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Podcasting Guide Sheet

1. Turn on computer and log in.
2. Plug in headset. Open System Preferences (under blue apple). Open Sound. Make sure Plantronics Headset is highlighted under both Output and Input. Do sound check using Input. **Note:** you will get no response if the mute button on the headset chord is lit.
3. Open Garage Band. Double click on "Create New Podcast Episode." You will be asked to save your file. Please check with your instructor for the correct naming scheme.
4. Delete (apple key + delete) all tracks except Male or Female Voice. Click on the appropriate track.
5. Record using red record button. To stop recording, use the space bar.
6. To listen to your recording, press "z" to return to the beginning of the track, then press the play button.
7. When you are satisfied with your recording, you are ready to export it. Go to Share > Export to Disk. Be sure Compress is checked. Compress using MP3 Encoder and Audio Settings: High Quality. Click Export. Be sure Hide Extension is Unchecked. Save to the Music folder.
8. You are now ready to have your file transferred to an external drive.
9. When you are sure that your file is safely stored on your teacher's computer, you may delete your podcasting file from your computer.

Tips:

1. Announce the title of your reading at the beginning of your recording.
2. **Always eject the external drive** before removing it from the computer (failure to do so could damage data—yours and that of other students—on the external drive).
3. Keep microphone several inches away from your mouth to minimize popping sounds on your recording.
4. During the recording session, please do not talk with other students; background noise needs to be kept to a minimum.
5. If you need to move around, first detach the headsets from the computer to prevent damage to the USB plug and port.