

PODCASTING BASICS: Rob Meza-Elhert W4C 2010

RECORDING PRINCIPLES

GET COMFORTABLE	<ul style="list-style-type: none">• practice recording and listening to your voice• don't worry...you sound great!• figure out the buttons to record, play stop
GET INTO IT	<ul style="list-style-type: none">• speak loud and proud• put in energy and your audience will listen
GIVE LEAD TIME	<ul style="list-style-type: none">• after you hit "record" wait two beats before speaking• before stopping, wait two beat before clicking the stop button
FEEL FREE TO MESS UP!	<ul style="list-style-type: none">• don't panic when you make a mistake• just compose yourself and start again with the line you messed up on• all you need is one good recording even if it takes you many attempts• the time to fix things is when you edit when your recording is all done
SAVE OFTEN	<ul style="list-style-type: none">• click the "save" icon or use "command + S" so that your file is saved in case the computer has a problem

Recording: Step-by-Step

1. **open** Garageband
2. select "**New Podcast Episode**"
3. **save** the file onto the desktop with your name as part of the filename
4. click on a "**Voice**" track
5. to record, hit the **red button** (or the "r" key)
6. to stop recording, hit the **space bar**
7. save your work every few minutes in case the computer is a problem

***note:** when we are just getting used to Garageband, background noise on your podcast is OK...but when you record "for real" you will want to find a quiet place

EDITING PRINCIPLES

LISTEN	<ul style="list-style-type: none">• listen to your podcast to get a feel for the main areas that need to be edited (fixed)• make notes of the times where big mistakes are (look at the timeline at the top of the window)
FIX IT UP	<ul style="list-style-type: none">• you are in control of the editing process• make cuts, split tracks, move lines together, get the timing and transitions just right
RE-RECORD IN NEEDED	<ul style="list-style-type: none">• cuts should be made where there is a pause in the recording• you can't really make clean cuts if your original recording had problems in the middle of a line• record lines again if necessary (just record at the end of the track, then move it where it needs to go)
ZOOM IN	<ul style="list-style-type: none">• to make your cuts as clean as possible without any "gaps"...zoom in using the slide bar to get a close-up view of your tracks
SPICE IT UP	<ul style="list-style-type: none">• make your podcast more interesting with music at the start and finish• you can add voice filters and sound effects• pay attention to volume and make sure YOUR voice is what we hear

Editing: Step-by-Step

1. **put** the playhead where you want to begin listening
2. hit the **spacebar** or the play button to play
3. to **remove** an entire line, **click it** and hit the **delete button**
4. to split a line, put the playhead at the right spot and select "Edit" plus "Split" (the shortcut is "command + T")
5. to **move lines** together, simply **select** one and **drag** it into place
6. **remember to zoom in** to match lines up the best you can
7. you can **merge (join) tracks** by selecting them, then "Edit" plus "Join" (the shortcut is "command + J")
8. you can **add a filter** to your voice by experimenting with the ones found in "track info" on the right side of the window
9. **add music** by dragging and dropping files from your **Media Browser** on the right hand side of the window (be sure to control the volume so the music isn't louder than your voice)
10. be sure to **save your work** often