

GarageBand includes a Podcast Studio that makes it easy to create enhanced podcasts that include chapter markers. The chapter markers can be used to navigate to different segments within a podcast while it plays on iTunes or on an iPod. These chapter markers are especially helpful for longer podcasts, and can be used to provide additional cues that can help listeners remember the information mentioned on a podcast. Enhanced podcasts have many potential uses in the classroom. For example, a walking tour podcast can include photos of the places (landmarks, etc.) mentioned in the podcast.

## Getting Started

To create a new podcast:

1. Select New Podcast Episode from the GarageBand splash screen.
2. Enter a name for your file in the Save As field and choose a save location.
3. Click on Create.



GarageBand will open up with a few tracks already created for you:

- **Podcast Track**  
This is the track where you add the chapter markers and images for your enhanced podcast.
- **Male Voice**  
This track is optimized for male voices.
- **Female Voice**  
This track is optimized for female voices.
- **Jingles**  
Use this track to add background music.



## Working with Tracks

If you need to add additional voice tracks, duplicate one of the voice tracks created by GarageBand or create a new real instrument track and assign a voice to it.

To duplicate a voice track:

1. Click on the Male Voice or Female Voice track created by GarageBand to select it.
2. Choose Track > Duplicate Track.
3. To delete a track you don't need, click on it once to select it and press Command + Delete or select Track > Delete Track.

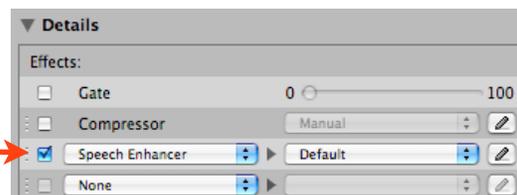
To create a new real instrument track:

1. Select Track > New Track.
2. Choose Real Instrument in the popup window. The Track Info pane will open on the right side of the GarageBand window.
3. Select Podcasting from the list on the left side of the Track Info pane.
4. Select one of the presets on the right side of the pane that matches your voice type (male or female), environment (noisy for added noise reduction) or microphone type (iSight if you are using your iSight camera).

You can enhance the sound quality of your podcast recordings by using the Speech Enhancer feature of GarageBand.

To use the Speech Enhancer:

1. Select the track you want to modify and click on the Track Info button. The Track Info pane will open on the right side of the GarageBand window.
2. Next, click on Details at the bottom of the Track Info pane to expand the details area.
3. Select the Speech Enhancer effect using one of the pull-down menus on the left side of the details area.



4. To adjust the settings for the effect, click on the pencil icon to the right of the effect name. The Speech Enhancer window will open.





5. Use the Reduce Noise slider to change the amount of noise reduction applied to your recording.
6. Check the box next to Microphone Type and select the microphone type that matches your hardware using the pull-down menu.
7. To save your settings, select Make Preset from the pull-down menu at the top of the window, then provide a name for the new preset.

### Recording the Audio

Before you can record your podcast, you need to make sure GarageBand can use your microphone or headset:

1. Select System Preferences from the Apple menu, then click on the Sound button. In the Input tab, make sure your microphone or headset is selected and adjust the input volume level using the slider. Close the window to save your changes.
2. In GarageBand, select GarageBand > Preferences. In the Audio/MIDI tab, make sure your microphone or headset is selected in the Audio Input menu. Click on Yes when asked if you want to change your audio driver, then close the Audio/MIDI window to save your changes.

To record your podcast:

3. Select one of the vocal tracks by clicking on it once.
4. Click on the Record button below the timeline or press the letter R on your keyboard to start recording. 
5. When you're finished recording, click on the Record button again, or press the letter R on your keyboard.
6. Click on the Play button or press the Space Bar on your keyboard to stop the playhead.
7. To preview the recording, first use the controls below the timeline to move the playhead to the beginning of the track,

then click on the Play button. To stop playback, click on the Play button again or press the Space Bar on your keyboard.

You can solo a track before previewing it. This will mute the other tracks in the timeline so that only the solo track plays. To solo a track, press the headphones button found in the track controls.



GarageBand '08 supports cycle regions to allow you to do multiple takes of a recording.

To Create a cycle region:

1. Click on the Cycle button in the controls area. 
2. The cycle region will appear as a yellow area in the timeline. Move the region to where you want to start recording. To resize the cycle region, drag in on the edges of the cycle region.
3. Place your cursor at the beginning of the cycle region and record your first take. Press the Play button when you're finished recording. Repeat to record additional takes.
4. To preview each take, click on the circle with the number in the upper left corner of the region.
5. To keep just one take, click on the circle with the number of takes, choose the take you want to keep (it should have a check mark next to its name), and then choose Delete Unused Takes from the same menu.

### Editing Regions

Each time you press the Record button, GarageBand creates a new region in the track you have selected. The Track Editor allows you to edit the contents of a region to remove pops and other unwanted sounds from your recording.

To remove a section of a recording in the Track Editor:

1. Select the region you want to edit by clicking on it once.
2. Click on the Track Editor button. 
3. When the Track Editor opens, position your pointer somewhere in the lower part of the waveform (until it turns into crosshairs) and drag to make a selection.

4. Select Edit > Cut or hold down the Command key and press X on your keyboard. This will split the region and create a gap in your recording.
5. To close the gap, drag the region to the right of the gap in the timeline until it is next to the previous region.

Be careful to not drag regions over each other, as this will cause one region to overwrite the contents of the one below it.

GarageBand '08 can close the gap when you delete a region. To delete a region and close the gap, choose Edit > Delete and Move.

### Adding Loops and Sound Effects

GarageBand includes loops of prerecorded music that can be used to add intro and background music to podcasts, as well as a number of sound effects.

To add a loop to a podcast:

1. Click on the Jingles track to select it.
2. Click on the Loop Browser button.  The Loop Browser will open in the bottom part of the GarageBand window.
3. Make sure the view is set to musical button by clicking on the button with the music note on it.



4. Click on one of the buttons to see all of the loops in that category. You can select multiple categories. To search for a loop, enter a search term in the search box below the musical buttons area. To start over, click on the Reset button.
5. When you find a loop you like, drag it from the loop browser into the Jingles track.

To extend a loop or sound effect:

1. Select the loop region by clicking on it once.
2. Place your cursor over the top portion of the loop region's edge until it changes into a curved arrow.
3. Click and drag to extend the loop. You can drag in to make the loop shorter.

To add a sound effect:

1. Set the view in the loop browser to podcast sounds by clicking on the button with the microphone.



2. Choose Stingers or Sound Effects from the column on the left.
3. Choose a category in the middle column.
4. Click on a sound effect in the right column to preview it.
5. When you find the sound effect you want to use, drag it into the timeline and drop it in the gray area below your existing tracks. GarageBand will create a new track with the sound effect you've chosen.

### Importing Music

You can also import a full song and use it as background music or to break up segments. GarageBand supports the MP3, MIDI, WAV, and ACC file formats.

There are two ways to import an audio file: using the Media Browser or from a Finder window. To import a file using the Media Browser:

1. Click on the Media Browser button. 
2. Select the Audio tab at the top of the Media Browser.
3. Click on iTunes and select a file from the list. Click on the Play button to hear a preview.
4. Drag the file into the gray area in the GarageBand window. GarageBand will create a new track when you release the mouse.

To import a file using the Finder:

1. Resize the GarageBand window by dragging from the bottom right corner until you can see the file you want to import in the Finder window.
2. Drag the file from the Finder window into the GarageBand window.
3. When the pointer has a plus sign on it, release the mouse to create a new track with the audio from your file.

### Mixing

To adjust the volume level on any track:

1. Display the Track Mixer by selecting Track > Show Track Mixer. The volume indicators will indicate your volume level

as two bouncing green bars (only one bar if you're recording in mono). These two bars will hit a red point if your volume is too high.



2. Use the slider below the indicators in the Track Mixer to adjust the volume level.
3. To adjust the volume dynamically over time, display the volume curve by clicking on the down arrow in the track controls, then choosing Track Volume using the pulldown menu.



4. Click on the curve to add points you can use to change the shape of the curve. These points can be used to create fades and other effects.



When you're finished editing a track, you can lock it to prevent it from being accidentally changed. To lock a track, select the lock icon in the track controls area.



Each GarageBand project includes a Master Track which determines the volume level for the entire project. To adjust the volume of the Master Track, first choose Track > Show Master Track, then make sure Master Volume is selected in the pulldown menu on the left side of the track. You can then drag the volume curve up to raise the overall volume or set points in the volume curve to change the volume over time.

GarageBand '08 includes an automatic fade out effect that can be applied to the master track by choosing Track > Fade Out. This action will display the Master Track with four points already applied to the volume curve.

GarageBand also includes a "ducking" feature that allows you to set a track as either a leading track or a backing track. Whenever

there is sound on a leading track, the volume of the backing track is automatically lowered. To set a track as a leading track, click on the top ducking control in the mixer.



The ducking feature can be modified to create more gradual transitions. To modify the ducking amount:

1. Click on the Track Info button.
2. Select the Master Track tab.
3. Click on Details and then choose a preset for the Ducker effect, or click on the edit button to make adjustments by moving the sliders in the Ducker window.

### Effects

GarageBand includes many built-in effects that can be used to modify your recordings for podcasts. The Vocal Transformer allows you to modify the sound of someone's voice so it sounds like a chipmunk or a monster. To apply the Vocal Transformer effect:

1. Select the track you want to apply the effect to, then click the Track Info button.
2. Click on Details to show the track's effects settings.
3. Choose the Vocal Transformer effect using one of the effect pulldown menus on the left side of the Details area.
4. Choose a preset using the pulldown menu to the right (Chipmunk, Monster, Droid, etc.).

### Adding Chapter Markers and Artwork

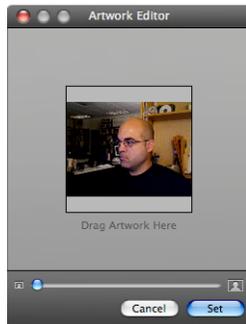
By adding chapter markers, you can make your podcast interactive. Chapter markers can be used to navigate through the segments in a podcast while it plays in iTunes or on an iPod. Each chapter marker can include an image, a title, and a URL that can be clicked on to open up a website when the podcast is played on a computer.

To add a new marker:

1. Click on the Podcast track to select it.
2. Place the playhead where you want to insert a chapter marker.
3. Choose Edit > Add Marker.
4. Move the playhead to another location in the timeline and repeat to add markers as needed.
5. To change the length of a chapter, drag the edge of the chapter marker region in or out.
6. To delete a marker, select the chapter marker region and press the Delete key on your keyboard.

To add an image to a marker:

1. Click on the Media Browser button, then select the Photos tab to display the photos in your iPhoto Library as well as photos taken with Photo Booth.
2. Click on the Track Editor button to view a list of the chapter markers in your podcast.
3. Drag one of the photos from the Media Browser into the thumbnail displayed in the Artwork field in the Track Editor.
4. Double-click the thumbnail to edit the image using the Artwork Editor.



The grayed out portion of the image will not be displayed when the podcast is played in iTunes or on an iPod.

5. Use the slider to change the zoom amount, or drag inside the window to change the area of the image that will display.
6. When you're finished editing, click on the Set button.

To change the title or URL of a chapter, click in the appropriate field in the Track Editor, then type in the text you want to use for the title or the URL of the website you want to open.

You can select episode artwork to display whenever there is a gap in the Podcast Track. To add episode artwork, open the Media Browser, select the Photos tab, and then drag an image into the Episode Artwork area in the Track Editor.

### Exporting

When you're finished recording and editing your podcast, you can export it as an AAC file if you want to include chapter markers and images, or as an MP3 file if you only want the audio.

To export a podcast:

1. Select Share > Export Podcast to Disk.
2. Choose the encoder you want to use (AAC, which is an Apple format that supports chapter markers and images, or MP3, which is a more universal format but only supports audio).
3. Use the Audio settings pulldown menu to choose a preset for your podcast (Spoken or Music) or choose Custom for more advanced options such as changing the bit rate (lowering the bit rate lowers the file size but also reduces the quality of the recording).
4. Click on Export and choose the location on your computer where you want to save the podcast file, then click on Save.

To add your new podcast episode to iTunes, choose Share > Send Podcast to iTunes. You will see the same options for choosing an encoder and changing compression settings, as well as a series of fields that allow you to enter metadata for the audio file (this is the information that will be displayed by iTunes when you play the podcast episode).

### Creating a Podcast Page in iWeb

GarageBand integrates well with iWeb, the web authoring program included in the iLife suite.

To create a podcast page using iWeb:

1. Click on Share > Send Podcast to iWeb.
2. When iWeb opens, select Podcast in the Theme Chooser, select a theme from the list on the left, and click on Choose.
3. Edit the text in the podcast page created by iWeb by clicking to select it and entering your own text.
4. When you're ready to upload your podcast to a web server, select File > Publish to .Mac if you have a .Mac account, or Publish to a Folder if you're saving your site to a folder on your computer to upload it to a different web host.

### Useful Shortcuts

- Z - Move the playhead to the beginning of a track.
- R - Start/Stop recording.
- Space Bar - Start/Stop the playhead.