



How to Create a Podcast

Using a Mac: iPhoto, GB, iWeb, iTunes

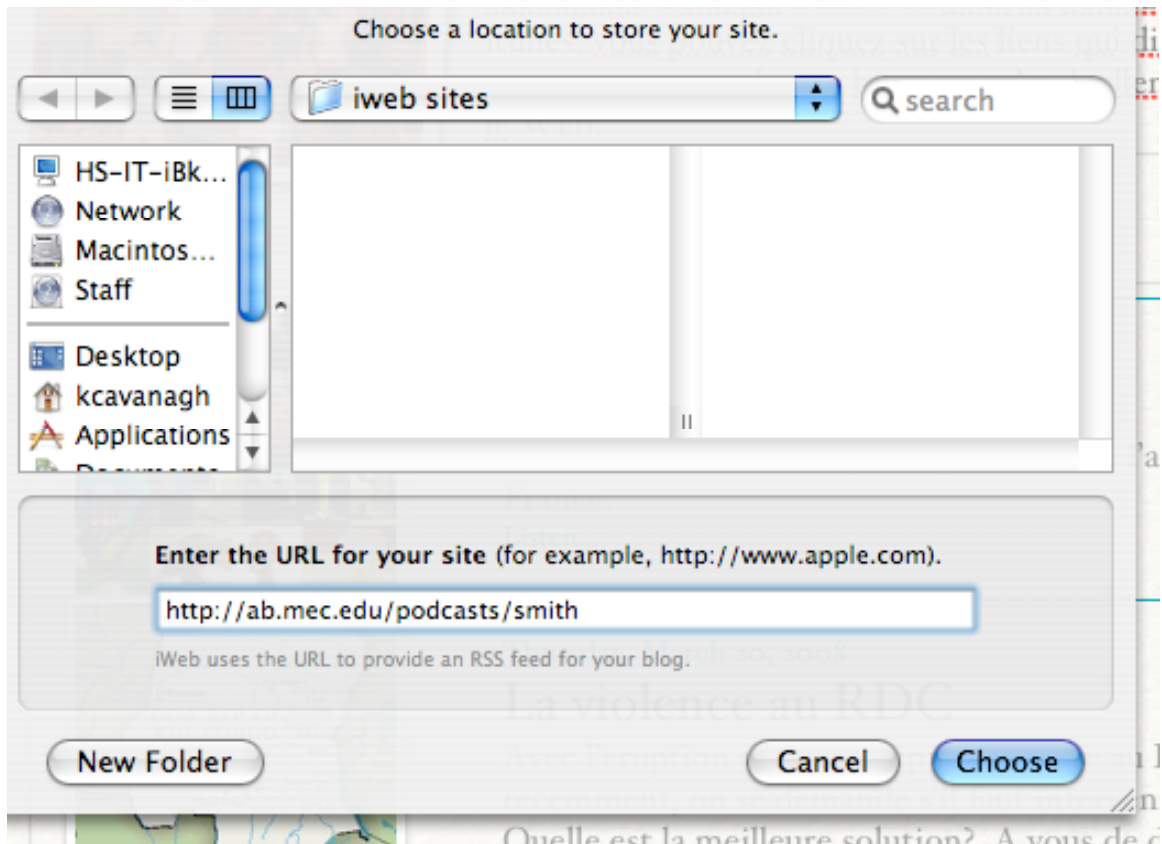
Podcasts are episodic recordings where content is usually updated periodically. A podcast is “subscribed” to in iTunes and each time a new episode is added iTunes will download the episode and add it to the podcast library. Podcasts can be listened to from a webpage as well, and they can also contain pictures and videos.

Several tools are used to create and listen to a podcast. Once the procedure has been setup the podcast is relatively quick to construct.

- 1) Create a webpage to hold the podcast. Use iWeb and create a new site and choose a template and a podcast page for a template. Note: use care in naming your podcast site and episodes, as the folder names are used when the podcast is published. For example: if your podcast is about French News the site name could be News and the page names could be C94_5 for one class and C95_9 for another. The link would look like:

<http://ab.mec.edu/podcasts/teacher name/sitename/pagename/pagename.html>

http://ab.mec.edu/podcast/smith/news/C94_5/C94_5.html and you must give the following as the URL for the site:

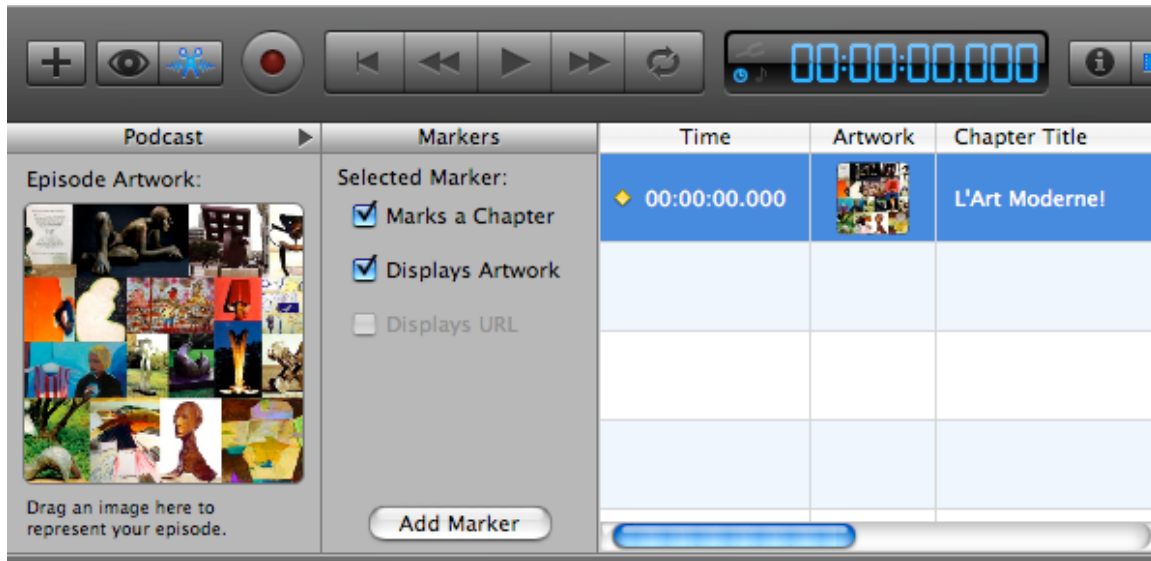


2) Using Pictures?

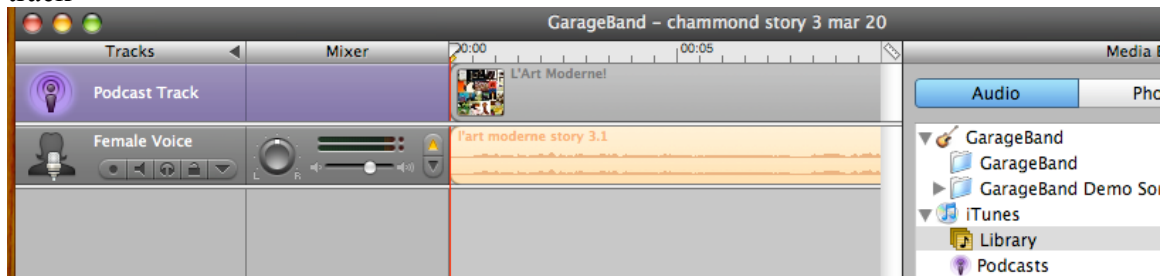
- a. Load any images to be used into iPhoto. Images should be resized to be no larger than 300 X 300 pixels, as they make file size of the podcast large. Also, the images are cropped to fit on the webpage in iWeb but the actual file size is not reduced unless you do it yourself.
- b. To reduce the size of the photos, choose file export and reduce the size, then “re-import” the images into iPhoto to get the smaller sized images.

3) Use GarageBand to create the podcast:

- a. Select Create New Podcast Episode
- b. Delete any unused tracks
- c. Select photos and drag to artwork and episode artwork



- d. Add a chapter title
- e. You can create the recording for the podcast in GB or use Audacity or any other recording software to create an MP3 file that you will drag into the GB track



- 4) Send the podcast to iWeb:
 - a. Choose Share -> Send podcast to iWeb
 - 1) Note: this will publish all web sites you have in iWeb, so the “extra” ones will need to be deleted
 - 2) Move the folder onto the server and test the links

Special Notes:

- 1) Reduce File sizes:
 - a. Images
 - i. Reduce sizes using iPhoto
 - b. Sound files
 - i. MP3 files are smaller than WAV – check out other considerations