

Instructions for Creating a Podcast Recording, Posting and Playing For Mac

Software for Podcasting on a Mac

1. If your mac doesn't already have a podcasting version of GarageBand (iLife 09): Go to your local Apple store or order online the current version of [Garage Band](#) Mac users can also go to [Audacity download page](#) and get the OS-X versions) **Garage Band (part of the Apple iLife suite) is basically all you need to do to produce any kind of podcast.
2. Mac users will also need "Lame" download on the Audacity site at" <http://sourceforge.net/projects/lame/>
3. During this workshop we will only be using the Garage Band, iWeb and iTunes programs.
4. You'll also need iWeb to upload your finished Podcast to the internet.

Getting Going

1. Plug in the headset to headphones OUT jack. If you are using your own headset make sure it is 'noise canceling' to eliminate background noise.
2. Log onto Apple.com and watch all of the short and easy to understand videos on [how to podcast with GarageBand](#). If you already have an iTunes account you can log on and go to the iTunes music store and download a set of podcast called: Learn to Podcast. There are 8 episodes. They are all very short.
3. In no time you'll have your podcast up and running.

Recording

1. **About Podcasts**



Podcasts are professional or homemade audio broadcasts that are available on the Internet. Unlike traditional radio shows that have set schedules, podcasts can be downloaded and listened to anytime in [iTunes](#) or on [iPod](#).

With iTunes 4.9 or later, Apple has taken podcasting mainstream by building everything you need to find, subscribe to, manage, and listen to podcasts right in iTunes. You can even publish your podcast to iTunes (as long as it's free of copyrighted material and overtly explicit content) and reach a potential audience of millions. For inclusion in the [iTunes Store](#), all episodes within a podcast must be available as either AAC or MP3 audio enclosures. For more information on podcasting, be sure to check out the [Podcasting webpage](#).

If you're interested in taking part in the podcasting revolution, GarageBand features amazing built-in tools that you can use to create your own rich and professional-sounding podcasts. Below are just a few tips and tricks that will help you get the most out of GarageBand to record your podcast. Press the Record button and say a few words to make sure you're recording. Close the temp recording. If nothing gets recorded check the MUTE on the headset.

Here's an example outline of how your show should flow:

1. Show intro monologue (who you are, what you're going to talk about): 30–60 seconds
2. Intro music jingle (repeat for each show so listeners identify the jingle with your show): 30–60 seconds
3. Topic 1: 5 minutes
4. Topic 2: 5 minutes
5. Interlude (music or break): 30 seconds
6. Topic 3: 5 minutes
7. Topic 4: 5 minutes
8. Closing remarks (thank the audience for listening, thank guests, talk about the next show briefly): 2 minute
9. Closing music jingle (suggest same as Intro music jingle): 2 minutes

Recording Your Show

Recording a podcast with GarageBand can be broken down into some basic steps.

1. Attach your preferred audio interface and a microphone to your Mac, or use your computer's built-in microphone.
2. Create a Real Instrument track in GarageBand with your favorite preset vocal setting or build your own. (**Tip:** Using the Gate helps to eliminate unwanted noise when you aren't speaking, and using Compression will smooth out the overall sound of your voice. Be sure to try the vocal transformer for some really fun effects!)
3. Adjust the Gain control on your audio interface to set the recording level of your voice. It's good practice to test your distance from the microphone to determine where you sound the clearest. Attach headphones directly to your Mac or audio interface for the best quality recording (sound from speakers will be picked up in your recording).

4. Add an AIFF, MP3, or AAC file (except protected AAC files), or a selection of GarageBand Apple Loops to serve as your background music. GarageBand Apple Loops allow for the most flexibility since you can vary the length easily. [GarageBand Jam Packs](#) are also a great way to add thousands more professional loops that'll add punch and polish to your podcast. Many professional broadcasts use music intros (known as jingles) to signify the beginning or end of a show. Apple Loops offer you the ability to create your own unique copyright-free jingles for use in your podcast.
5. Begin recording, remembering to keep your original microphone position. Don't forget that if you make a mistake, you can always do a second take and fix it when editing.
6. Edit and mix your final recording.
7. Export to iTunes and then convert to AAC.
8. Publish your audio file as an enclosure on blogging services such as Blogger (for more information, visit <http://www.blogger.com>).
9. To share your podcast with iTunes users, you must create an RSS (Really Simple Syndication) file from your blog. RSS feed providers, such as FeedBurner, make it easy to create an RSS file from your blog. For more information, visit <http://www.feedburner.com>. If you choose, you can create your own RSS file. In this case, if you intend to submit your podcast to iTunes, first review the [iTunes Extended Podcast RSS specification](#), which contains useful information on creating your podcast RSS file to work optimally in the iTunes Podcast Directory.
10. Once you've created your RSS file, your podcast is ready to be shared with the rest of the world. To make it easy for people to discover your podcast, we invite you to publish it in the iTunes Store. To publish a podcast, open iTunes and select Store in the Source list. On the iTunes Store home page, click Podcasts, then click Publish Podcast and complete the form.

Playing your Podcast

The easiest way play your podcast (other than in GarageBand or from your iWeb: website) to use is iTunes. If you don't already have it, the latest version 6.01 for windows is in Installable Software