

GarageBand Podcast Tutorial

Spring 2007



Marriott Library
Student Computing Labs

What You Will Need

- GarageBand
- Script or talking points.
- Images
- Microphone
- Soundtrack (optional)

Special points of interest:

- Easy to follow steps in creating an enhanced podcast.
- Sections on editing, inserting chapters, and adding a soundtrack.
- Export options along with information on tracks is discussed.
- Brief overview of video podcasts.
- Additional resources are listed.

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Getting Started

Before you get started you should have prepared a script or have a series of talking points for recording the vocal part of the podcast. If this is a live recording that you are going to import you can skip the section on recording the podcast. You should also have prepared your images for use as the chapter markers if you are doing an enhanced podcast. See the accompanying tutorial "Creating Enhanced Podcasts" for more information.

1 Open up the GarageBand software and you will see a choice of projects that you can create. Choose the option titled "New Podcast Episode". This will then bring up a second dialog box asking for you to name the project and where the file is to be saved.

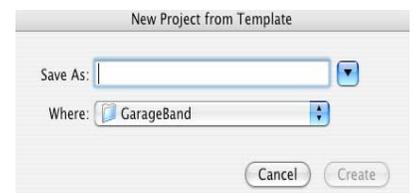
When the podcast template first opens, you will notice that there are five tracks already in the timeline. The Podcast Track is used to insert the images and chapter markers into the recorded podcast. The Male Voice and Female Voice tracks are used to record the vocal part of the episode. The Jingles and Radio Sounds tracks are used to add sound effects.

Although it will not effect your podcast, for purposes of simplicity and organization, it is suggested that you click on the tracks that you do not need and select **Track-Delete Track**. In most cases this will result in the Podcast Track and either of the Male or Female Voice tracks left to use.

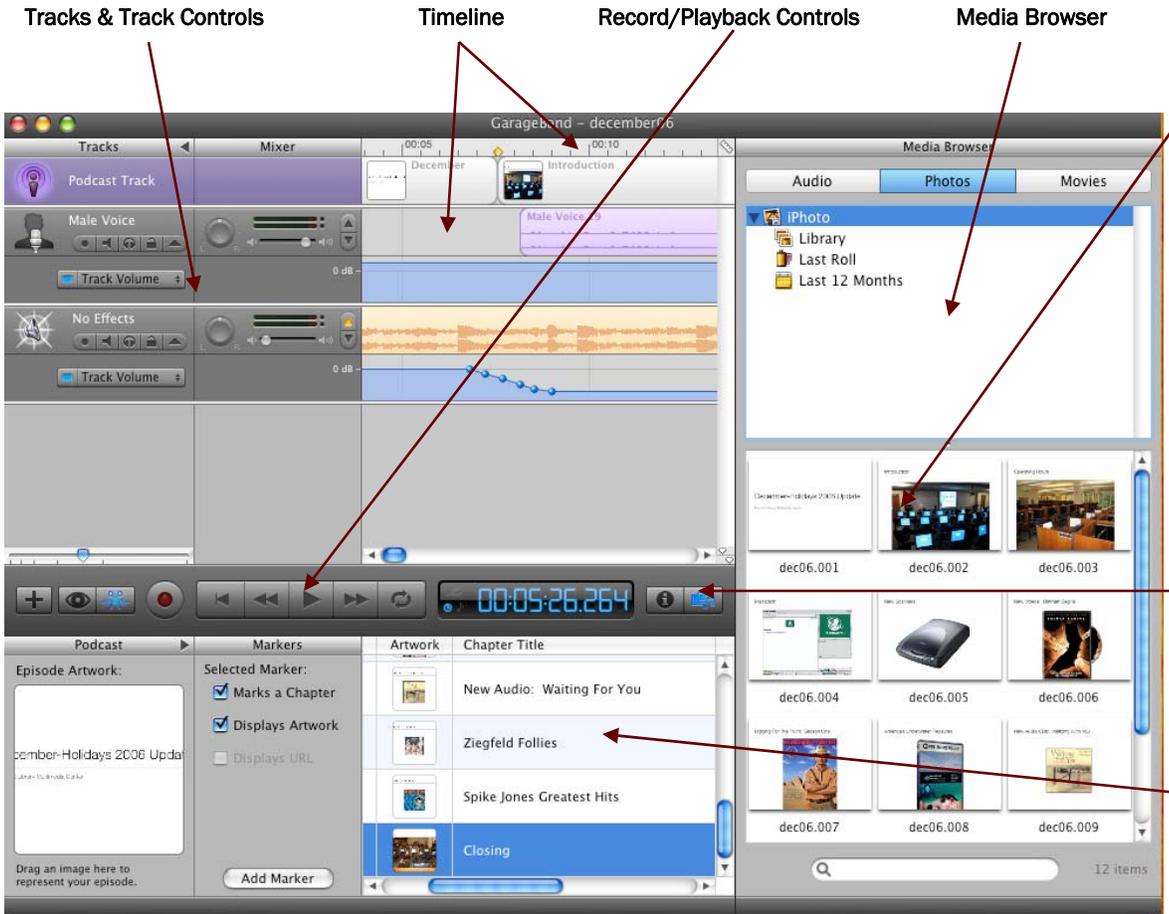
Preparing to Record

2 Before you can test out which vocal track you prefer, the recording preferences need to be changed. First, your computer's preferences need to be adjusted, so in the System Preferences on a Mac, choose Speech, then choose what type of audio input and output device will be used. Then, in GarageBand, click on Preferences, choose Audio/MIDI and choose the input and output.

It is critical that the preferences are set in both the system and software program or your recording will have several problems. Once the preferences are set you are now ready to record the vocal part of your episode.



GarageBand Workspace



Images
The images that you have prepared should be exported into iPhoto and then they will appear here for use.

Media/Track Info

These two buttons tab back and forth between the Track Info and Media Browser windows.

Chapters

Each chapter can have an image and a title assigned to it through this interface.



Podcast Track
Time markers and chapter artwork is displayed here.

Editing Regions
Each track as it is edited is shown as a region(s). These regions can then be moved along the timeline to match up with chapters or other tracks.

Track Volume
Each track's volume can be adjusted along the timeline by the creation of insertion points that can drag the volume up or down.

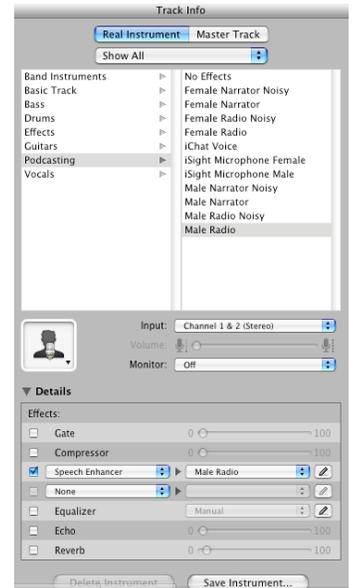
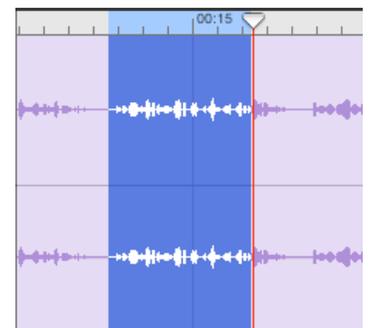
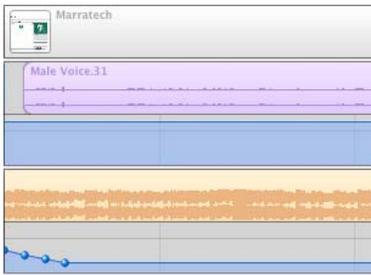
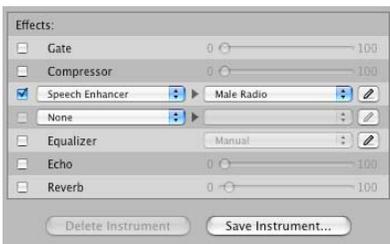
Track Editor
When a track or particular region is selected, there is a detailed view that appears in the Track Editor. From here you can make edits to a particular track.

Track Settings

There are a number of tracks that can be used in Garage Band besides the Basic Track. While the Basic Track is useful for importing a soundtrack into or for recording a vocal track “as is”, there are many other options. By viewing the Track Info dialog box you can see the many different options that you have for selecting tracks.

These tracks all have pre-formatted settings which will change the sound of any recording, either by adding reverb, echo, or equalizing the track. It is strongly suggested that you try them out before settling on a particular selection as the changes from one type of a track to another can be dramatic. Simply choose the particular track setting that you want and it will change in the Tracks section of the timeline.

When you click the Details down arrow in the Track Info box you will see several advanced settings that can be used to adjust the track that you are working on. Again, you will need to test many of these setting to see if they enhance or decrease the quality of your track.



Getting The Right Sound

Obtaining the right sound for your podcast can take some time. Of course this will depend greatly if you are trying to make a professional, studio type podcast or are just recording a lecture or class. The various types of tracks and advanced settings can be used to enhance the overall sound of your podcast, but this will take some trial and error. Always save before you experiment with the track settings so that you will always have your basic presentation available. Also, if you are adding in a soundtrack that may change how you want the voice part of the podcast to be modified.



Recording

3 Select the track where you want the vocal recording to be recorded to. Push the red **Record** button and you will see a region appear in the track’s timeline. To stop recording simply press the **Record** button a second time. You will then see that a region has been created in that track’s timeline that can then be edited or moved.

There are several ways to record a vocal track, but probably the best is to just record the entire podcast without stopping, even if there are errors such as mispronunciations, re-starting, repeating sections, etc. . With GarageBand these errors can easily be edited out and the regions can be reassembled into a professional sounding presentation quickly.

Editing

4 At this point you have either recorded a vocal track or you have imported a vocal recording that needs to be edited. Although you are unable to do advanced audio editing such as modify each individual peak in the timeline, editing with GarageBand is simple to do.

To begin editing you must click on the **View/Hide the Track Editor** button located next to the **Record** button. This will open up the track editor which looks like the pictures on the left. The timeline in the track editor corresponds to the timeline in the tracks/timeline section in the upper half of the GarageBand screen.



Editing Limitations

While GarageBand is designed for users to create professional sound files or podcasts, it does have limitations when it comes to editing. If you need advanced features or more control over the audio portion of your presentation, you may need to look at other audio software applications. Programs such as Logic Express, Amadeus, Audacity, and others allow users to adjust individual sounds with a variety of tools. A word of warning, however, many of these programs have a steep learning curve and it will take multiple tries to learn advanced sound editing techniques.

Copyrights & Music Files

If you are doing a podcast that will not be available to the public, then you are allowed to use any music files. If it is to be posted on a web site or is designed for school/public use, then you must use copyright free music. A great site for this is <http://freeplaymusic.com>



Editing (cont.)

To edit a track position the crosshairs symbol over the end of the section that you wish to cut. Then, drag the crosshairs to the start of the section that will be cut and it will change to a blue color as in the picture at the right. Choose **Edit-Cut** from the menu and that section of the recording will be edited. You will then see that the region it was in has now been broken into separate pieces. If you click on a region you can then move the region to any position on the timeline. This will let you create gaps for music transitions for chapters, edit out silent sections, or remove any errors from the vocal recording. When moving regions, however, you need to be careful that you do not extend the region inadvertently. When you position the mouse near the end of a region you will get a vertical bar symbol. If you click and drag the end of the region it will extend the region. If there is no sound in that area then it will end up as a silent part of your podcast. If an area has been edited or cut it will restore that area, which can cause a good deal of confusion.

Regions are similar to many elements in most computer programs in that they can be copied, pasted, moved, and edited. Think of the regions as material that you need to finish a project, then you edit and position the regions to create an entire presentation.

During editing and playback, you may want to mute other tracks or lock them to prevent any unwanted changes. By using the track controls under the title of the track you can disable recording, mute, solo, or lock the track. This can be quite helpful if you have multiple tracks and you need to check sections for errors or sound quality.

By clicking the triangle symbol at the end of the track controls, you open the Track Volume in the track's timeline. You can adjust the volume on a track at specific points by clicking on the blue line which represents the sound level of that track. This will position a blue ball that can then be adjusted along the length of the line as well as increasing/decreasing the volume.

Adding a Soundtrack

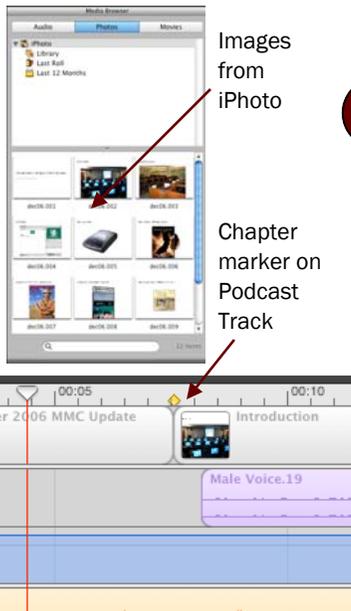
5 If you wish to add a music soundtrack to your podcast it can be done easily in GarageBand. Choose **Track-New Basic** Track from the menu and this will insert a new track below the Podcast and vocal tracks. Find your music file on the computer you are using, then drag the file into GarageBand. As you move the file towards the timeline, the marker will appear to show you where the music file will be inserted. Don't be too concerned about where it ends up as you can simply click on the entire file (it will be turned into one long region) and drag it into position. The music file can now be edited, moved, and have its volume adjusted just like any vocal track.



Mute Solo Lock/Unlock



New Basic Track Track volume



Inserting Chapters

6 If you are doing an enhanced podcast you will need to insert images and chapter markers. The easiest way is to open up iPhoto and import all of the images to there, then they will appear in the GarageBand Media Browser. Once they appear you can then choose an image to make your first chapter.

Drag an image from the Media Browser to the Podcast Track on the timeline. As it nears the track you will see the marker on the timeline move along to show the insertion point. When you release the image you will see a thumbnail of the image and it will appear as a region along with a yellow diamond that marks the start of that chapter.

At the bottom of the screen you will find the chapter information. Each chapter has a Time listing, an Artwork space where the chapter image is shown, a place for the Chapter Title, and finally, a spot for you to include the URL of a site that you would like attached to that picture. Make sure that the chapter title is brief, but accurately depicts the chapter so that if viewed in iTunes users can quickly navigate to specific points of interest.

Time	Artwork	Chapter Title	URL Title
00:00:00.000		December 2006 MMC Update	URL Title
00:00:07.563		Introduction	URL Title
00:00:30.125		Operating Hours	URL Title
00:01:10.594		Marratech	URL Title

Export

7 After you have edited and tested your podcast, it will need to be exported. There are several options:

- 1) Send Podcast to iTunes-This mixes the podcast then sends it to iTunes. The iTunes program will then open up and play the podcast.
- 2) Send Podcast to iWeb-This will send the finished podcast to iWeb to be used on a web site.
- 3) Export Podcast to Disk-This will save the finished podcast as an M4a file to a location that you specify.

Regardless of the option chosen, GarageBand will need to do a “mixdown”, or combining the images, chapters, and sound, which will vary in time depending upon the speed of your system.

RSS Feeds (optional)

Even if your podcast has been finished and exported to a web site or iTunes U, you may want to make it accessible to a wider audience. To do that you will need to create what is called an RSS feed. RSS feeds are XML based files that contain podcasts in what are known as “enclosures”. Once completed, the RSS feed will allow anyone in the world who has an RSS program to subscribe to your feed. When new podcast episodes are posted, the RSS program checks the subscription and downloads the new episode for the subscriber. Programs such as Feeder can be used to create the XML feed. There is a learning curve attached to these RSS creation programs that is outside the scope of this tutorial, but this will open your podcasts to more of a global audience.



Image Tip

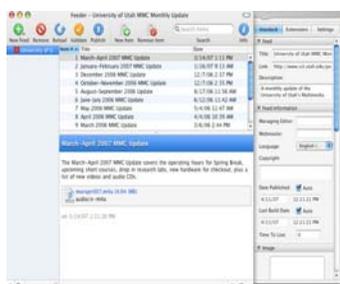
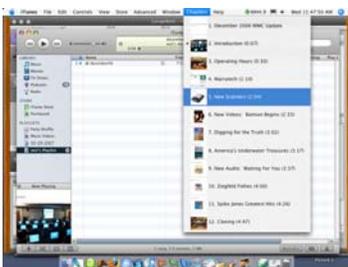
Use Keynote or Powerpoint to create the images for the chapters, then export them out as images. This will give the images a consistent look and size.

Export Options

While GarageBand is designed to export podcasts directly to iTunes, your needs may require you to export your podcasts out in a variety of formats. By using the **Export Podcast to Disk** option in the menu, your podcast is then turned into an M4a file. This file can then be converted into other formats using programs such as Sorenson Squeeze or iTunes. By changing formats you can meet the needs of your users who may not be able to access M4a files or view your links to the file in their web browsers. You may want to determine what formats you will need if you wish for your podcasts to be played outside of iTunes.



Podcast in iTunes



*Marriott Library
Student Computing Labs*

Marriott Library
University of Utah
Salt Lake City, Utah
Phone: 801-581-6494
E-mail:
mmcsuggest@scl.utah.edu

Visit our web site at:
ww.scl.utah.edu

Video Editing Options

When it comes to video editing there are many options, ranging from easy to use (iMovie) to complex (Final Cut Pro). Each of these programs will allow you to import, edit, and export out a video, but the more complex programs will give you additional features such as filters and more complex transitions along with finer control of your movie. While iMovie and Windows Movie Maker are easy to learn, programs such as Final Cut Pro and Adobe Premier have very high learning curves. There are also several programs such as After Effects and Sorenson Squeeze that can add to, compress, or change the format of your movie. The more time that you put into your movie, the better it will show on your podcast.



Video Podcasts

As with audio and enhanced podcasts, the quality of a video podcast will depend greatly upon how much time is spent in post production. A video podcast will definitely take longer because of the editing and file compression issues. There are a number of video editing applications, but iMovie is designed to interact with GarageBand to create video podcasts.

To create a video podcast in GarageBand, simply replace the podcast track with a video track. The movie can then be placed into the Video Track by either dragging it from a location on your computer/server or if the movie has been saved in iMovie it will appear in the Media Browser. Depending upon the speed of your system this could take awhile for it to be fully loaded into GarageBand.

Once the movie is in GarageBand you can edit the soundtrack, add additional soundtracks or vocal tracks, and add jingles or radio sounds the same as a regular podcast. Once the podcast has been edited or modified it can be exported to iTunes, iWeb, iDVD, or exported out as a movie file.

One important thing to note is that your movie should be completely finished before it is imported into GarageBand as there is no way of editing the film once it has been imported. This means that all editing, transitions, titles, etc., should be inserted before the film goes into GarageBand.

Using video for podcasting opens up a whole new range of options for anyone wanting to do podcasts. Because of the media, you can naturally present more to your user than audio or enhanced podcasts. This format, however, will take more time to produce and several decisions will have to be made regarding file sizes and compression.

For More Information

For more information you can visit the podcasting page at the Marriott Library Student Computing Labs web site:

<http://www.scl.utah.edu>

The University of Utah podcast page:

<http://www.2.utah.edu/podcast>

Apple Podcast Creation Guide:

<http://images.apple.com/education/solutions/podcasting/pdf/PodcastCreationGuide.pdf>

How to Podcast:

http://www.voxmedia.org/wiki/How_to_Podcast

Podcast 411:

<http://www.podcast411.com/page5.html>



Video Tutorials

The Apple web site has two excellent tutorials for creating video podcasts using GarageBand or Quicktime.



http://www.apple.com/quicktime/tutorials/video podcasts_win.html



<http://www.apple.com/ilife/tutorials/garageband/>