

How to Record and Edit with GarageBand



RECORDING:

1. Click on the guitar icon, to start GarageBand.
2. Select “New Music Project”. In many ways the music projects are simpler than podcast projects, so we’ll start with one of them. A podcast project will allow you to create *an enhanced podcast*, with a photo slideshow.
3. Name your project in a new folder. When prompted, give your project a name, and put it in a new folder. Keep all your audio files, and your Garageband project, in this folder.
4. Plug in your USB microphone, to your one of your computer’s USB ports.
5. Make sure your USB Microphone registers in GarageBand. Go to the “Garage Band” drop-down menu and select “Preferences...”. Under the “Audio/Midi” tab make sure that the “Audio input” is “USB Microphone”.
6. Turn off the metronome and snap to grid. Go to the “Control” drop-down menu and select “Metronome” to remove the check next to it. Likewise, still in the “Control” menu select “Snap to Grid” to remove the check.
7. Create a new track. Go to the “Track” drop-down menu and select “New Track” then “Real Instrument” and “Create”. This will create a new track called “No effects.” You may also wish to close the “Grand Piano” keyboard, and to close the Track Information screen (command-I).
8. Prepare your new track to record. Click on the speaker symbol on your new track, labeled “No Effects”. This will highlight that track. Then click the little circle under the words “No Effects” and the circle should turn red. That means this track is ready to record.
9. Check your levels. Speak into the microphone. Watch the green bar on the left-hand side of the track move as you speak. Speak at a volume so this bar is within 50–75% of the maximum, but never goes into the red. Adjust your distance from the microphone.

10. Record your voice. Lower down your garage band window, below your track, is a larger red circle button . This is the record button – press it and speak into the microphone. It should now be recording. You should see a wave form appearing in the track you created. When you want to stop recording press the record button again (or alternatively press the space bar). You may need to press the “play” button to stop the playhead from moving.

EDITING:

1. Listen back to your recording. Do this by clicking the rewind button to get you back to the beginning and then pressing the play button. You can stop playing by pressing the spacebar.
2. Decide which bits of audio you want to delete. Listen back to the piece again and decide what you want to keep and what you want to delete.
3. Mark the start of your edit. Select the portion of audio by clicking on it, so it changes to dark purple. Move the red vertical line (the “play head”) to the point where you want to delete audio. Do this by clicking and dragging on the triangle at the top of the play head to that point. Press the Apple key and the “T” key simultaneously in order to split the waveform in 2. (Fig 1)

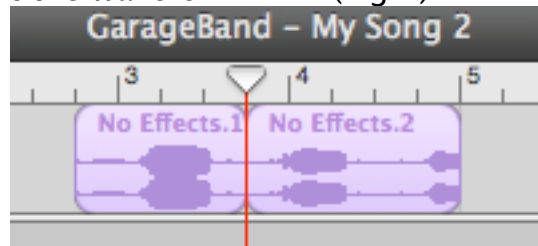


Fig 1

4. Delete the bits you don't want. Now that you have split the wave into two you can highlight the half that you don't want to keep by clicking on it. If both portions are highlighted, click elsewhere on the screen to deselect both, and *then* click on the half you want to delete. Once it is highlighted press “backspace” to delete it. (Fig 2 and 3)

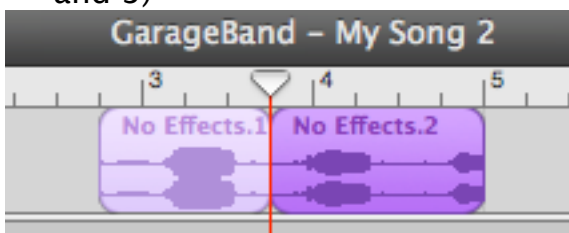


Fig 2

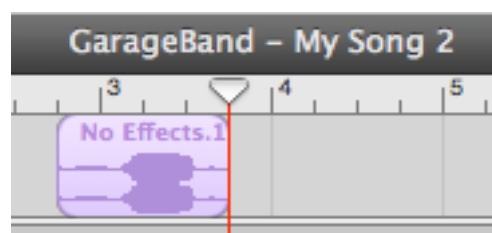


Fig 3

5. Make sure the edit sounds right. Move the play head back and listen to the piece to check it sounds the way you want. If it doesn't, you can adjust your edit by dragging the edges of your wave form in or out to trim it (Fig 4).

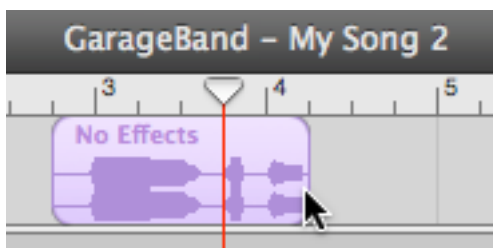


Fig 4

EXPORTING:

When you are happy with your piece you are ready to export it as an audio file.

1. Go to the "Share" menu and choose "Export Song to iTunes".
2. This will open your song in iTunes. To export it to MP3 format go to the "Advanced" menu in iTunes (or right-click on the file) and select "Convert Selection to MP3".
3. Now we need to find the MP3 File. Right click (or Ctrl Click) on the song in iTunes and choose "Show in Finder". Choose the file with the .mp3 extension. This is ready to upload.

Note: Your MP3 conversion settings are in iTunes - Preferences - Advanced - Importing. Make sure it says "Import Using: MP3 encoder." Click "Setting: Custom" and you can change your settings. We use 96 kbps, mono, at 44.1 kHz.

ADDING MUSIC OR OTHER AUDIO FILES TO YOUR PODCAST:

There are 3 ways to add music into your project: using the jingles supplied with GarageBand; via iTunes; or via Finder.

1. GarageBand Jingles.

- a. Create a New Track by going to the "Track" drop-down menu and select "New Track" then "Real Instrument" and "Create".
- b. View the "Loop Browser" by clicking on the button which looks like an eye at the bottom left of GarageBand (Fig 6).

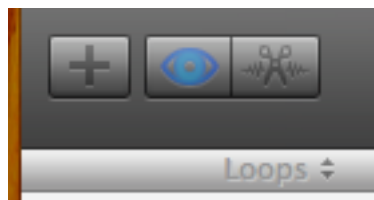


Fig 6

- c. Click on the podcast icon at the bottom of the loop browser. (Fig 7)

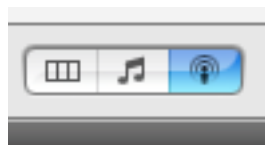


Fig 7

- d. Choose "Jingles", then choose a style of jingle (Cinematic, Country etc.) , and then which jingle you want from the right-most pane.
- e. Drag that jingle onto the new track you created, at the point you would like it to go.

2. From iTunes.

- a. Create a New Track by going to the "Track" drop-down menu and select "New Track" then "Real Instrument" and "Create".
- b. Then click on the media browser button, which is at the bottom right with pictures of a musical note and film on it. (Fig 8)



Fig 8

- c. The Media Browser will appear. Select "Audio" in the media browser, then select iTunes.
- d. Select the song you want from iTunes and drag it to the new track you created, at the point you would like it to appear.

3. From Finder

- a. Create a New Track by going to the "Track" drop-down menu and select "New Track" then "Real Instrument" and "Create".
- b. Open Finder and find the music file you are after. Drag it to the new track you created.