Creating an Audio Podcast with GarageBand ‘08
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GarageBand is a Mac only audio program that’s bundled in Apple’s iLife suite. Using GarageBand you can easily record, edit and play audio for music projects, podcast projects, enhanced podcasts, movie scores and voice over projects. When you are finished you can easily export your project straight to iTunes.
Connecting Microphone
Before you open GarageBand, go ahead and connect an external microphone if that is what you plan to use (you may also use the computer’s internal mic).

- Go to System Preferences under the Apple menu (or click the icon in the dock) and click on Sound.
- Click on the input tab and you will see a list of connected audio input devices on the Mac. Click the input device you would like to use to select it.
- Next, speak or sing into your microphone at the approximate level you will be speaking or singing.
- Adjust the input levels using the input volume slider so that the input levels are at about 80% of the sound input indicator bar. This will set the initial Audio levels to avoid distorting the audio during recording.

While in the Sound control panel you can set an output device.

- Click on the Output tab. Choose the device you would like to use.
- Click on the red close button to close the Sound control panel.

NOTE: You can also change these settings in GarageBand by going to GarageBand > Preferences and selecting the Audio/Midi tab.

Creating a GarageBand Project
When you start GarageBand you will be given four choices. You can choose Create New Music Project, Open An Existing Project, Create New Podcast Episode or Magic GarageBand.
Create a New Podcast Episode
This is the option you will choose to create an audio podcast or audio enhanced podcast with chapter markers and images. This option automatically inserts a podcast track along with Male Voice and Female Voice tracks, and a Jingles track for music.

NOTE: No matter which project you choose, you always have the option to add or remove tracks. For example, if you create a music project, you can always add a video or podcast track to it.

Add a Music Intro
You can use Garageband’s pre-made loops to add a music intro to your podcast. To add an intro:

- First view the Loop Browser by going to Control > Show Loop Browser or click the View/Hide the Loop Browser icon.
- Next, click the Sounds View icon.
- Choose Jingles under the Loop column.
- Under the Jingles column you can choose one of the categories or choose All Effects to preview the jingles.
- Click on a jingle in the Name column to preview. Click again to stop.
- When you have found one you would like to use, simply click and drag it up to the Jingles track in the main window to insert it. (Your intro should probably not be more than 10-15 seconds long)
Recording

To begin recording:

• First, click on the Enable or Disable Recording button on the track you want to record to. Red indicates that the track is armed and ready to record.

• Next, place the play head in the spot you want the recording to begin. If you have intro music, place the play head after it.
• Now click the Start or Stop Recording button. Glowing red indicates that it is recording.

• Click the Start or Stop Recording button again to end recording.

Creating a New Audio Track

To create a new audio track go to Track on the main menu and choose New Track. Here you can choose between Software Instrument and Real Instrument.

Software Instruments are instruments created by GarageBand and are playable by using a USB, MIDI, or onscreen keyboard.

Real Instruments are any instrument or voice that can be captured by a microphone. You can use your macs built in microphone or connect one to using your audio input port.
Editing
Before you begin editing a track, make sure to select the desired track by clicking on it.

Trimming
To trim the audio clip in a specific track simply place your cursor over the beginning or end of the clip (near the bottom). When you see the left and right arrow, click and drag in the direction you want to trim.

Fade in/out
To create a fade in or fade out, click the Show Volume or Pan Curve drop down arrow (See above image). Choose Track Volume from the drop-down. If you are creating a fade in, click on the volume line where you want the fade in to end. This will place a little ball on the volume line. Next, click before the little ball in the area where you want the fade in to start and drag it all the way down.

To create a fade out, do the same at the end of the clip, only in the opposite direction.

Effects
Garageband offers some predefined effects you can add to your tracks. Click on the View/Hide the Track Info icon located at the bottom right of the screen (The little i). If you are just recording voice, choose Vocals. A list of predefined effects appears to the right. Click on one of the effects to select it. Click on the Details arrow at the bottom to adjust the parameters of the selected effect.

To customize your effects, choose up to four different effects per track under the details window. Each effect has a drop-down menu to the right of it. Select Manual and click the pencil icon to customize the settings.
Saving an Audio Podcast

To save as an mp3:

- Click Share in the main menu and choose Send Song to iTunes.
- Fill the ID3 tag information. This is the info that will show up in iTunes.
- Choose MP3 Encoder from the Compress Using drop-down menu
- Choose Good Quality from the Audio Settings drop-down. This option is best suited for voice.
- Click Export.

Note: You can also choose Export Song to Disk. Choose the same settings as above (NOTE: This option does not allow you to input the ID3 information).

Saving an Enhanced Podcast

An enhanced podcast needs to be saved a little differently. Follow the same steps as above to save, but instead of choosing MP3 Encoder, choose AAC Encoder from the Compress Using drop-down menu (it should default to this). If you choose MP3 Encoder, GarageBand will give you the following warning: