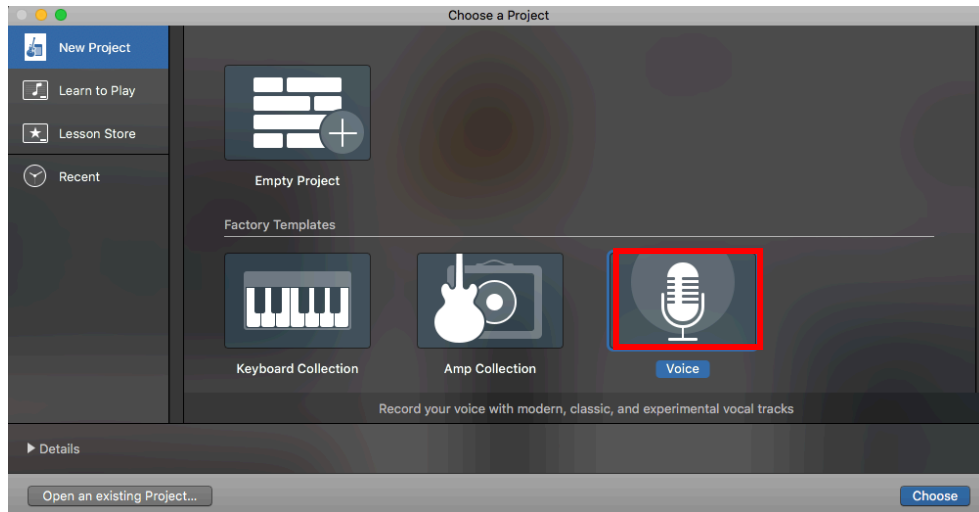


SOUND EDITING WITH GARAGEBAND 10.3.1

Setting Up GarageBand

Upon opening GarageBand, you'll be asked to choose a project type. Unless you're using GarageBand to record music, we recommend choosing **"Voice"** for your new project.



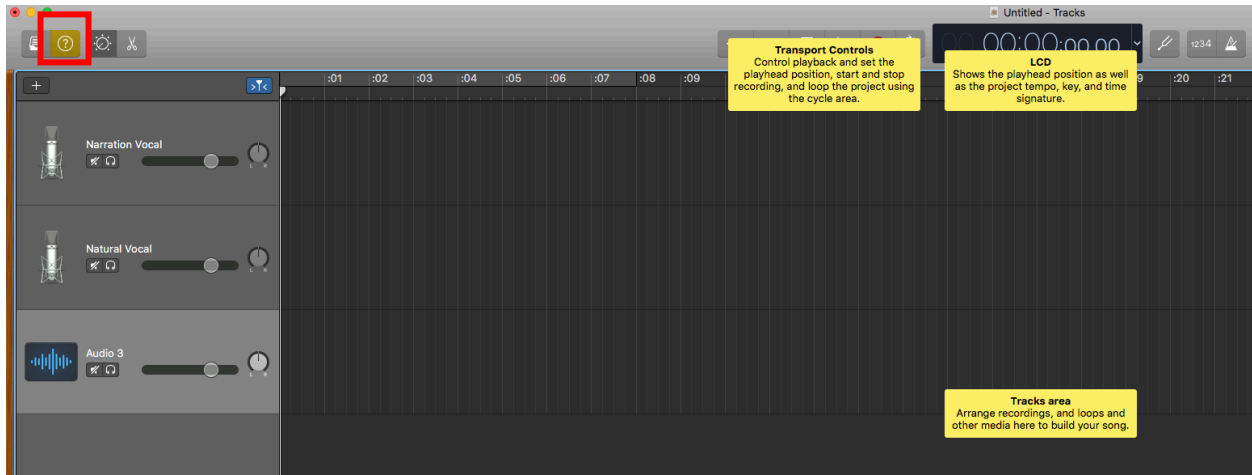
You'll then be provided a workspace for your voice project that looks like this and is broken into several key areas:



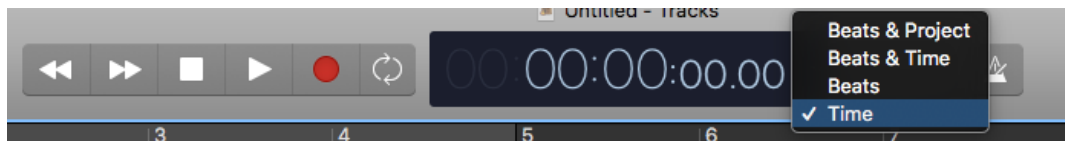
Now, there are a few things we'll need to check to make sure our Garageband workspace is set up for success!

First, **make sure that:**

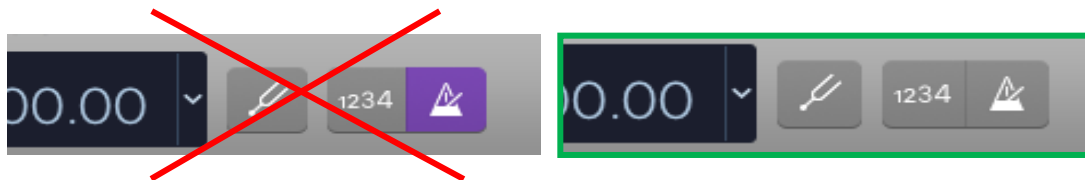
1. **You've enabled the Quick Help Button if you're an absolute beginner** and would like to have some in-context help when you hover over certain buttons!



2. **You've set your time keeper to keep track by time instead of beats**, unless you're using Garageband to record music, of course!

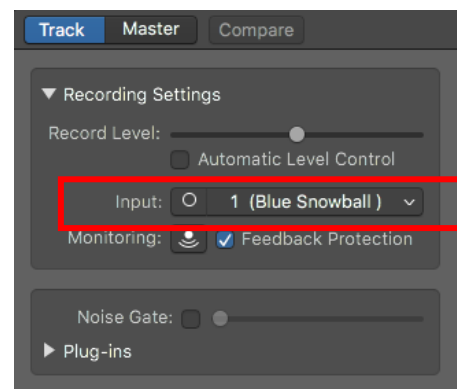
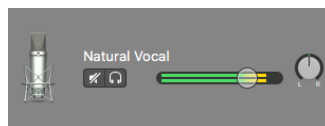


3. **You've turned the Metronome off** (unless you're recording music)



4. **You've selected the correct microphone**—it'll likely default to your laptop or built-in mic, but an external mic is ideal and should be an option to select in the drop-down.

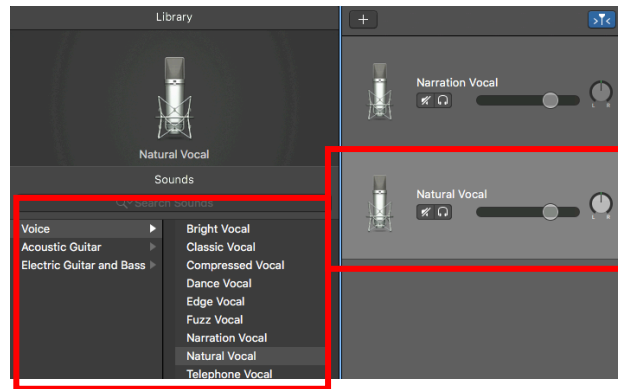
Test your mic by choosing a track, tapping on the microphone, and monitoring the volume slider.



TIP: If you have plugged in an external microphone and it isn't showing up as an option, try saving your work and restarting the program.

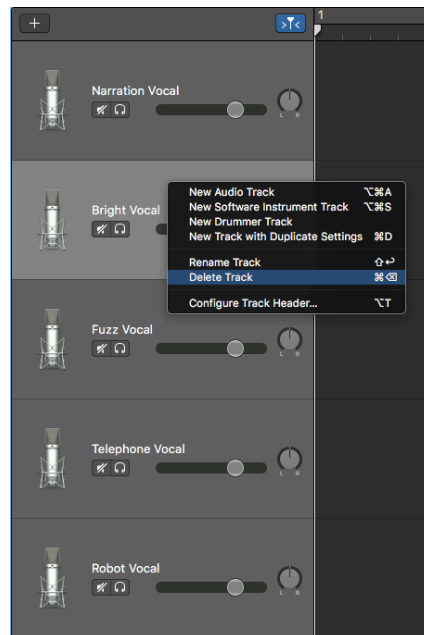
5. **You've selected the most appropriate track types for your project.** If you're doing a podcast, choose a "Narration Vocal" track and a "Natural Voice" track. To change the type of sound, select the track you'd like to change, and click the appropriate track types from the Sound Library. You can change this later if you find it doesn't work for your recorded audio.

Choose from the VOICE options to use GarageBand presets.



Selected track will be a lighter gray!

6. Feel free to eliminate the other tracks provided, if you'd like to **clean up your workspace**. To do so, right click and delete the tracks you wish to eliminate.

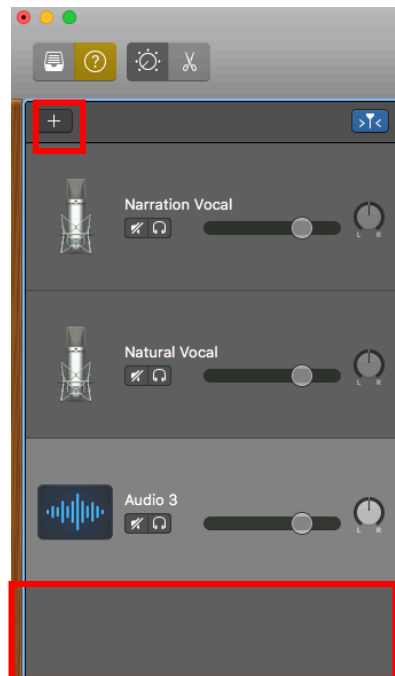


7. **You've set any advanced controls necessary** to recording your best audio. This may be setting the "Echo" to 0 on a Natural Vocal track or decreasing the "Ambience" on a Narration Vocal. **TIP:** Try recording with the presets first and work on the controls from there!



8. You've added an additional track (or tracks) for external audio by either clicking the [+] button in the track area, or double clicking underneath the last track for an additional one.

Add tracks here! →



Or double click here! →

Recording In GarageBand

Recording in GarageBand is fairly straightforward. Your recording is all controlled via the **record**, **pause**, and **stop** buttons. And you can playback your audio using the **play** button.




When you're ready to record:

1. Select the track you want to record on.
2. **Push the red record button and begin** recording.
3. **Click Stop when finished.**

TIP: It can be helpful to record all your narration into one clip and cut/delete mistakes after, rather than recording the same things again and again and trying to figure out which versions to combine.

Using “Found” Audio in Garageband

You’ll likely want to use music and other sound effects that you’ve found to supplement your voice narration. If you’re on your own computer, you may have media at the ready. To access this, you’ll open the media browser in the top right corner of GarageBand  and then drag items onto the timeline from there. If you’re on a public computer, you’ll have to download the media locally and drag it in from your hard drive. To do this, you’ll need to:

1. Find some media!
 - a. Open a web browser and enter <https://tinyurl.com/yc8lg4gg>.
 - b. Download either Intro/Outro Music.mp3 (easy) or Lobo_Loco (more challenging) by right clicking and selecting “Download.”
2. Lay the media onto your audio track.
 - a. Open the Finder (→) and locate the file.
 - b. Drag and drop the file onto your audio track.



Editing in GarageBand

If you have used high quality audio in your project, you shouldn’t need extensive editing to complete your project or clip (hint: always try to capture and use the highest quality audio up front for the most successful project!). However, there are a few tools and actions that you should know about.

SPLITTING A TRACK INTO CLIPS & MOVING / ORGANIZING CLIPS

When you record or import audio, you get a single clip for each file or recording you do. It’ll be a rarity if you never have to move or split a clip! Moving allows you to organize when your clips play throughout the overall recording. And splitting the track into multiple clips, allows you to move or otherwise manipulate those clips independently.

To move your clips from left (earlier in the overall project) to right (later in the overall project) or up and down (from one track to another), you merely click on a clip to select it and drag it to the desired location on the timeline.

To make a cut:



1. Click the scissor icon up in the control bar. This will open track editor in the bottom of your workspace.
2. Find and move your playhead to the place where you’d like to make a cut/split.
3. Make sure the correct clip is selected (featured below in the track editor), since you’ll likely have layered audio above or below that one and you want to only cut/split one of them.
4. Split by using the following options:
 - a. Right clicking the track in the track editor and choosing “Split at Playhead”
 - b. Typing “Command + T”

5. Now your track should be split and you can move, further cut, or delete either of the two portions.

In order to better organize your clips, you can:

1. Rename your tracks so that they make sense to you upon first glance. To do this, simply double click on the track name to make it an editable field.
2. Reorder your tracks by simply clicking and dragging them up and down.

TIP: For ease in editing, try muting all tracks aside from the one you're working with. Then, unmute the ones necessary for reviewing and playback. You can do this by selecting "Mute" under each track name.

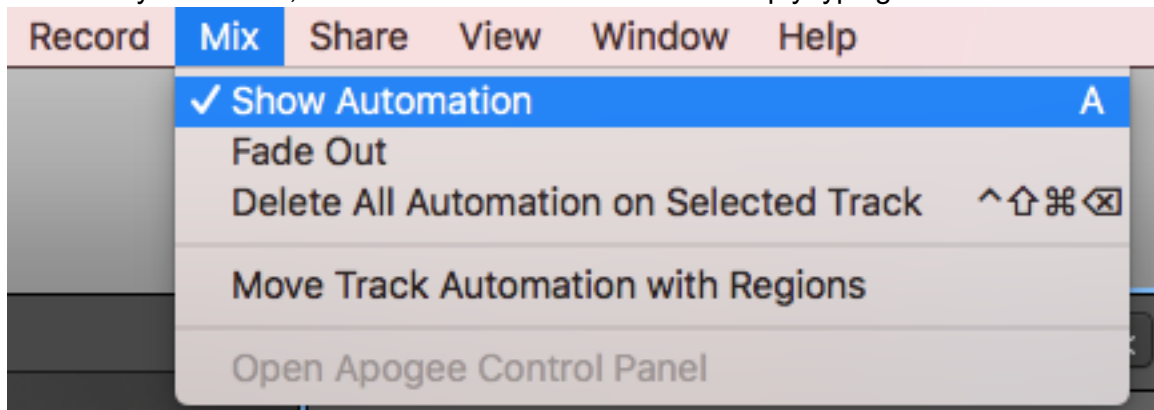
VOLUME & AUDIO EDITING

You might find that your audio has too much echo or isn't loud enough. This means you'll need to know some basic editing tools to help you improve your sound.

Editing volume of an entire track can be done by dragging the control on the volume slider left (lower) to right (higher). This is located under the track name and next to the mute option for each track.

Editing volume to particular parts of your tracks, like fading in and out, can be done by:

1. Enabling Automation, which allows you to make adjustments to each track audio individually. To do so, click Mix > Show Automation or simply typing "A."



2. Clicking on the track to apply a sound point. You can make as many of these as you'd like. Creating two sound points will allow you to add a simple fade in or out. Creating multiple will allow you to adjust sound as you progress through the track, which is good for lowering the volume of background music for narration, for example.
3. Drag the sound point up or down to increase or decrease the audio at that moment.

Editing for echo and other problems:
Please remember that you can show the “Smart Controls” at the bottom of your workspace if you’d like to revisit those to reduce echos or background noise. For podcasting, lessening the echo, ambience, and reverb might help your narration sound more normal.



Saving & Exporting

As with any project, it is recommended that you save often.

To save an editable version of your project, you’ll want to click **File > Save As**.

To export as an audio file (WAV, AIFF, MP3, etc.), you’ll need to click **Share > Export Song to Disk**.

For the most up-to-date technical support, view the GarageBand website here: <https://support.apple.com/garageband>

This site delves deeper into audio manipulation, using GarageBand for music production, and using GarageBand on mobile devices such as your iPhone or iPad.

Resources For Finding and Sharing Audio:

Finding Free Sounds and Songs:

- Accelerated Ideas Royalty Free Podcast Intros: <http://www.accelerated-ideas.com/freemusictracks/aisearchtracks.aspx?stxt=intro>
- Free Sound: www.freesound.org
- Bensound Royalty Free Music (requires attribution): <https://www.bensound.com/>
- Wikimedia Commons: <https://commons.wikimedia.org/wiki/Category:Sound>
- Jamendo Royalty Free Music: <https://www.jamendo.com/>
- Free Music Archive <http://freemusicarchive.org/>

.Sharing:

- SoundCloud for audio (private embedding) <https://on.soundcloud.com/creator-guide/sharing>
- Google Drive Link Share