

This documentation includes a basic overview of GarageBand as a part of the iLife '11 suite, and it includes instructions on creating new GarageBand tracks, recording, editing, adding music and photos, and exporting your project when complete.



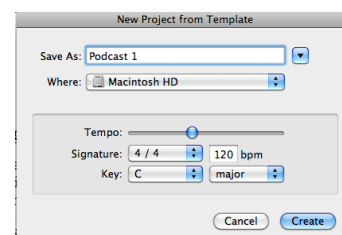
Getting Started

GarageBand is a versatile piece of software useful for creating original music compositions as well as voice recordings that can be easily enhanced with music, photos, and sound effects to create interesting, professional podcasts. To begin creating your GarageBand project, click on the icon located in the dock, which will launch the application.

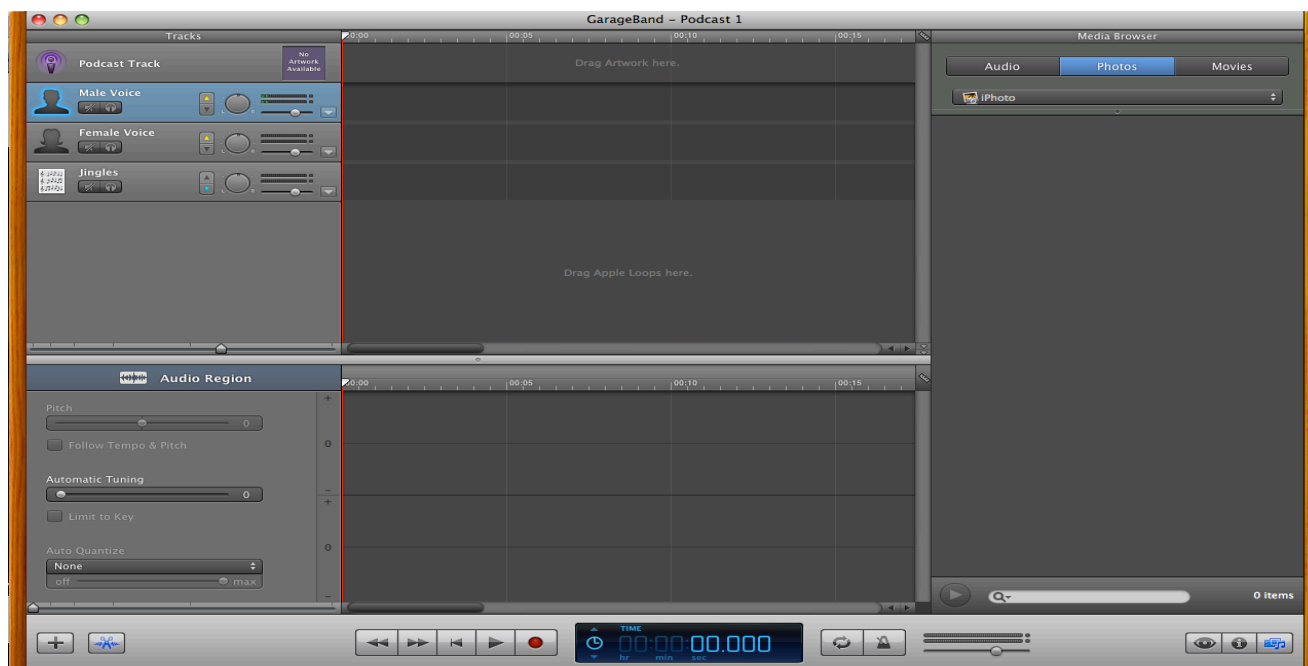


When the application opens, the GarageBand project chooser will open and you can select which type of project you would like to create. Select the **Podcast** option (circled) and click **Choose** in the bottom right corner of the window.

A new window will open, providing you with an opportunity to name your project and select where to save. The tempo information at the bottom can



most likely be left in the default setting. Clicking **Create** will open the main window.



Recording Your Voice Track

The best way to begin creating your podcast is by recording your own voice, or the voice of your speaker. GarageBand automatically populates four tracks in a project. When creating your recording, select the appropriate track for a voice recording, using either the Male Voice or the Female Voice track.

Once selected, make sure that the red play head (circled at right) is at the beginning (0:00). When you are ready to record, click the round **Record** button located on the middle bar of the main window.



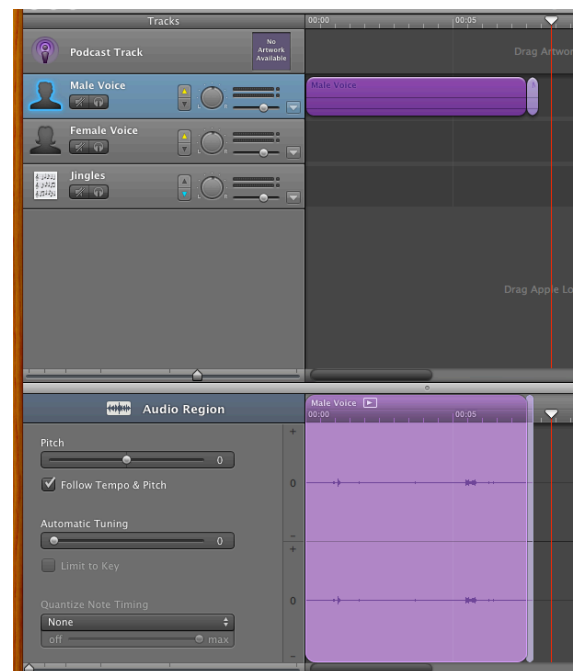
As you speak into the microphone, GarageBand will record your voice and represent the audio with a growing red bar in the track that you have chosen. When you are finished recording, click the **Record** button again and then the **Play** button to stop the play head. Your recording will then appear purple in the track.



To review what you have just recorded, click on the rewind button to skip to the beginning of the track and click **Play** or hit the **[spacebar]**. Click **Play** again when you are finished listening.

You will most likely want to edit your recording to fine-tune it or rerecord certain sections. To do this, select the **clip** to edit (it will be darker purple), and a blown-up version of your recording will appear for editing.

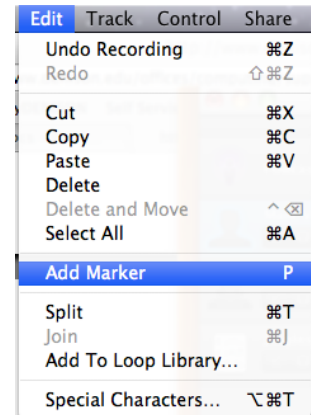
If you do not see the blown-up version of your recording, click on the **Scissors** button in the lower left corner of the main window.



Editing Your Track

Edit view makes it easy to edit and improve your recording. To delete a portion of the clip, you must first split your recording. Place the red play head exactly where you would like to divide the clip, open the **Edit** menu, and choose **Split**. (You can also press **[Command⌘]** and **[T]** on your keyboard to split the clip.)

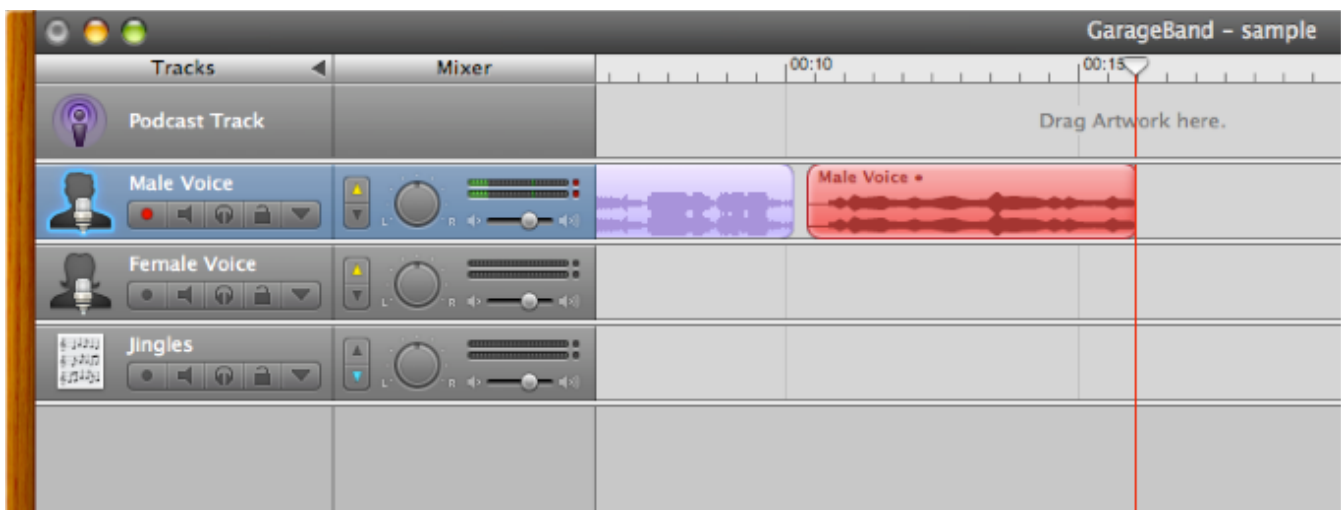
Tip: If you would like to delete a very specific section within a clip and are having trouble highlighting it, you can enlarge the clip in the edit window with the zoom bar (shown right), on the left edge of the window, to highlight specific moments in the clip more accurately.



To delete a section within your recording, split the track around the section you would like to remove and click **[Delete]** to eliminate the section from the project.

You might also want to rearrange sections of your recording or rerecord and insert new clips. This is similar to the process explained above. Once the track is split, you can then drag it apart to insert a new section, move clips apart to create a pause, or rearrange the clips.

If you choose to rerecord a portion of your clip, highlight and delete that section in the original recording. Move your play head to the end of the clip before recording. *Do not record within a series of clips – if you run over, you will record over previous clips.* When you are finished recording, you can move the new clip to place it in the correct place.



Adding Music

Once you are satisfied with the voice track that you have recorded, you can add music and images to your recording to create a more professional podcast.

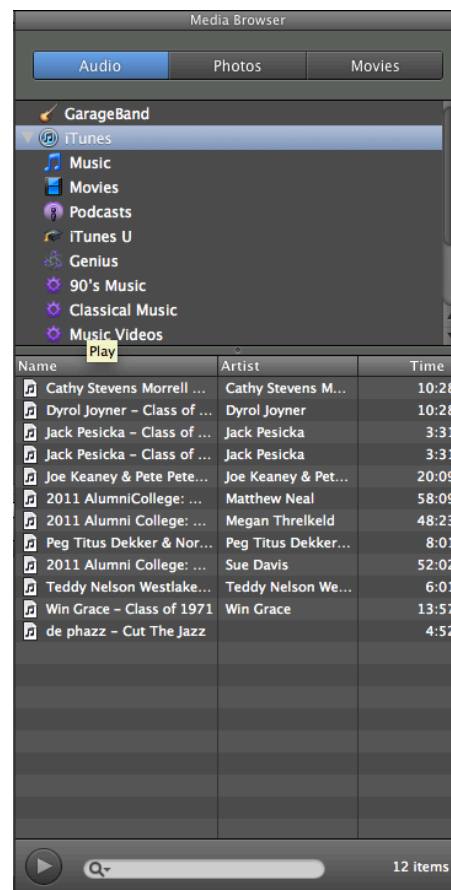
To add music to your podcast, click on the **Media Browser** button and select the Audio tab. The Media Browser will populate with the music from your iTunes library. Select the song you would like to use and drag it into the Jingles track.



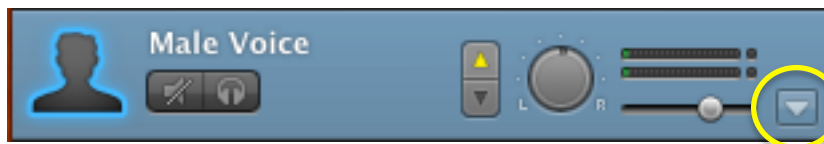
Be sure to respect copyright laws when adding music to your project!

Instead of adding music from your iTunes collection, you can choose to add GarageBand's various effects and short music clips using the Loop Browser. Once you have clicked on the **Loop Browser** icon, you can

preview the audio clips by double clicking on them. When you find a **clip** you like, click and drag it into the Jingles track just like iTunes music.



Once you have added music to enhance your voice track you will need to do some editing with the volume to make all of the audio flow together and to create a professional sound. You can control the volume of clips by clicking on the **arrow** button on each individual track (circled below), which will open a Track Volume edit bar beneath the track.



This will give you the power to control the volume of each track and

layer sound. When you click on the top of the blue space, a dot appears that you can drag up and down to change the volume. Use these dots (outlined below) to increase and decrease the track volume when necessary.



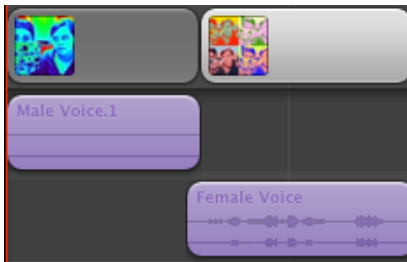
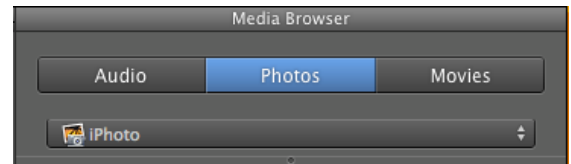
Adding Photos

Be sure to respect copyright laws when adding photos to your project!

Adding pictures to your podcast can create interest and give listeners visual aids to emphasize your points. A podcast with pictures accompanying the audio is called an enhanced podcast.

To add photos to your podcast, select the **Photos** tab in the Media Browser. This will allow you to access all of your images from iPhoto.

To bring photos into your podcast, select the **thumbnail** of the photo you would like to add and drag it into the Podcast track in the main window of GarageBand.



The image will appear as a track equal in length to the audio of your podcast. To shorten the duration of the image, navigate to the end of the track and drag the end of the image toward to beginning of the song. You can continue adding images until you are satisfied with the final product. When you are finished, make sure that the duration of your last image does not exceed the duration of the audio.

Instead of dragging photos directly into your project, you can also use photos as chapter markers in your podcast by inserting photos in the Podcast Markers area at the bottom of the window that appears when you select the Podcast track on the left side of the window. You can then cue your photos to specific times in your podcast, title the chapters, and mark them with photos. Double click on the **photo** you inserted to zoom in and adjust the portion of the photo that appears.

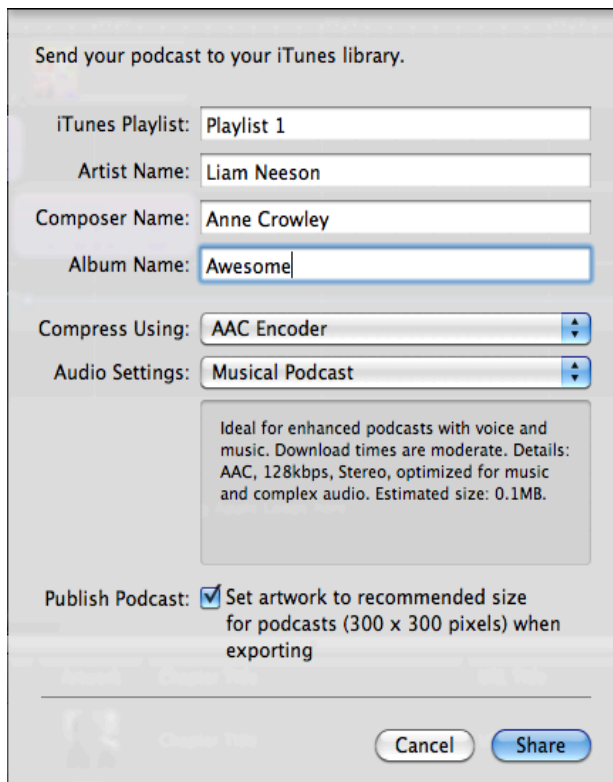
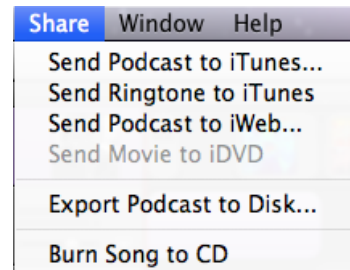
Time	Artwork	Chapter Title
00:00:00.000		Chapter Title
00:00:01.703		Chapter Title
00:00:03.437		Chapter Title

Tip: When using images of the subject in your podcast, it is best to line up the images with your audio so that the photo of the object appears while you are speaking about it. Photos can serve as a sort of slide show to reinforce the important points in your audio.

Exporting Your Final Project

Before you can share your project with others you must export it in a finished format. To do this, open the **Share** menu in the task bar and choose an export option.

Choosing **Send Podcast to iTunes** will open a new window, giving you options to save your file. Name your project as you would like it to appear in your iTunes library.



It is important to decide whether you want to save as an AAC or a MP3 file (options under the **Compress Using** heading). If you save as an AAC file, it is easy to bring your file back into GarageBand for further editing. If you choose to save as an MP3 you will have to convert your file if you choose to edit it again. If you created an enhanced podcast (one that includes photos along with audio), you must compress using the AAC option.

When you have entered all of your settings, select **Share**. iTunes will automatically launch as the file compresses. When it has finished, the finished track will appear in your iTunes library.

For additional help using GarageBand, open the **Help** menu in the task bar for video tutorials, instructional documentation, and more.