

HOW TO CREATE AN AUDIO FILE AND ADD IT TO THE NORTHSIDE WIKI

1. Open the **Finder** on your Desktop.
2. On the left side, choose **Applications**.
3. Find **Garage Band** and double-click. When it opens, you will see a guitar icon in the dock.
4. The **Select Project** window will open. Click on **Create New Podcast Episode**.
5. The program will ask you to give the project a name and ask you where to save it. **Save** it to your Desktop. (Use your first name as part of the project name.)
6. Follow Garage Band recording instructions on the handout from Josh.
7. To save a recording, go the **Share** menu and select **Export Song to Disk** (the hard disk).
8. Change the settings in the **Export your song to disk** window to **MP3 Encoder** and **Good Quality**.
9. Press the **Export** button.
10. Type a new name to save the file, or use the project name you already created.
11. Save the MP3 file to your desktop.
12. Next, open Safari or Firefox.
13. Click on Northside Wiki.
14. Log in using your first name and password.

15. Look for the **Navigator** section on the right, and click on **Book Club Student Interviews**.
16. Click on **Interview test** page.
17. Click on **Edit**.
18. On the far right, click on **Images and files**.
19. Next, click on **Upload files**.
20. When you see the **Upload a File** window, click on **Choose File**.
21. Find the MP3 file you want to add, and click on **Choose**. That file will then appear at the top of the list of uploaded files.
22. Put your cursor on the Wiki page where you want to add your file and click.
23. Go back to the file you just uploaded and click again. Your file should now be on the Wiki page as a link.
24. Click **Save** at the bottom of the Wiki page.
25. Click on the link you just created to make sure you can hear what you recorded. **CONGRATULATIONS, YOU DID IT!**