

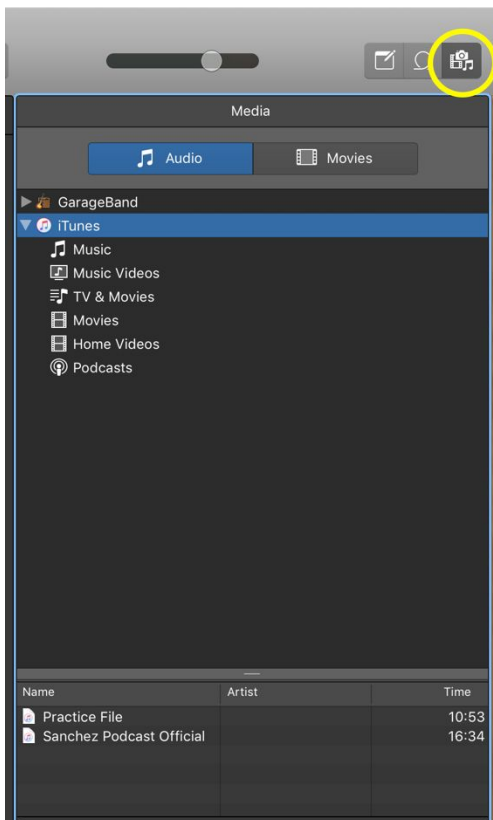
Editing with GarageBand

Importing Audio

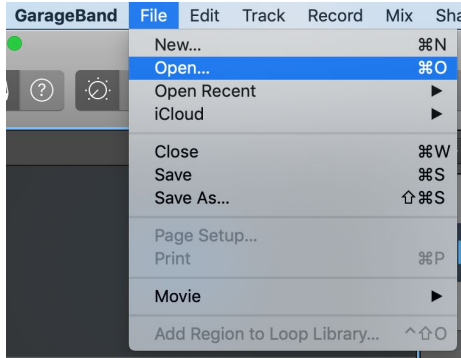
You can either record your audio directly into GarageBand or import a pre-existing audio file into the program.

There are two ways to import your audio into GarageBand:

1. Drag and drop your audio file into GarageBand.
2. On the left side of the page, select the **Media Browser**, and select your audio file.



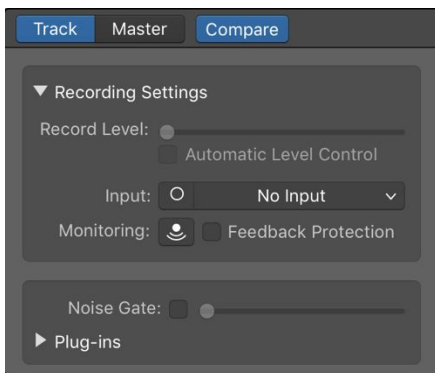
3. In the GarageBand menu bar, select File → Open → and then select the audio file that you'd like to edit (This only works if you have already been editing that file in GarageBand).



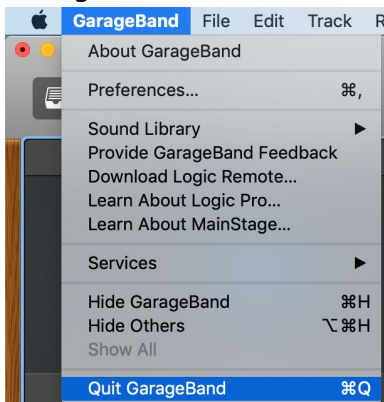
Recording Audio

GarageBand allows you to directly record audio into the program and then edit.

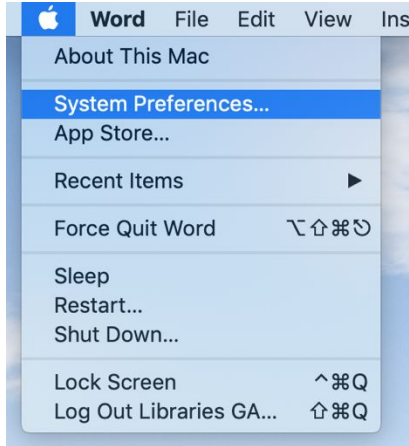
1. Be sure the microphone you are using to record is selected in **Recording Settings**.



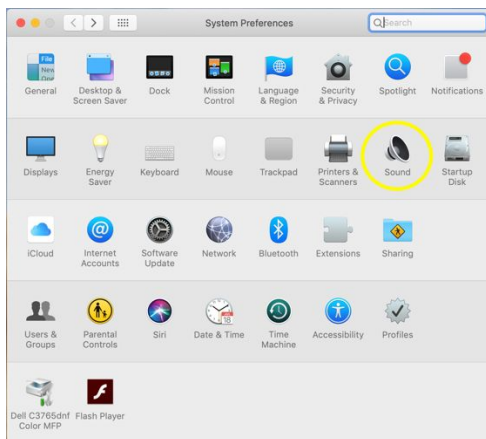
2. If not selected, select **Input**, and choose the microphone you are using.
3. If the microphone you are using does not show up under **Input**, first quit GarageBand.



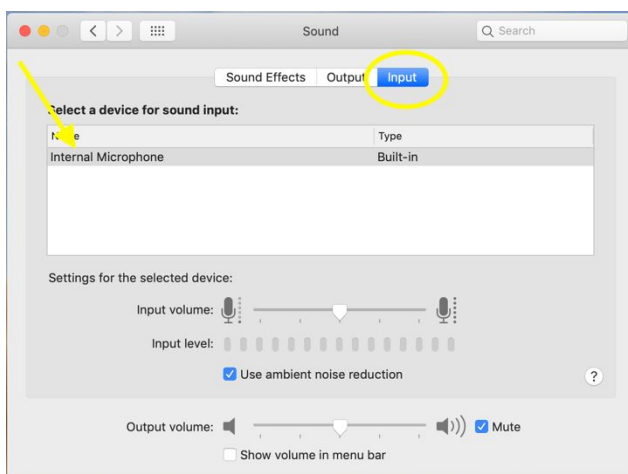
4. Select **System Preferences** on Mac.



5. Under **System Preferences**, select **Sound**.



6. Go to the **Input** tab, and be sure the microphone you are using is selected.

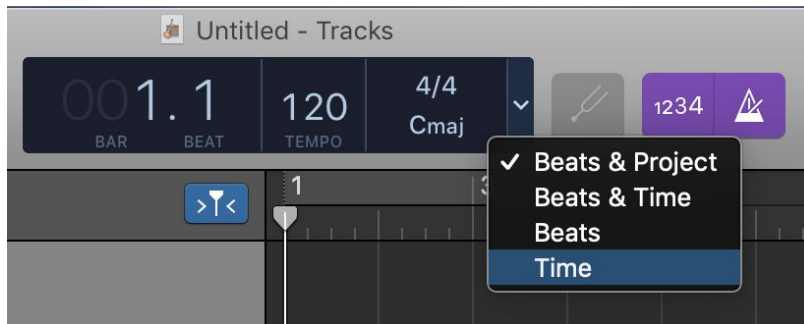


7. Open up GarageBand again, and under **Input** in **Recording Settings**, the option to choose the microphone you are using should be available,

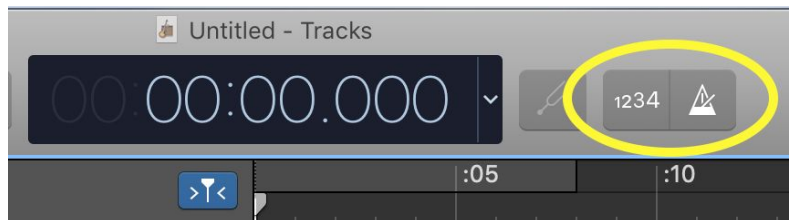
Cleaning Up Your Workspace in GarageBand

When recording or editing audio, it may be useful to remove all the tools that won't be of use to you when recording.

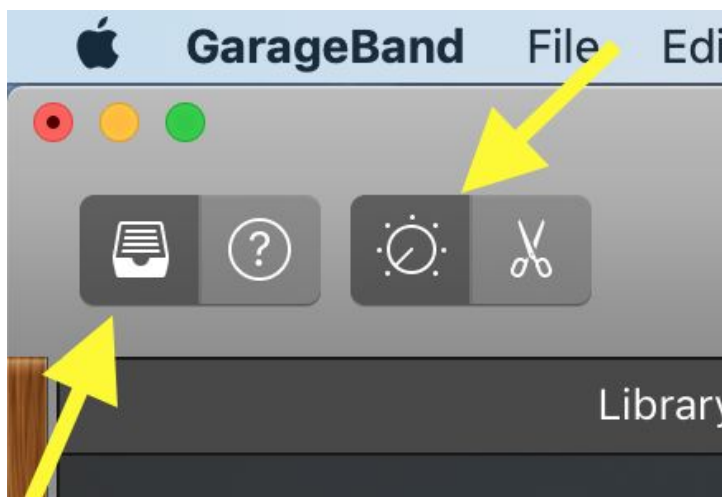
1. To only view the time during recording, select the drop-down bar on the recording box and select **Time**.



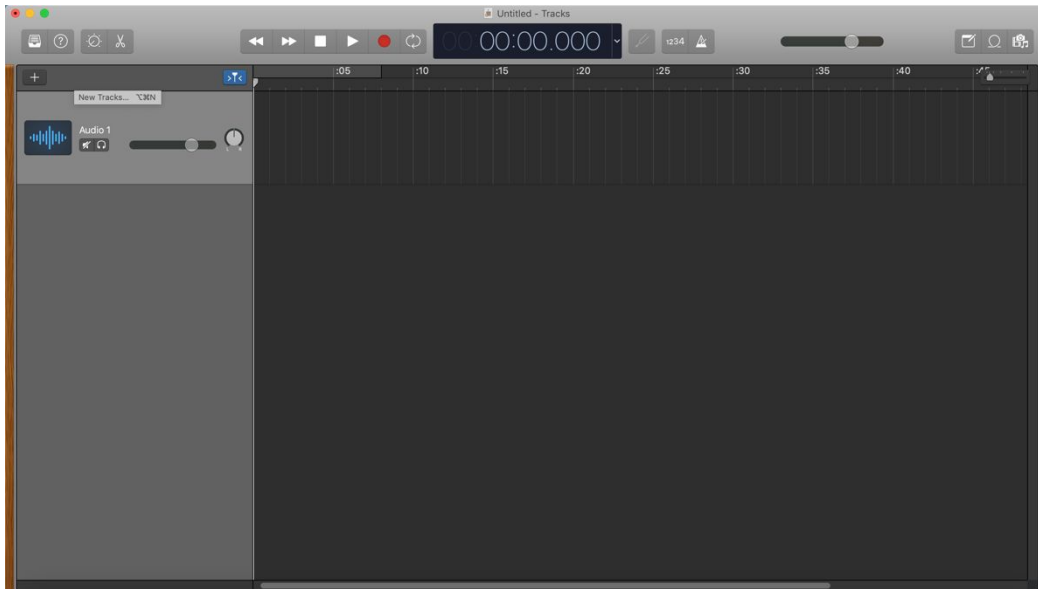
2. Turn off the **count-in button** and the **metronome button** so that they are both grey.



3. Remove both the Library panel and Control panel by clicking both those buttons so that they are both grey.

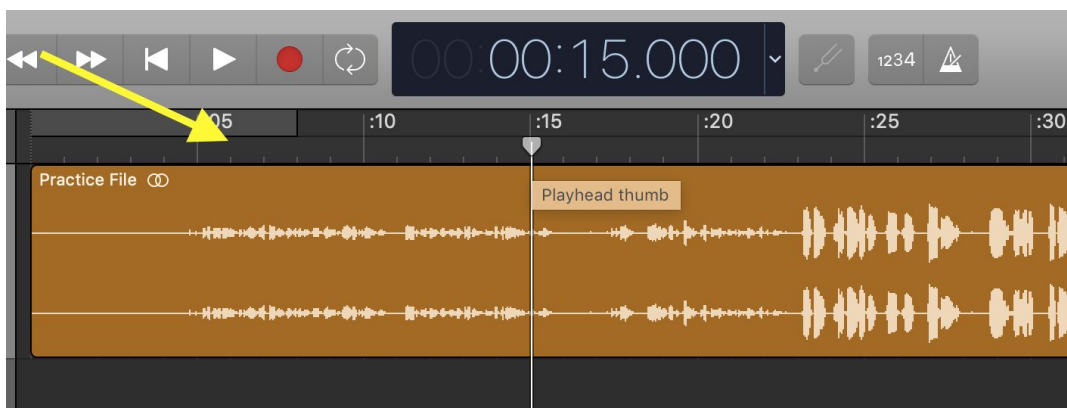


4. After removing these from the page, you should only see the where you will be recording audio.



Selecting and Splitting Audio to Make Edits

To select audio, click on the timeline above the audio track wherever you would to edit or listen.



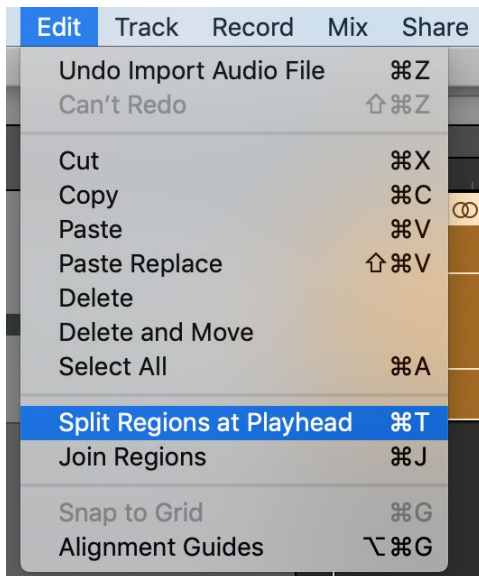
Some Tips:

- You can drag from left to right or from right to left, it does not matter.
- If you move the mouse past the left or right edge of the window while dragging, GarageBand will scroll the window in that direction as long as the mouse button is down.

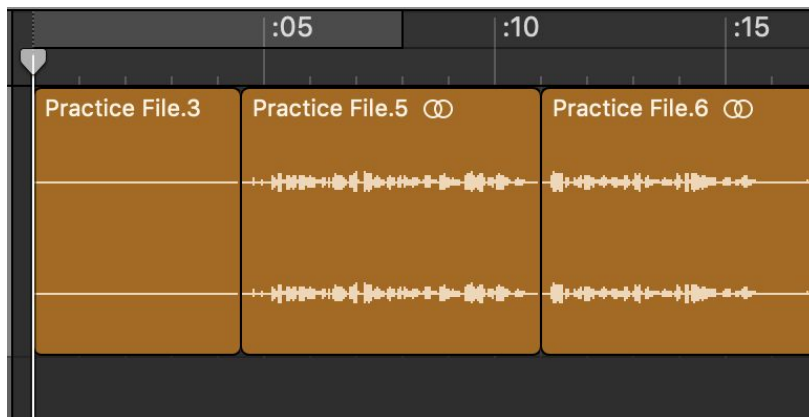
To edit a specific section of the audio, separate the audio by **Splitting** it. To split audio:

1. Select the beginning of the audio you would like to split.

2. Go to Edit → Split Regions at Playhead (or select Command T).

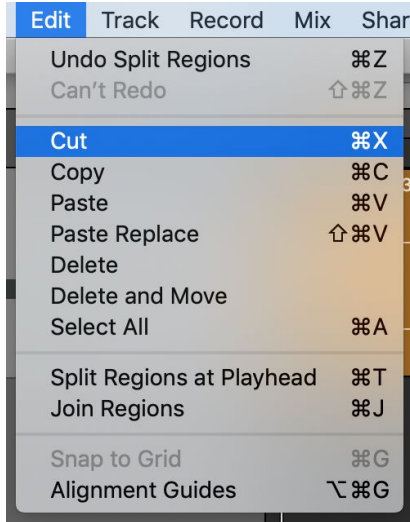


3. Select the end of the audio you would like to split.
4. Again, Go to Edit → Split Regions at Playhead (or select Command T).
5. Once you have your audio split, you can make edits to that section of audio without disrupting the rest of the track.

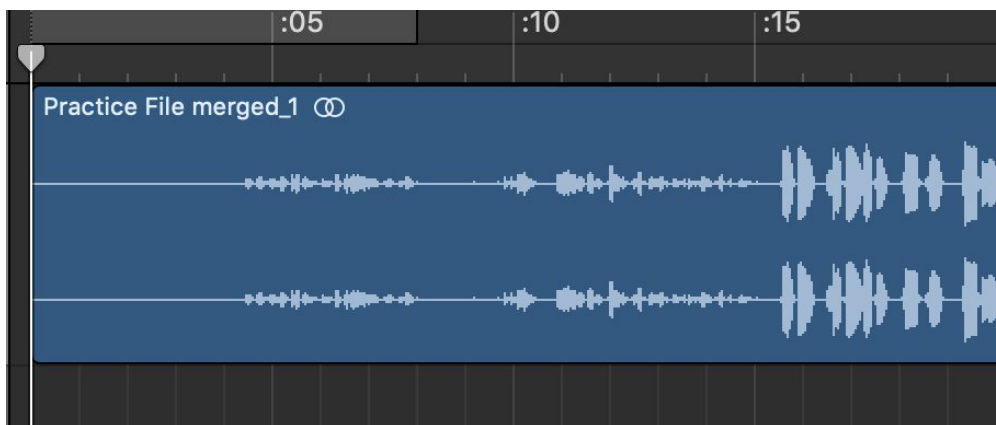


Deleting Audio

To delete audio on GarageBand, you'll need to first select the audio you want to get rid of using the split tool, and then selecting the audio track itself. Once your audio is selected, you can delete it by pressing the 'Delete' key on your keyboard or by clicking on the 'Cut' tool in the GarageBand toolbar.



Once you have deleted audio within the track, you can rejoin the audio that has been split by highlighting both regions, then going to Edit → Join Regions (or select Command J).

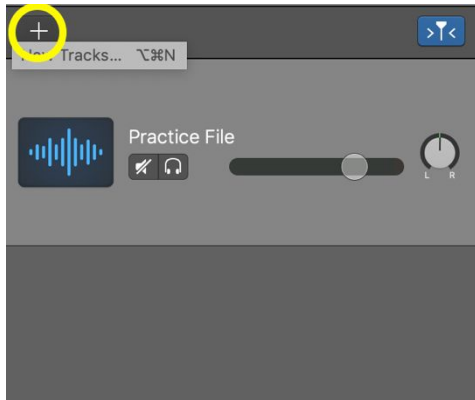


Splitting Audio into Multiple Tracks

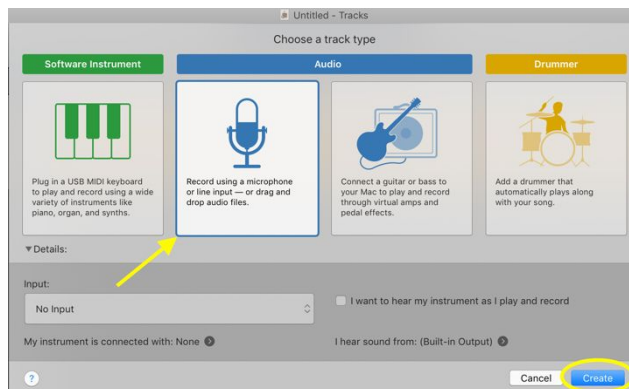
You might want to split your audio into multiple tracks (one track for each person speaking).

To create a new track:

1. Select + on the track tab.



2. In the pop-up menu, select the microphone, and then click **Create**.



3. Clean up your workspace by clicking the **Library Panel** button and the **Controls Panel** button.

To move selected audio to another track:

1. Use the Selector and Split Tools to select the portion of audio that you'd like to move to a new track. Again, Go to Edit → Split Regions at Playhead (or select Command T).
2. Split the sections of audio in accordance to who is speaking using Edit → Split Regions at Playhead (or select Command T).
3. Once you have split the audio you would like to move to a new track, click on the split audio and drag it down to the new track. This will move the selected audio to a new track, while leaving space where it was removed from the original track.

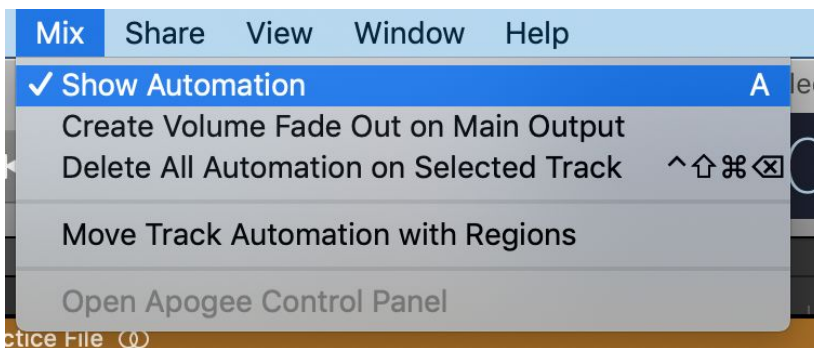


4. Be sure that you are lining up correctly with audio you're pulling it from by adjusting it until you see a line appear. The line indicates that the audio is lined up so that there are no gaps in the sound.

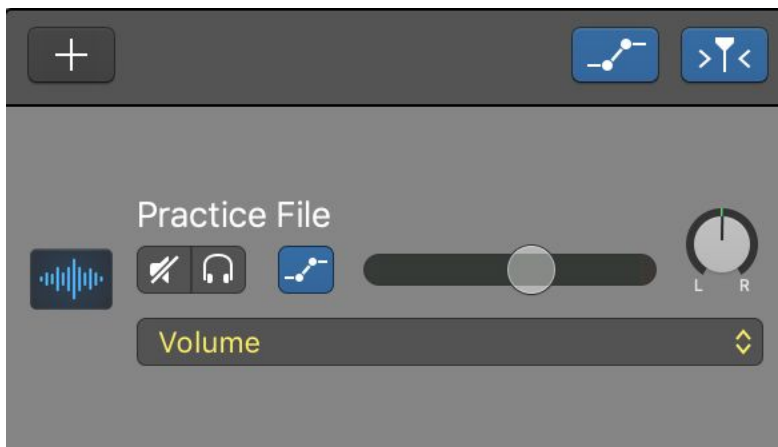
Editing the Audio for an Entire Track

You can adjust the volume for all of your audio through **Automation**.

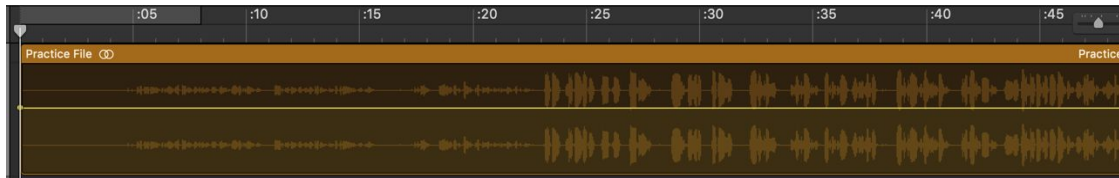
1. Go to Mix → Show Automation in the toolbar. This will turn on Automation so you can adjust the volume for the entire track.



2. Be sure that **Volume** is selected under the track name.



3. Once you have turned on Automation, you can move the bar up and down on the track to increase or decrease volume for the entire track.



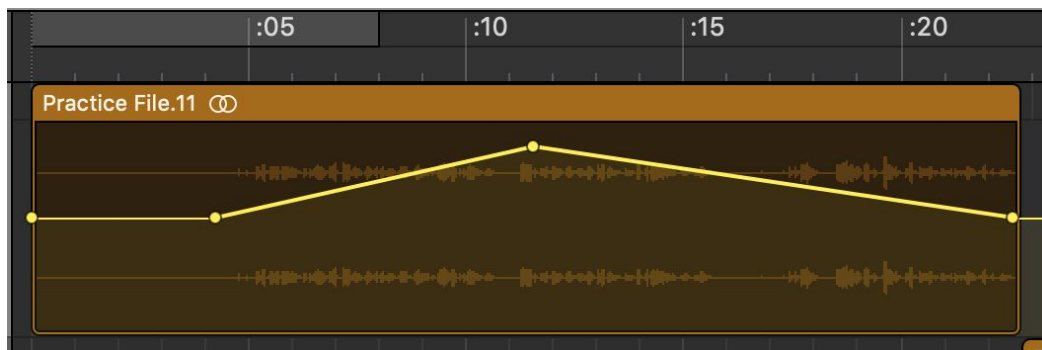
Editing the Volume for Specific Portions

Automation is also useful in increasing or decreasing certain clips of audio without disrupting the rest of the audio.

1. To increase or decrease the volume for specific portions of audio, Select → Mix → Show Automation in the GarageBand menu.
2. On the yellow automation bar, select the beginning of the clip you would like to edit, the middle, and the end, where you would like the audio to go back to its normal volume.



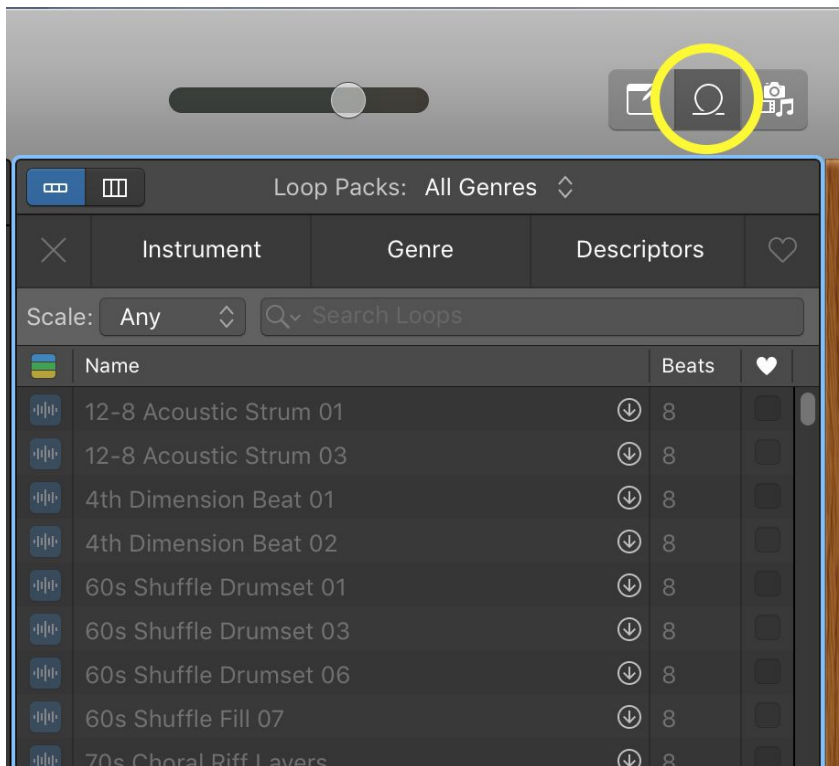
3. Using the middle, increase or decrease the audio to fit your project.



Adding Music via Loop Library

GarageBand contains copyright-free audio for you to include in your audio.

1. To access GarageBand's Loop Library, select the Loop icon on the right side of the page.



2. Once you have selected a loop that best fits your audio, drag and drop it under your existing tracks, and it will create a new track.



3. You can edit the loops using the same tools as your previous audio.

Saving Your Project

To edit your individual tracks later, save your work as a project.

1. Click on File and then Save As.

2. Select a location for your project. A project file and associated folder will be saved to the selected location.

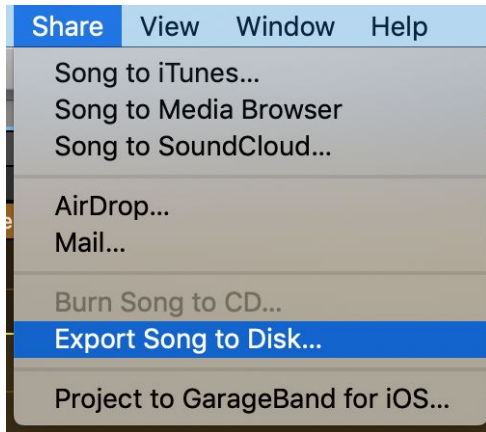
Please Note:

When you save your project, you're saving a working file that is only compatible with GarageBand. It is not playable. It's just a way to save your edits.

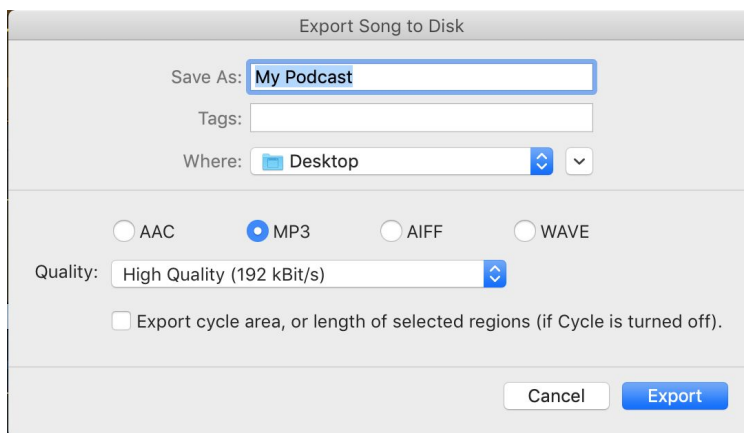
Exporting an MP3

Exporting your file is what will give you a playable mp3

1. Click Share → Export Song to Disk



2. Give your audio file a name (Note: this will be viewable by anyone you share the file with).
3. Set the file type to MP3.



4. Click Export.