

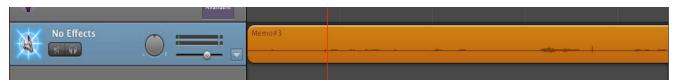
UPLOADING CONTENT 101

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.

Tracks		00:00 00:05 00:02 00:04 00:05 00:08
Podcast Track	No Artwork Available	
No Effects		2 (Memo.m4a)

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).

 Image: Audio Region
 Image: Audio Region

 Image: Pitch
 Image: Audio Region

 Image: Follow Tempo & Pitch
 Image: Audio Region

 Image: Audio Region
 Image: Audio Region

 Image: Audio Region
 Image: Audio Region

 Image: Follow Tempo & Pitch
 Image: Audio Region

 Image: Audio Region
 Image: Audio

Click in the file to select a spot to edit.

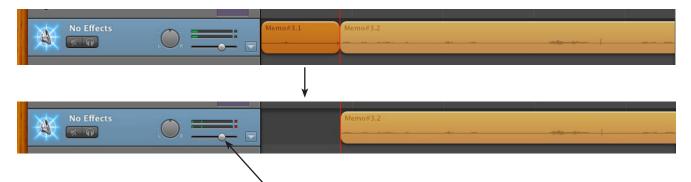


UPLOADING CONTENT 101

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 (第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.

Control	Share Window Help	Export you	ır nodca	ast to disk	
(5	Send Podcast to iTunes Send Ringtone to iTunes Send Podcast to iWeb Send Movie to iDVD	Compress Audio Se	Using:	MP3 Encoder	¢ ¢
	Export Podcast to Disk			MP3, 64kbps, Stereo, optimized for voice. Estimated size: 2.7MB.	
	Burn Song to CD	Publish Pc	odcast:	Set artwork to recommended size for podcasts (300 x 300 pixels) when exporting	

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 -

Database	Media	Web Pages	Admin	Help	
	> Images				
	> Audio / Video				SEARCH
		search (title, p	odcaster, tags)		
Update RSS Feed				Set Tags	open all
id/type title & p	oodcaster(s)	tags &	write up	items	15



UPLOADING CONTENT 101

CREATING A PODCAST

8. After you select and successfuly 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.

John Powell Talks About His Cancel Save & stay Save & go to list Work [01516]	* PUBLIC TAGS
creation: at Internation	* INTERNAL TAGS
John Powell Talks About His Work date recorded: 2013-05-23 Podcast type: Audio: • Video:	RELATED PEOPLE & ORGS Note: Reorder people by dragging and dropping them into the order you choose. Type the last name of the person you want to connect to the work here. Select the name off the list and you will connect them to the work. Can't find your person? Add One.
Podcast Embed	RELATED ITEMS Type the title of the item you want to connect here. Select the name off the list and you will connect them to the work. Can't find your item? Add One.
Description	RELATED IMAGES Note: You can order your images by simply dragging and dropping them into the order you choose.

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