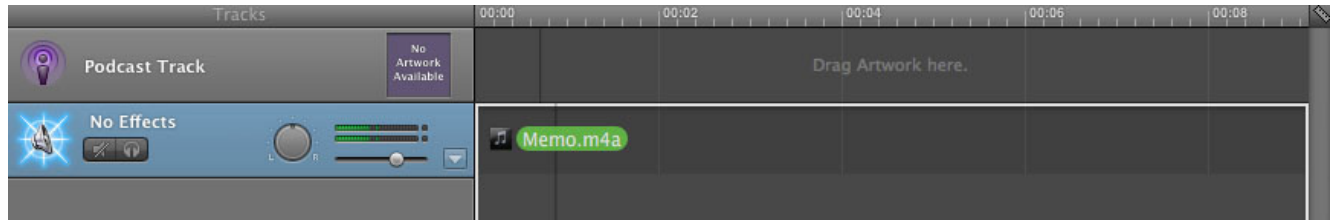
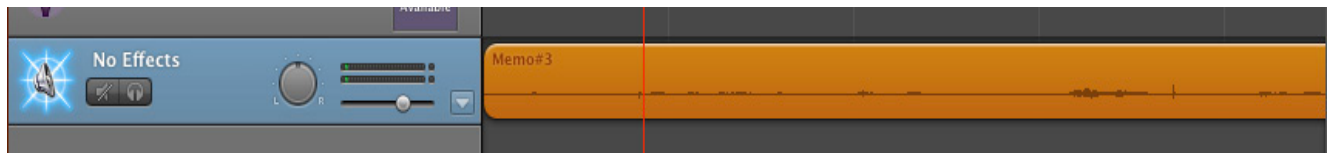


**CREATING A PODCAST**

1. Launch **Garageband** from the **Applications** folder on your hard drive.
2. Open the **cultureNOW\_PodcastTemplate** file.
3. Drag and drop the raw recording audio file into the audio track, as shown below.

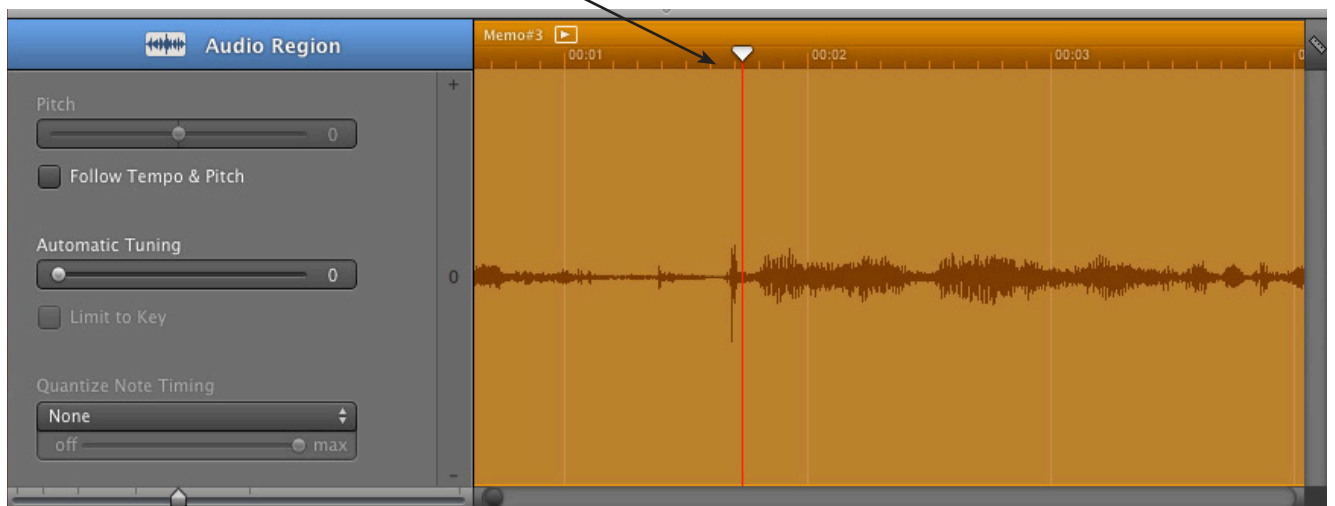


You will see the sound file in the audio track:



4. Listen to the recording and find which parts of the file should be cut out (for example, any noise or irrelevant content in the beginning, long gaps of silence, or loud noises, when possible).

Click in the file to select a spot to edit.

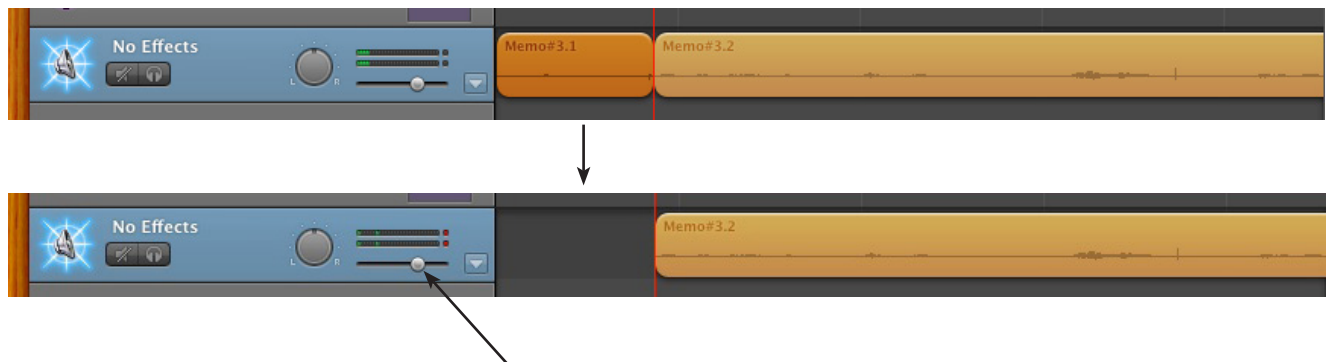


Note: Adjust the zoom with the scale bar at the bottom.

### CREATING A PODCAST

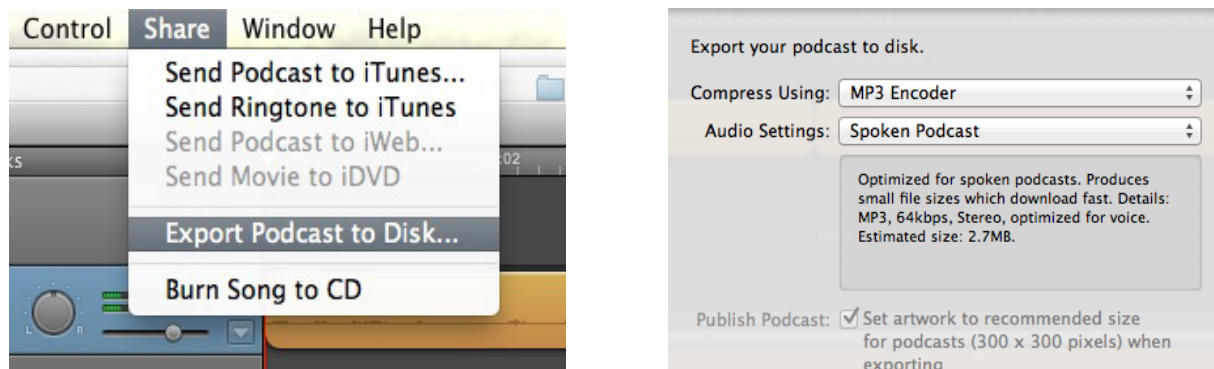
Note: When editing the sound file, make sure to zoom in enough to make a precise selection.

5. To slice the sound file, type command-T (⌘T). You can then edit or delete part of the file by clicking on one of the regions.



If the sound is too quiet, you can slide the volume up, but make sure the levels do not go into the red.

5. When you are satisfied with the edited podcast (and have saved it), export the file by selecting “**Export Podcast to Disk...**” from the **Share** menu.

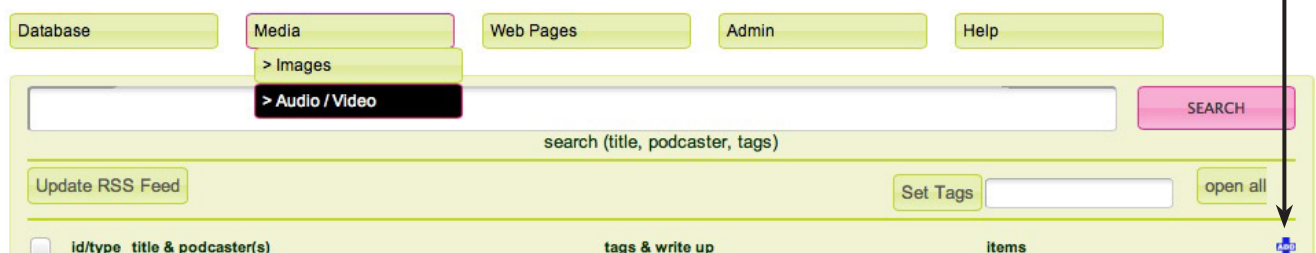


6. To keep the archive organized, title the podcast using the following protocol:

LastnameFirstname\_podcast\_mm\_dd\_yy

For example: PowellJohn\_podcast\_05\_23\_13 (the date of the recording)

7. Finally, upload the file to the website by going to Media > Audio / Video, and clicking Add



**CREATING A PODCAST**

8. After you select and successfully upload the edited mp3 of the podcast, click “EDIT PODCAST INFORMATION” to put in basic information like the podcast’s title and a description.

9. Find the podcast in the Audio / Video list and open it to edit and add more information, link it to people and sites, and add other media like images.

10. After completing the upload, make sure to add all working and final files to the ftp archive.