 1 of these options:

➡ Email contacts in your address book

➡ Update your status on Twitter, Facebook, or MySpace

➡ Post to Facebook, MySpace or your favorite social network

➡ Post to Delicious, Digg or your favorite bookmarking site

➡ Embed a player in your web page

Click on the last option and then copy the embed code.
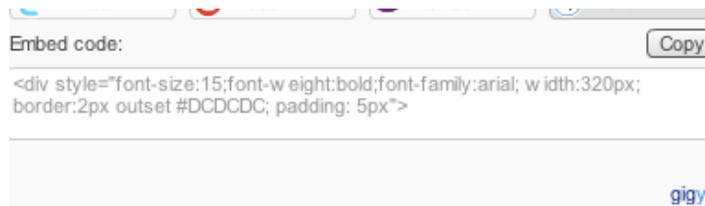Paste it on your blog or LMS (KnowledgeNET/UltraNet/wiki) page (HTML code).

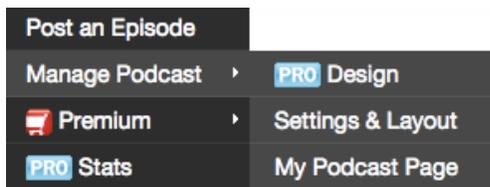OR

Go to the Podcast you want to promote.

Send to Friends | L

▶ **Embed a Player on Your Web Page**

Click on.

Embed code: Copy

<div style="font-size:15;font-weight:bold;font-family:arial; width:320px;
border:2px outset #DCDCDC; padding: 5px">

Copy embed code.

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Post an Episode

Manage Podcast   ▸   PRO Design

🛒 Premium   ▸   Settings & Layout

PRO Stats   My Podcast Page

'My podcast' page will show you all your podcasts.
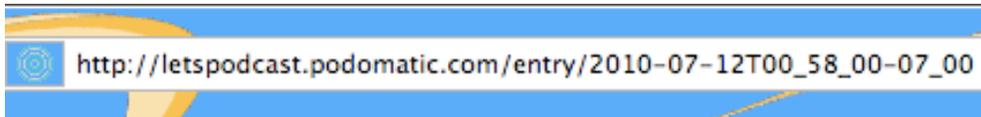
i-podc@st & so c@n U!

<u>Creating a Link:</u>
When you are on this page, choose the podcast you would like to share.

Click on Permalink.
Copy the address from the address bar and use this to create a link on your blog or LMS. Click on the link icon and paste.

You should now be done!

<u>Some Links:</u>

http://ictucan.podomatic.com/ (Jane Nicholls)

http://kpetv.blogspot.com/ (Point England)

http://allanah.podOmatic.com (Appleby Primary)

http://veronica6.podomatic.com/ (Room 3 EPS)

Veronica's class blog: http://room03eps.blogspot.com/

My email: veronica@elmpark.school.nz

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