GarageBand Podcast

1. **Click on the GARAGEBAND icon in the Dock at the bottom of your screen. It looks like a guitar.**
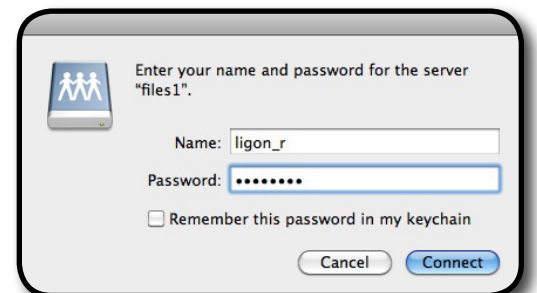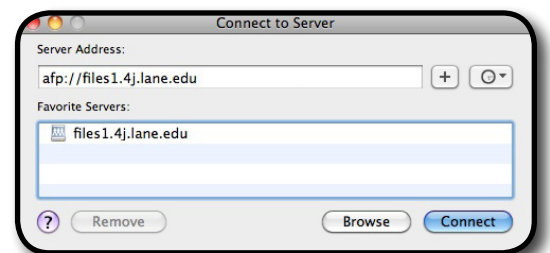
2. **Choose CREATE NEW PODCAST EPISODE.**

3. **A window appears. Type in your name in the SAVE AS box, choose DESKTOP for the WHERE box, and click SAVE.**

4. **Minimize the GARAGEBAND window by clicking the yellow minimize button.**

5. **Check to make sure you see your GarageBand file on the desktop.**

6. **Click GARAGEBAND on the menu bar at the top of the screen and select QUIT GARAGEBAND.**

Saving your Work to the Files1 Server.

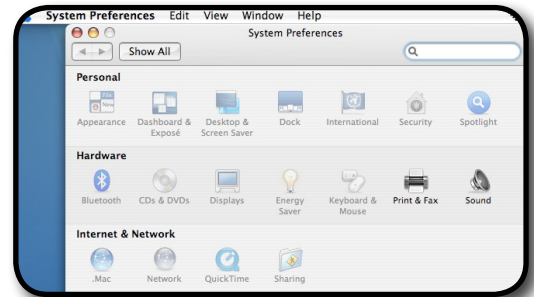1. **Click anywhere on the desktop so that you see FINDER in the top left menu bar.**

2. **Click on Go and select CONNECT TO SERVER at the bottom.**

3. **Click CONNECT.**

4. **Type in your 4J user name in the Name box.**

5. **Type in your 4J password in the Password box.**

6. **Drag your GarageBand file into your files1 server account.**

7. **Once you see it in your files1 server window, delete the GarageBand file that is still on your desktop.**

8. **Go back to your files1 server window, and double click your GarageBand file to open it up. You will work on it in the server from now on.**
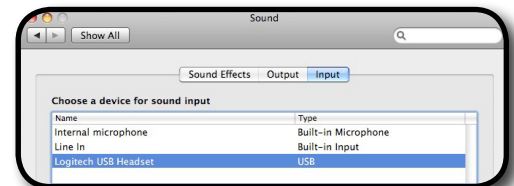
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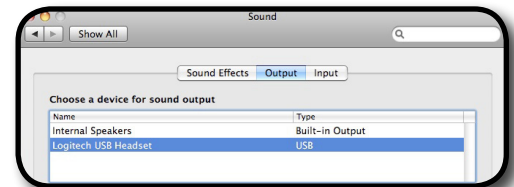
Getting Ready to Record

1. **For the best results, you need to find a quiet place to record yourself. Ask your teacher if you can record in his/her office.**

2. **Plug in the LOGITECH USB headset and lower the microphone boom in front of your mouth.**

3. **Click on the APPLE LOGO in the top lefthand corner of your screen and choose SYSTEM PREFERENCES.**
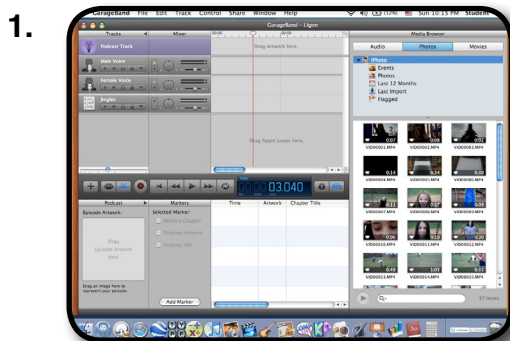
4. **Click on the SOUND ICON and then click on the INPUT TAB. Choose LOGITECH USB HEADSET.**

5. **Click on the OUTPUT TAB. Choose LOGITECH USB HEADSET. Close the SYSTEM PREFERENCES window.**
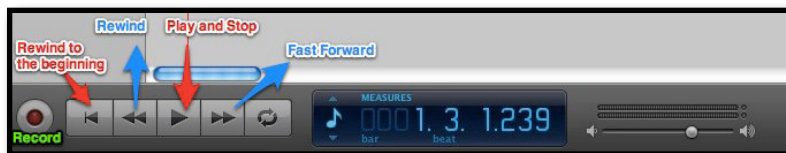
Recording Your Voice

1. **In the menu bar, click on either the MALE VOICE TRACK or the FEMALE VOICE TRACK.**

2. **Have your script ready in front of you.**

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Recording Your Voice continued

3. Hit the RECORD button and record your script.

4. When you're done, hit the RECORD button again to stop recording and then hit the triangle button to stop the playhead (the red line that shows where you are in your project).

5. Rewind your podcast to the beginning and listen to it.

6. If you don't like it, click on the loop with the wavy lines and hit the DELETE BUTTON.

7. When you have a vocal track you like, save your work by holding down the COMMAND key and pressing the S key OR pull down FILE from the menu and select SAVE.

Optional: Adding Vocal Effects

1. In the middle of the GARAGEBAND window, you'll see a blue i icon. Click it so that you can see TRACK INFO.

2. Pull the blue scroll bar down until you can see VOCALS and PODCASTING and select either one. There are lots of different vocal effects to choose from which change the way your voice sounds.
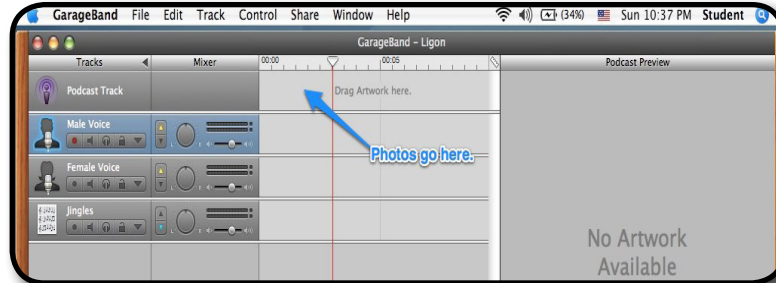
4. Click on the MALE or FEMALE VOICE Track line to select it. Choose one of the effects and listen. Experiment with as many as you want to get the sound you feel is right for your project.

5. You can adjust the sound level of each vocal or music track by moving the slider bar up or down.
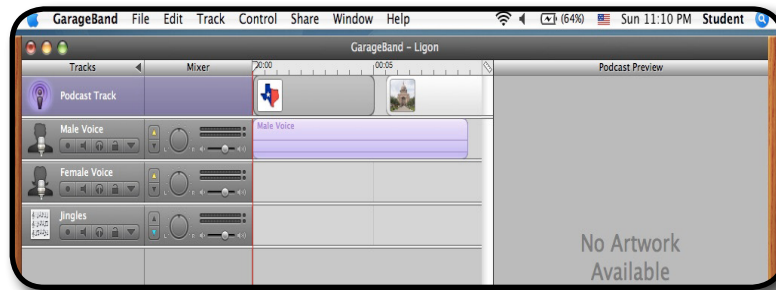
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Optional: Adding Artwork

1. **Drag and drop photos on to the PODCAST TRACK where it says DRAG ARTWORK HERE.**

2. **Drag each photo to where you want it to appear in the broadcast.**

3. **You can change the amount of time you wish a photo to be seen on screen by clicking on the photo in the PODCAST TRACK and grabbing the right side of it. You'll see black handles appear and you can move them to the right to increase the time the photo remains on screen or move them to the left to decrease the time the photo appears on screen.**

4. **Click on the REWIND button and play your podcast. Make sure your vocals and pictures match up.**

5. **When you're through making changes, save your work by holding down the COMMAND key and pressing the S key OR pull down FILE from the menu and select SAVE.**
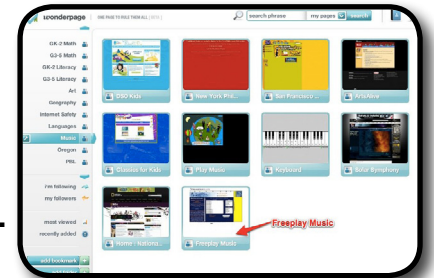
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Optional: Want to Add Music to Your Podcast?

1. **Minimize the GARAGEBAND window by clicking on the YELLOW BUTTON.**

2. **On the dock at the bottom of your screen, open up Wonderpage. You will need to authenticate with your 4J user name and password.**

3. **On the left side of the Wonderpage window, find MUSIC and click on it. The website FREEPLAY MUSIC.COM is the last website in the MUSIC FOLDER.**

4. **Think about what kind of music you want to use in your podcast. Do you want it to sound like country, pop, rock, rap?**

5. **You will choose a music track using this website. You can start your search either by choosing a type of music from the STYLE box (for example DRAMA, JAZZ CLASSIC or ROCK ELECTRONIC) , the FEEL box (for example ACTION/ADVENTURE, DRIVING or RELAXED) or by CD VOLUME (for example HIP HOP VOL 7 or PERCUSSION VOL 3). There are 1000's of songs to choose from!**

6. **Start by clicking the category you want.**

7. **Read the description of the song. This one says "Smooth country shuffle two step with twangy guitars." If this is not the sound you're looking for, read other song descriptions until you find one you want to hear.**

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Listening to a Freeplay Music.com Song

1. To listen to a song, look at the bottom of its track window and select the MP3 file you want. Most songs come in different lengths -- 2:02, :60, :30, etc. To decide which length to choose, ask yourself, "How long do I want my podcast to last? Does my script need a long song or should I choose a shorter version?"

2. Click on the length of the song you want.

3. iTunes will automatically open, download your song to the desktop, and start playing your song.

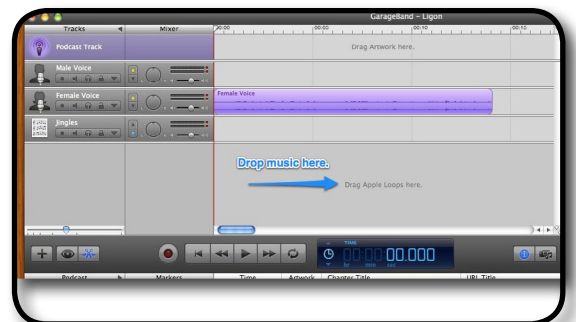4. If you don't like it, go back to the website and keep searching.

I Found the Song I Like! What's Next?

1.

Congratulations, you've found your song! Minimize the FREEPLAY MUSIC.COM window by clicking the yellow minimize button and you'll see your music file on your desktop.

2. Click your GARAGEBAND window that you've minimized on the dock to open your GarageBand file again.

3. Move your GarageBand window so that you can see your music file. Click on your music file, drag it to the the gray area that says DRAG APPLE LOOPS HERE and drop it there.

4. To play your music file, the GARAGEBAND controls are at the bottom of the window. Clicking on the triangle-shaped button starts and stops the music. See the graphic below to see what each button does.
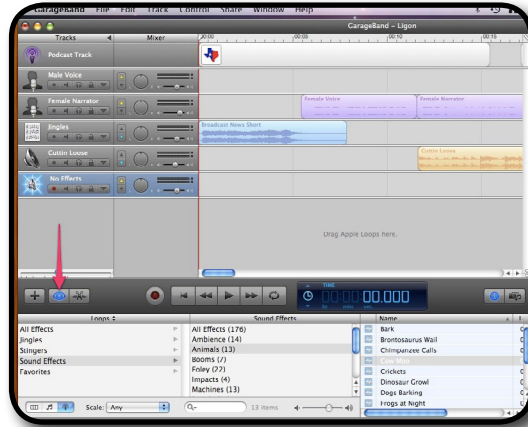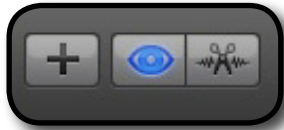

5. Save your work by holding down the COMMAND key and pressing the S key OR pull down FILE from the menu and select SAVE.
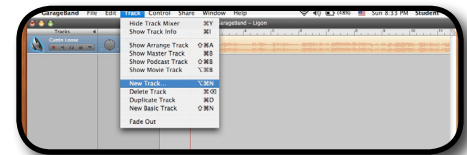
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Optional: Adding Jingles, Stingers and Sound Effects

1. To add SOUND EFFECTS, STINGERS or JINGLES to your podcast, click the EYE ICON on the left side of the GarageBand window.

2. JINGLES are background music tracks. STINGERS are brief sounds like a cartoon boing sound. SOUND EFFECTS are short sounds like a dog barking or a door squeeking.

3. Choose one of the three -- JINGLES, STINGERS or SOUND EFFECTS in the LOOPS MENU. The next window over is organized by category of sound and the third window is the sound itself.

4. You can hear what each of the JINGLES/STINGERS/SOUND EFFECTS sound like by clicking on the file.

5. Once you decide which one to use, click, drag and drop it in the JINGLES track.

6. If you want to use multiple effects and need more tracks to add them to, add a new track by clicking on TRACK in the menu bar and selecting NEW TRACK.

Moving Vocals, etc. and Track Volume

1. If you want your vocal, music, special effect, stinger or jingle to play at a certain place in your project, click and drag it to where you want it. You can select multiple loops to move together by clicking the first and then holding down the COMMAND and SHIFT keys simultaneously while clicking on each additional element you want to move.

2. To raise or lower the volume on a particular track, move the slider bar to the left or right.
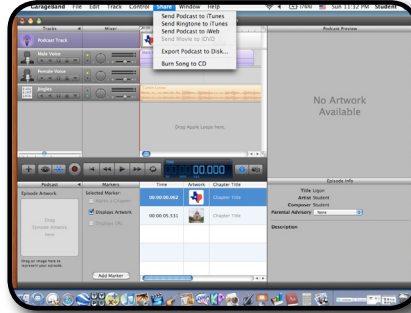
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Finishing Your Podcast

1. When you're sure everything is the way you want it, it's time for the final step.

2. Click on SHARE at the top of the screen.
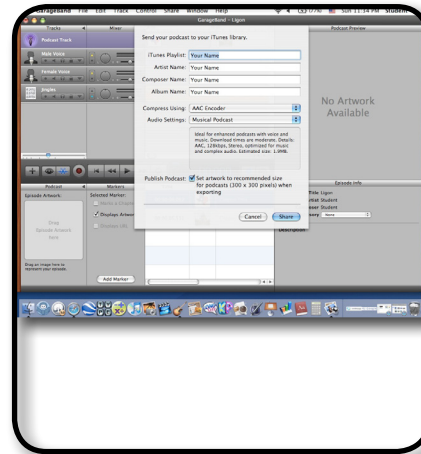
3. In the box that pops up, chose SEND PODCAST TO iTUNES.

4. In the next box that pops up, type in your name in all the boxes and then click SHARE.

5. GarageBand is now processing your podcast and sending it to iTunes.

6. iTunes will automatically begin playing your podcast when it is finished processing.

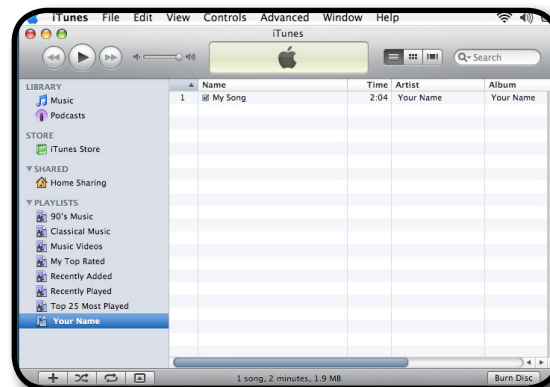7. Quit out of GarageBand by clicking on FILE in the menu bar and selecting QUIT at the bottom.

Grab Your Podcast!

1. Click the green button on your iTUNES window so that it expands.

2. On the left side, you'll see your name.

3. Click on that and you'll see your podcast.

4. Click on your podcast and drag it to the desktop. You can now put it on a USB drive and take it home to enjoy!

5. To disconnect from your server file, drag the SERVER ICON with your name on it into the trash.