

# Podcasting Instructions

by J. E. Williams, NIST-Gaithersburg

- Step 1** Record audio of QIBEC seminar using **Garageband**.
- Step 2** Export **Garageband** session to **iTunes**.
- Step 3** Convert **iTunes** file to AAC (this will create an **.m4a** file).
- Step 4** Convert speaker's slides to **.jpg** images.
- Step 5** Use **ChapterToolMe** to add slides to the **.m4a** file.

# Step 1

## Record audio of QIBEC seminar using **Garageband**.

### Physical Setup

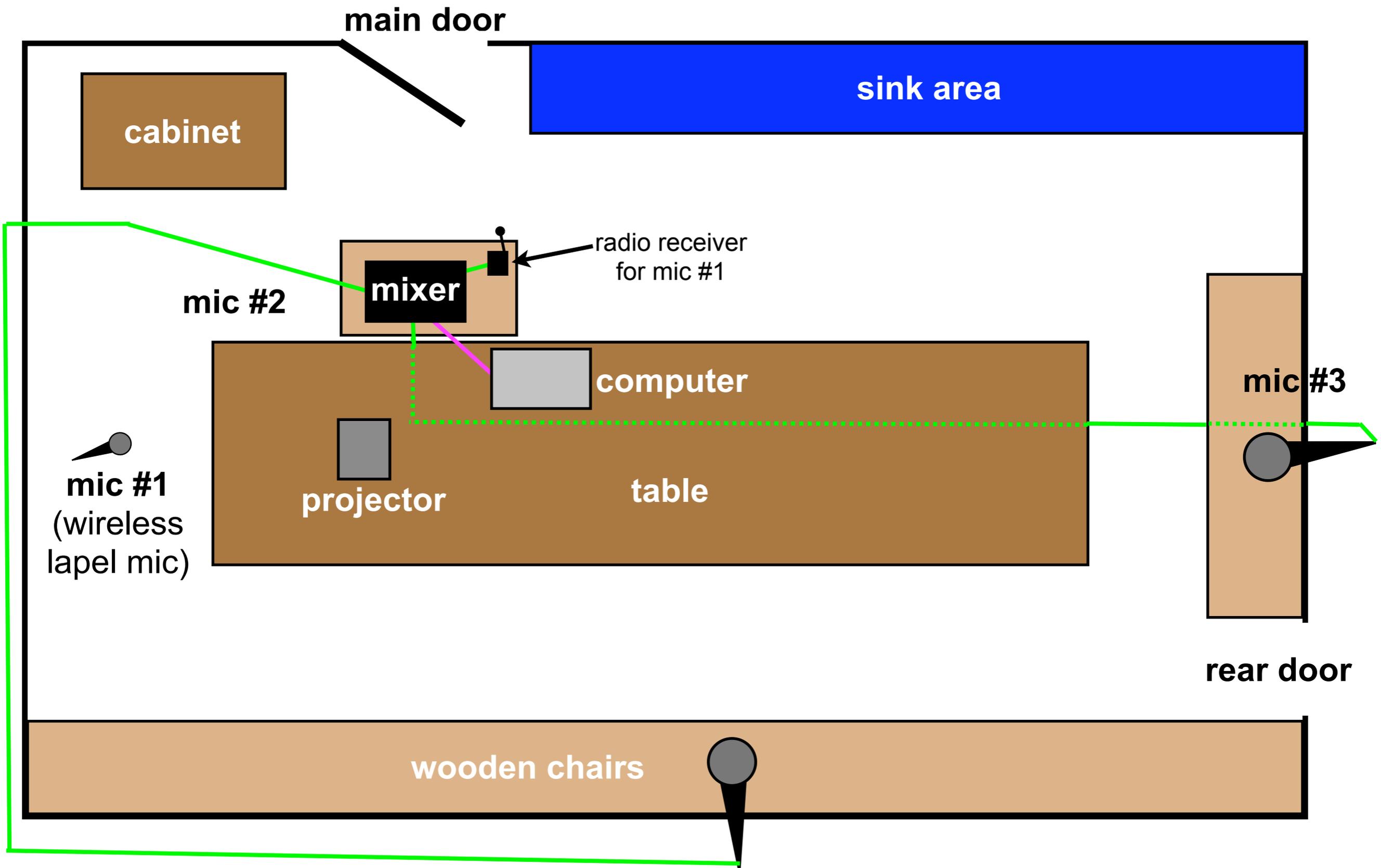
1. Plug in and power-on the mixer and the laptop.
2. Wireless mic: make sure lecturer's mic and the receiver are turned on and both set to the same number, either 1 or 2.
3. Make sure the two stationary microphones are properly positioned in the room (see diagram 1).
4. Connect microphones to the mixing board, channels 1, 2, and 3 (see diagram 2).
5. Make sure the "trim", "gain", and the main volume are tuned to the correct positions.
6. Connect mixer output into the computer, and connect headphones (see diagram 3).

### Starting Garageband (see Diagram 4)

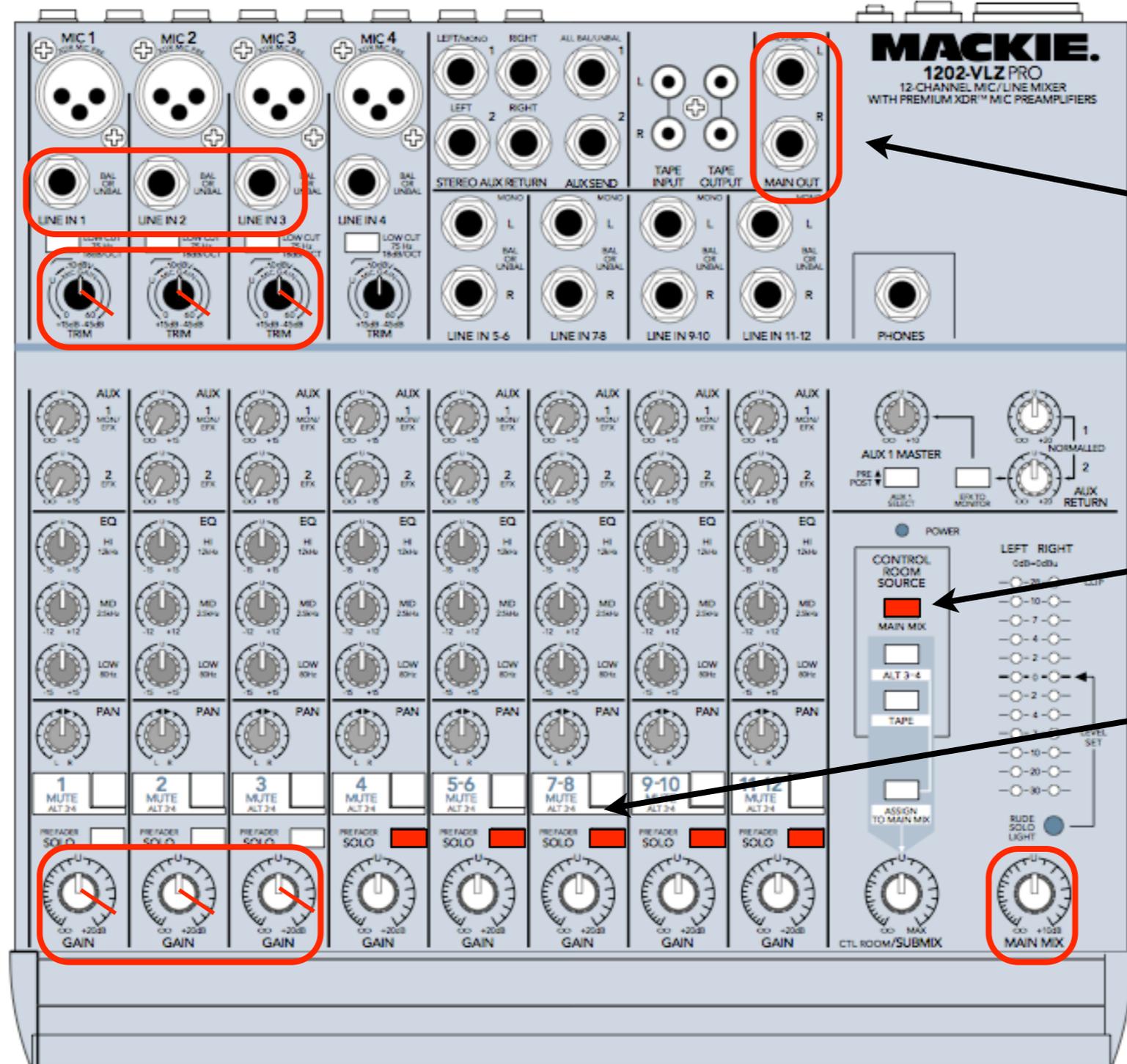
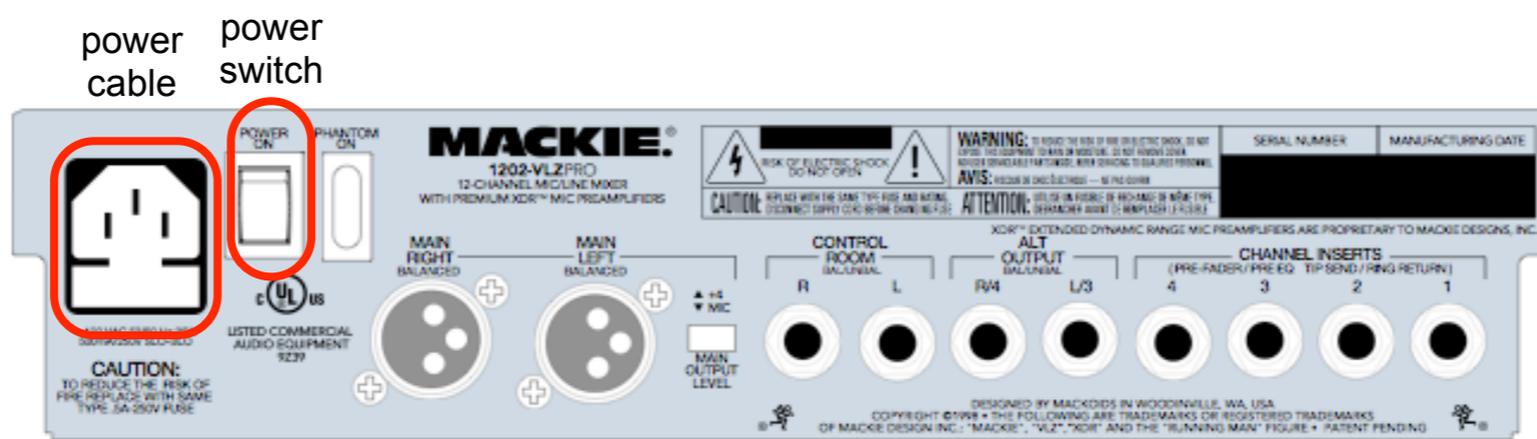
1. Log on to the Apple Powerbook as user Podcaster, password QIBEC2005.
2. Open folder "Podcasting".
3. If not already present, create new folder for session: "xx\_speaker-name".
4. *Copy* file "QIBEC\_template" into this new folder. Then go into folder and change name of file to QIBEC\_speaker-name.
5. Double click on file, which opens it into Garageband.
6. With pointer positioned at 00:00:54.000, press red record button on panel to begin recording.
7. We can go back and finesse the session later as needed.

# Diagram 1: placement of mics

green = input  
pink = output



# Diagram 2: mixing board



plug mics here

Turn the "trim" knobs up, but not all the way.

Turn the "gain" knobs up, but not all the way.

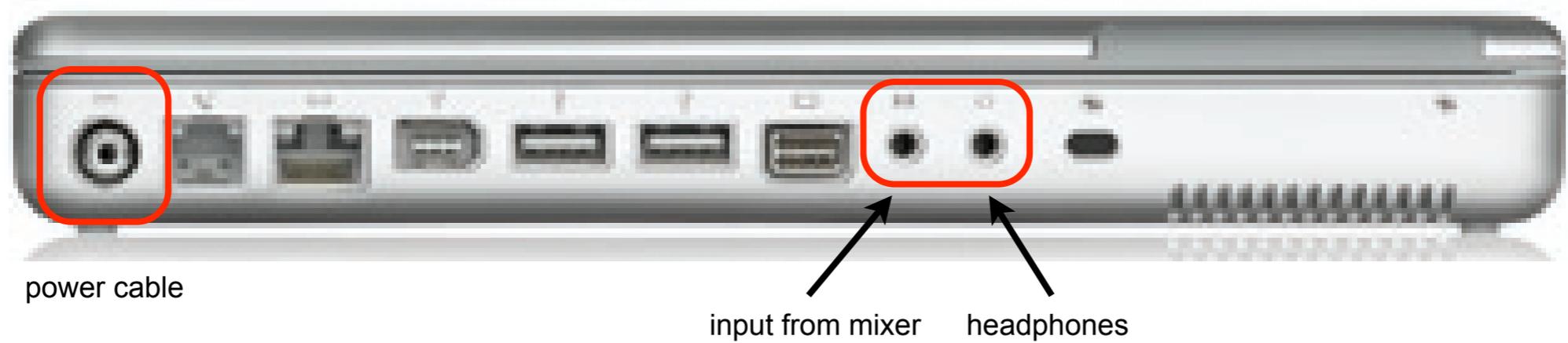
L  
R  
computer  
This chord gets plugged into the computer.

Make sure this is pushed in.

Push these five buttons in to mute the other inputs.

This is the main volume. Keep it around "U" or slightly higher.

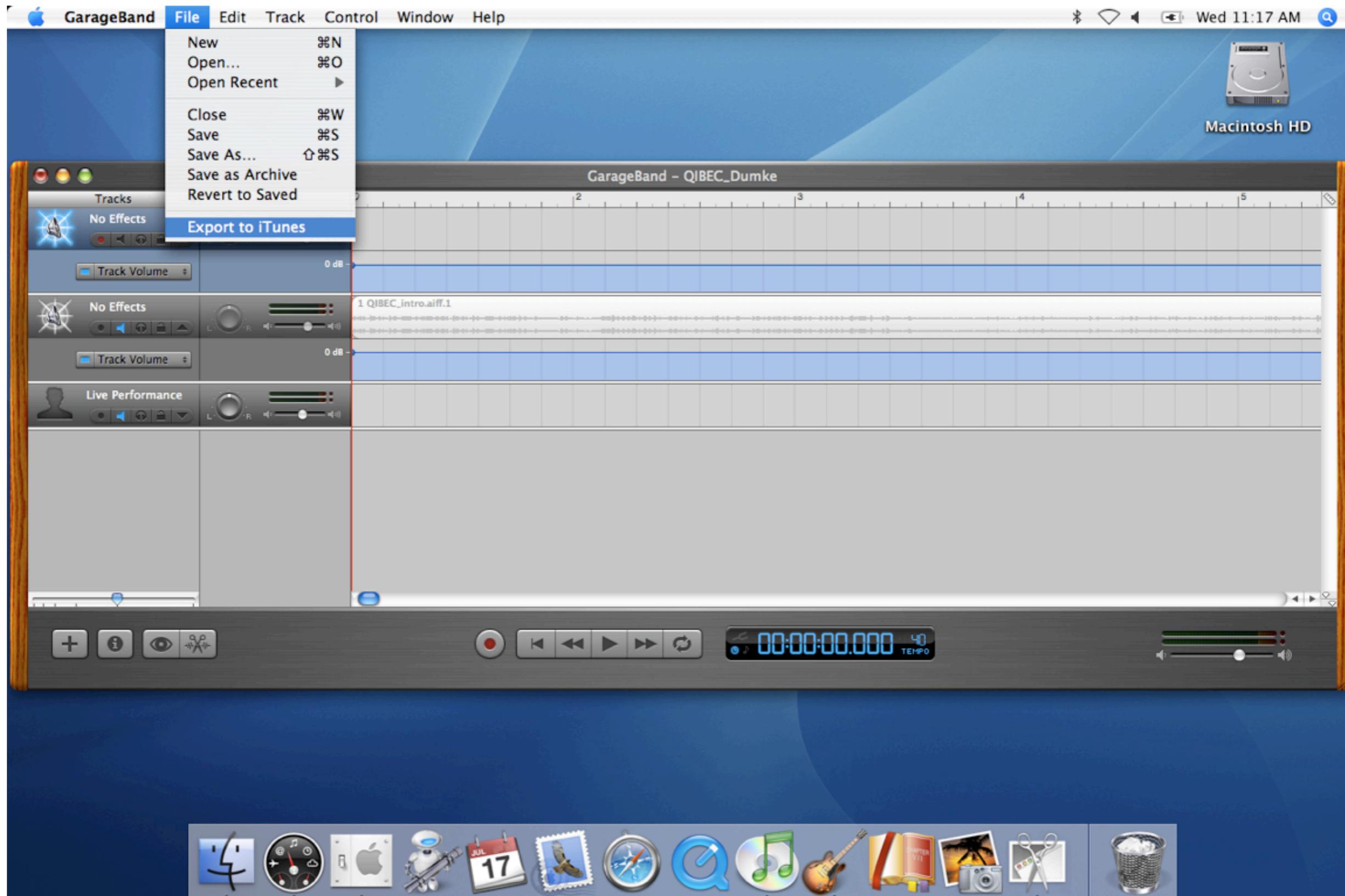
# Diagram 3: Computer inputs





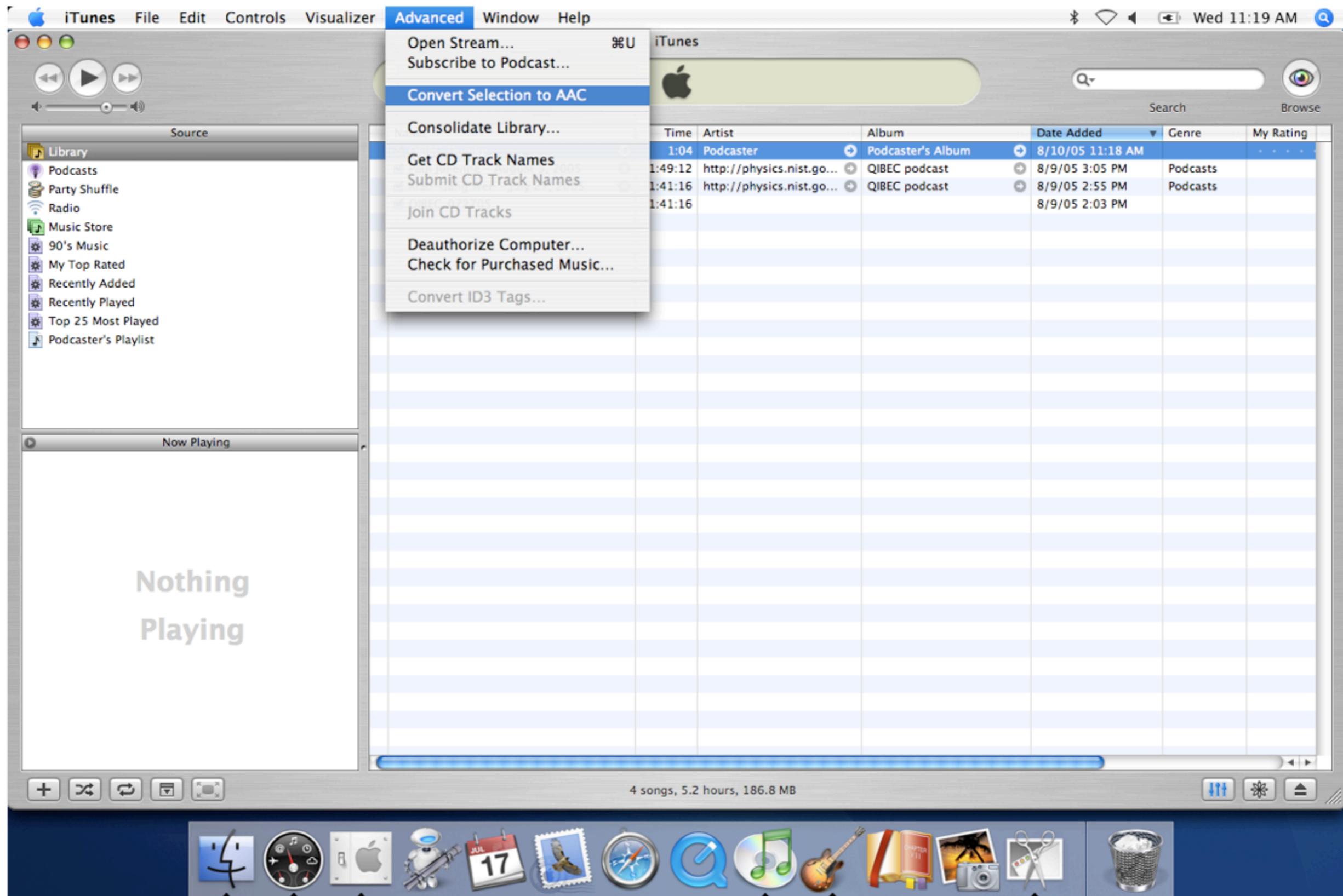
## Step 2

# Export Garageband session to iTunes.



# Step 3

Convert iTunes file to AAC (this will create an .m4a file).



## Step 4

# Convert speaker's slides to .jpg images.

1. Powerpoint has the option of saving the presentation as .jpg images. It will create a directory with a file for each slide.
2. If the speaker instead has a pdf file, we can use the "WFLOW" file called "pdf2jpg" located in Xtra\_stuff folder.
3. Once the .jpg image files have been created in a folder, place this folder in the speaker's folder.

## ALSO: Create portrait slide of speaker using Keynote.

1. Track down an image of speaker off the web or obtain from speaker.
2. Use the Keynote file "QIBEC\_portrait" to create a portrait slide (either landscape or portrait version).
3. Within Keynote, export the slide as a .tiff image file into the speaker's directory.

# Step 5

## Use ChapterToolMe to add slides to the .m4a file.

when finished, click here  
to create enhanced podcast.

The screenshot shows the ChapterToolMe application window. The main window displays a table of chapters with the following data:

Start Time	Picture	Title
00:00:00		Introduction
00:00:54		Xiao-Gang Wen
00:03:29		Slide 1
00:04:38		Slide 2
00:05:55		Slide 3
00:11:18		Slide 4
00:13:55		Slide 5
00:20:59		Slide 6
00:23:45		Slide 7
00:24:07		Slide 8
00:28:16		Slide 9

Below the table is a progress bar and playback controls. A file selection window titled 'WenCTM' is open, showing a list of files: 'WenCTM', 'QIBEC\_Wen.band', and 'QIBEC\_Wen.m4a'. A red arrow points from the 'QIBEC\_Wen.m4a' file in the file selection window to the main application window. Another red arrow points from the 'Create the chaptered file' button in the 'WenCTM' window to the text 'when finished, click here to create enhanced podcast.' A third red arrow points from the 'QIBEC\_Wen.m4a' file in the file selection window to the text 'drag .m4a file to here'. A fourth red arrow points from the 'QIBEC\_Wen.m4a' file in the file selection window to the text 'drag image files to here'. The 'QIBEC\_Wen.m4a' file is highlighted in blue in the file selection window. The 'QIBEC\_Wen.m4a' file is also highlighted in blue in the main application window. The 'QIBEC\_Wen.m4a' file is also highlighted in blue in the file selection window. The 'QIBEC\_Wen.m4a' file is also highlighted in blue in the file selection window.

The screenshot shows a webpage with a QIBEC logo and a form for adding a chapter. The form fields are:

- Title: Introduction
- Link name: NIST Physics Laboratory Webpage
- Link address: http://physics.nist.gov
- Start time: 00:00:00

drag image files to here

open ChapterToolMe

