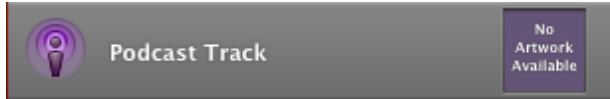

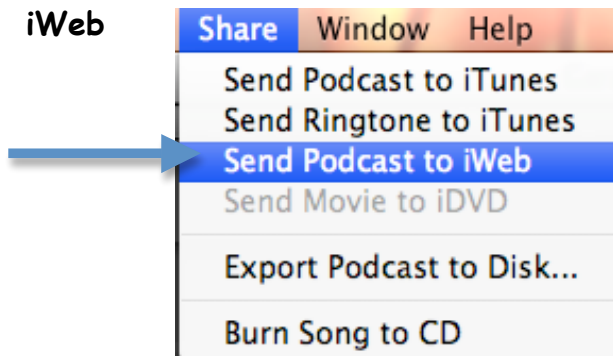


## Publishing Your Podcast

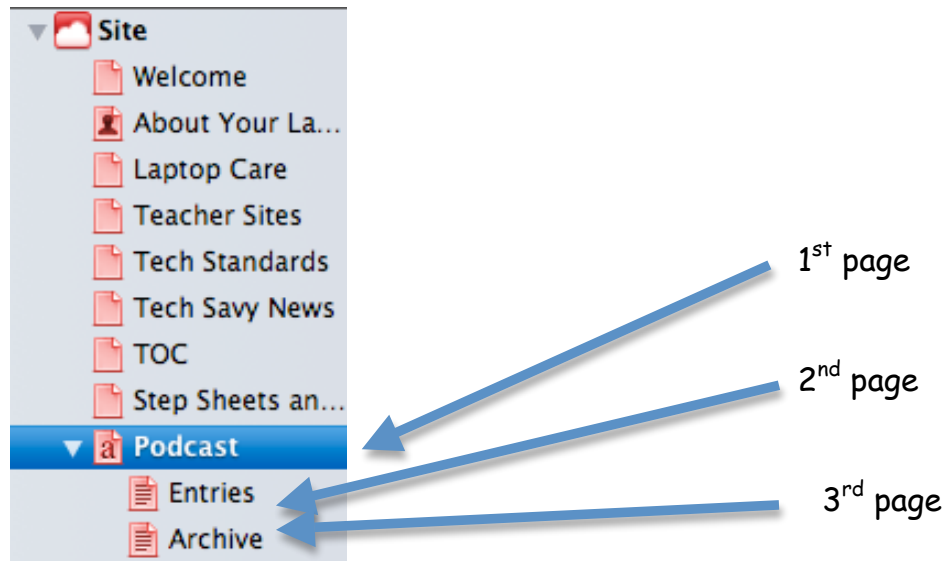
- Open your completed podcast in *Garageband*
- Under Tracks, click on Podcast Track



- Click on the  button (If the button is blue, you don't need to click it because it has already been clicked.)
- If your students did not add a title, click beside the word **Title**, to add an original title to your podcast
- Under the word **Description**, click in the white box and type a description of your completed podcast (You do not have to include a description)
- Be sure to check your grammar and spelling because the info you just typed will appear on your podcast page when you share your podcast to iWeb
- In the *Garageband* menu, click on **Share** and then **Send Podcast to iWeb**



- In the window that appears, leave everything the same and click **Share**
- It will take a few minutes for *Garageband* to collect and mix the information. When it is finished, iWeb will open automatically.
- Once iWeb is open, select the **podcast page** template and click **Choose**
- On the left side of the iWeb screen, you will now see three new pages added to your list of pages for your website. The main **Podcast** page is listed first. The **Entries** page is listed 2<sup>nd</sup>. And the third page is your podcast **Archive** page. (These three pages allow you to add additional podcasts to your website in the future.)



- On the **Entries** page, edit the title in the main iWeb window. Then edit or delete any other text you see.
- Click on the **Archive** page and edit your title here as well
- Click on the **Podcast** page and edit the title. Then edit or delete any other text and/or images you see.
- If you have another podcast to publish, go back to *GarageBand* and repeat the steps above.
- When you have published all of your podcast, go back to iWeb. Click on **File/Save** your work and your ready to publish. **(If your podcast uses students' pictures, first names, and/or voices, make sure you have a signed permission form marked 'yes' from each student that appears in the podcast. If you have any questions about this form, please let me know.)**
- Connect to your dropbox by going to the **Finder** menu and clicking **Go/Connect to Server** (enter your name and password). Select your dropbox from the menu.
- Publish your website