

How to Podcast (or at least how I podcast)

Disclaimer: The following instructions work for me on my Mac. They may not work for all, nor are they certainly the most efficient. But should you have questions, feel free to contact me through my blog.

Step 1 Recording the Clip

- Use a digital voice recorder, Mp3 recorder or even a tool included in your computer.
- Upload it on to iTunes (exactly how to do this, I don't know, it just sort of happens).
- Right click the file in iTunes (on Mac. Control and click) and drag down to convert to Mp3.
- Locate the new file (likely right underneath and immediately begins playing) and rename it so it is distinguishable from the original.
- Drag that into a folder (I created on called Podcast) in iTunes.

Step 2 Garage Band

- Open new project (close piano tool)
- Click on music symbols bottom right
- Find Podcast folder in iTunes music area and drag Mp3 clip(s) into project
- Open the editor by clicking on the scissors at mid left. A new section should open at the bottom.
- In this area, if needed, hover between clips at the bottom and look for the square bracket looking thing. It is used to trim the start or end off clips.
- BTW, at top menu, click *control* and drag to unclick *Snap to Grid*. (I don't know why)
- If dead air in middle of clip or something to be removed, highlight it and delete. Now move clips together at top

- In top section, combine all clips together by ?????? I don't know how yet????
- Move that to the right to make room for my intro.
- Drag intro into start (if you have one, see below for how to do this)
- When adding music, fade in or out by clicking the triangle in the controls to the left of the track.
- In the blue section under the track click on the dark blue line where I want the fade to start and again where I want it to end. For the end ball, drag it to control fade in and out.
- If silent time runs on after song ends, drag the blue bar to far right. In top right corner in time numbers grab triangle and drag left to end of song.
- Adjust intro and other tracks to fit as needed.
- When clip is perfect, File Save as (?pick a name?) save to podcast file (or where ever it'll be easy to find)
- Next, click *Share* in top menu, *export to disk* and ensure it says Mp3 encoder in there. Save to Publish folder (or a different folder from the first saves)
- It is always good to have a working folder and a final copy folder reserved for Mp3's ready to publish
- *** check in the publish folder that it is an MP3 and not a Wav file. If it isn't an Mp3, go to Garage band and click Share at top menu, and send to iTunes. From there, convert to Mp3 (see iTunes section above). Then drag to publish folder and rename if needed so it is easily recognized as the needed file.

Creating a Podcast Theme

- Open new project in Garage Band.
- 2/3's of the way down on left click the eye button.
- Muck around to find some music (10 seconds or so) that you like and your kids will relate to.
- Drag it up.
- Record voices and add it if wanted (see iTunes section).
- Mix together and edit as needed to perfection.
- Save as....
- Share and send to iTunes

- In iTunes, convert to Mp3, (see iTunes section)
- Save in a folder you'll easily find it in.
- Drag into garage band when needed.

Hosting my Mp3's

- Upload to Libsyn. They host my audio files for podcast. I pay \$5.00 a month for the service and there is lots of storage space.
- Open www.libsyn.com
- Log in
- Click *media files, upload file*, browse and upload, click box with file name, see left side info, hover over *direct download* and right click (control and click) drag down to *copy location*.
- Quickly add link to blog before you accidentally copy something else, or else you'll have to come back to Libsyn and do the direct download bit again.

Adding to Blog

- Log in
- New post
- Add title and message, comment and anything else needed to introduce the podcast.
- Type *Link to podcast*, (or anything else to tell visitors that this is your podcast link that they need to click)
- Highlight *Link to podcast*, (or what ever you called it)
- Click on hyperlink icon (it looks like a chain link above a green globe)
- Clear this http or whatever is in the new bubble
- Paste the location you copied from Libsyn (see hosting my Mp3's, above)
- Okay
- Publish the blog entry.
- Click podcast link to check that it is working.

I think you're finished!