




Creating a Podcast

Using GarageBand 3

- 1) Create a new podcast file.
 - a) Open GarageBand
 - b) File > New > New Podcast Episode
 - c) Save with file name **interview your name** (interviewer's name) in the GarageBand folder.
- 2) Select the track to record the interview on by clicking on either Male or Female Voice
- 3) Label the tracks (as you go) to help you stay organized
 - a) Change the name of the track to match the name of the interviewee by double-clicking on the name and typing a brief description of what is on the track
- 4) Record the interview (Record 1 or 2 questions at a time)
 - a) Press the RECORD  button to start recording
 - b) Press the PLAY  button to stop recording
 - c) Drag the recorded clip within the track, as needed. *Be careful not to drag a clip over another clip...this causes GarageBand to delete the portion of the clip that is covered.*
 - d) Delete parts of the interview that you can't use. *How?*
 - i) Place the playhead where you want to split the clip
 - ii) Edit > Split (or use keystroke: Apple-T)
 - iii) Click on clip to delete > press delete key
 - e) Save often [File > Save] (not Save as)
- 5) Record an introduction
 - a) Describe what the purpose of the podcast is
 - b) Introduce yourself
 - c) Tell something about the person you interviewed
- 6) Find Jingles & Radio Sounds (from Loops  library)
 - a) For opening and closing theme music
 - b) For transitions within podcast
- 7) Sequence the parts so that they...
 - a) Make Sense
 - b) Tell a story
 - c) Flow (Smooth)
 - d) Move quickly.
- 8) Conclude the podcast. Say something like...
 - a) "This has been...."
 - b) "Thank you for listening...."
 - c) "Please check out some of our other podcasts which can be found at..."
 - d) Music fade up and out to silence.