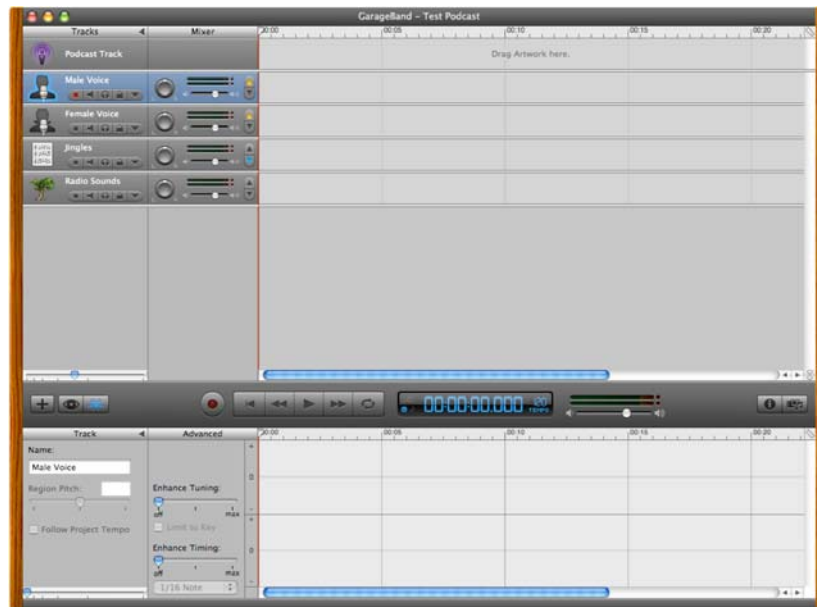


# GarageBand Creating a Podcast Tutorial

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# I. Preliminary Setup Before Opening GarageBand

## Connect the Audio Source

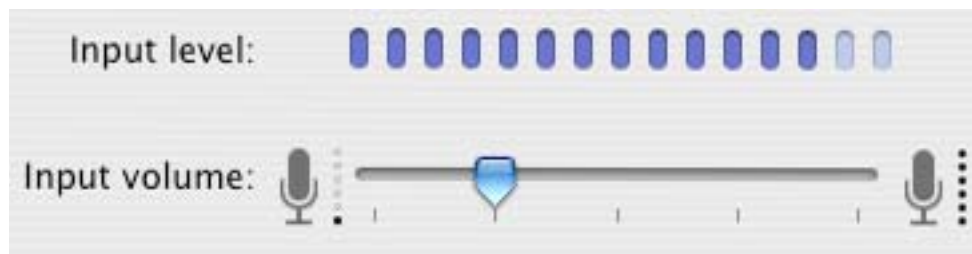
To record audio from an external source in GarageBand, plug the output from the audio source into the 1/8" external microphone or line-in jack on the back of the computer.

For example, to record audio from a cassette deck, use a cable that has RCA connectors on one end and a 1/8" male connector on the other end in order to connect the audio source to the Mac. The RCA connectors will plug into the back of the audio source, and the 1/8" connector will plug into the back of the computer.

Important: Make sure to take an **output** signal from the back of the audio source, not an input signal, and make sure to plug into the **microphone** jack on the Mac, not the headphones jack.

## Set the Input Level on the Macintosh

1. Once the source is connected to the computer, click on the blue Apple icon in the menu bar, and select **System Preferences**.
2. Click once on the **Sound** icon, then select the **Input** tab at the top of the dialog box. Make sure **External Microphone/Line In** is selected from the list.
3. Next, set the **Input Volume** slider bar all the way to the left.
4. Start by speaking into your microphone at a comfortable level. The **input level monitor bar** should fluctuate according to the sound levels being taken from the audio source.



**Note:** If there is no sound coming from the audio source, the bar will not move.

5. Slowly move the input volume slider to the right until the sound level is approximately loud enough.
6. To determine what "loud enough" actually is, the input level monitor bar should not rise above approximately 3/4 of its maximum width. If it goes greater than that, the volume is too loud, and the recording will probably experience clipping. This may cause the quality of the recording to be poor.

7. Close the System Preference.

## Choose a New Podcast Episode

1. Open GarageBand
2. Select the **New Podcast Episode** button. This will open GarageBand in a podcasting configuration.




## II. Record Audio

### Choose a Track

GarageBand is a multitrack editing program. The new podcast that you've created will open with a male voice track and a female voice track as well as numerous sound effect tracks. Choose the appropriate vocal track for your podcast's primary voice.

### Start to Record

1. Press the red **Record** button to begin recording from the microphone or external source. As soon as the Record button has been pressed, begin speaking or press the play button on the external source. 
2. If everything is set up correctly, a waveform will appear in the track showing the volume of the audio from the recording. Note: You will not hear voice or music play through the computer speakers while recording, only during playback.



3. To stop recording, first quit speaking or stop the external source, then press the **Stop/Play** button in GarageBand.




Stop



Play

## III. Edit Audio

### Select a Portion of a Track

1. To select a portion of a track, first select the track in GarageBand by clicking once on it.
2. Then, select the **Track Editor** button,  which will open the track editor window at the bottom of the screen. The selected track will appear as a waveform in the Track Editor.
3. Move the cursor over a point on the waveform, until the crosshairs appear, left click, and drag left or right to select a portion of the waveform.



4. Release the mouse button to finish the selection process. Once a portion of the waveform is selected, there are numerous operations that can be performed on that chunk of the waveform.

### Listen to the Track

Press the play button  to listen to the track.

### Delete a Portion of a Track

1. To delete a portion of a track, first select the portion to delete by moving the cursor over a point on the waveform until the crosshairs appear, left-click, and drag left or right. The selected area will be highlighted in blue.


Note: You can only select the track using the crosshairs.



2. Next, select **Edit > Cut** from the menu bar. This will remove the selected portion of the currently selected track.



## Move a Track

1. To move audio in a track, left-click once on the waveform, when the crosshairs appear, click and drag to select the portion of track you want to move.
2. Move the cursor above the top wave until the double-sided arrow appears, , left click, hold, and slide it left or right in the track. This will move that sound backwards or forwards in time.

## Resize Regions

You can resize regions by either shortening or lengthening them.

When you shorten a region, only the visible part of the loop plays.

When you lengthen a region, you add silence (blank space) to its beginning or end.

### To resize a region:

1. Move the pointer over the lower half of either edge of the region. The pointer changes to a resize pointer, with an arrow pointing away from the region.
2. Drag the edge of the region to shorten it or lengthen it.
3. Resizing a region by lengthening adds silence to the region. This can be useful if you want to make copies of the region, each lasting for a certain number of beats.



Note: You can't lengthen a Real Instrument region beyond its original length.

## Loop Regions

You can loop a region so that it plays repeatedly. When you loop a region, it plays repeatedly from the start point to the end point.

### To loop a region:

1. Move the pointer over the upper half of the right edge of the region. The pointer changes to a loop pointer, with a circular arrow.
2. Drag the edge of the region to the point where you want it to stop playing. The region will loop repeatedly to that point.
3. When you loop a region, the notches at the top and bottom of the region show the beginning and end of each repetition. You can drag to the end of a repetition, or have it end in the middle of a repetition.

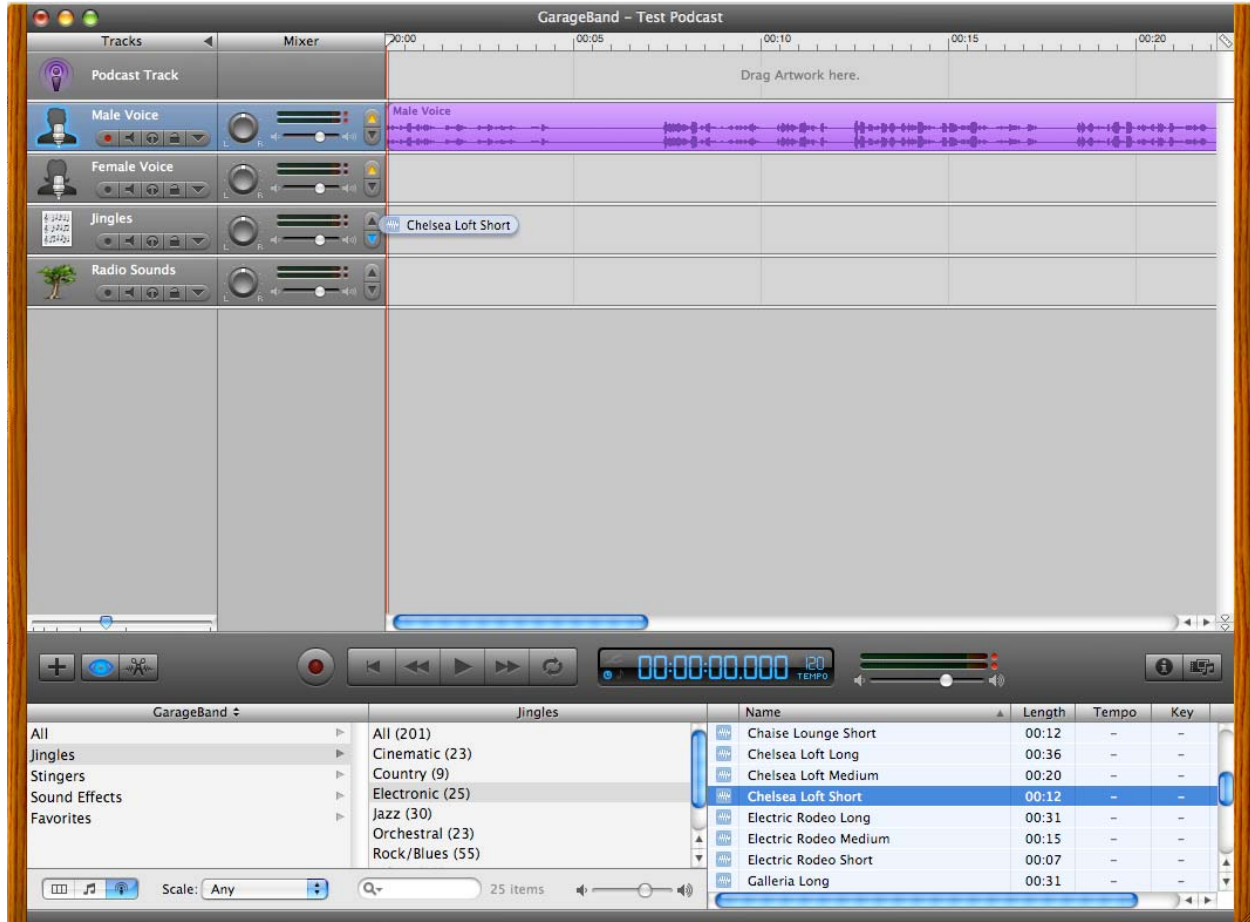


## Zoom In and Out



To zoom the timeline in or out, slide the zoom bar right or left, respectively. The zoom bar is at the left bottom of the screen.



## Add Intro/Outro and Sound Effects

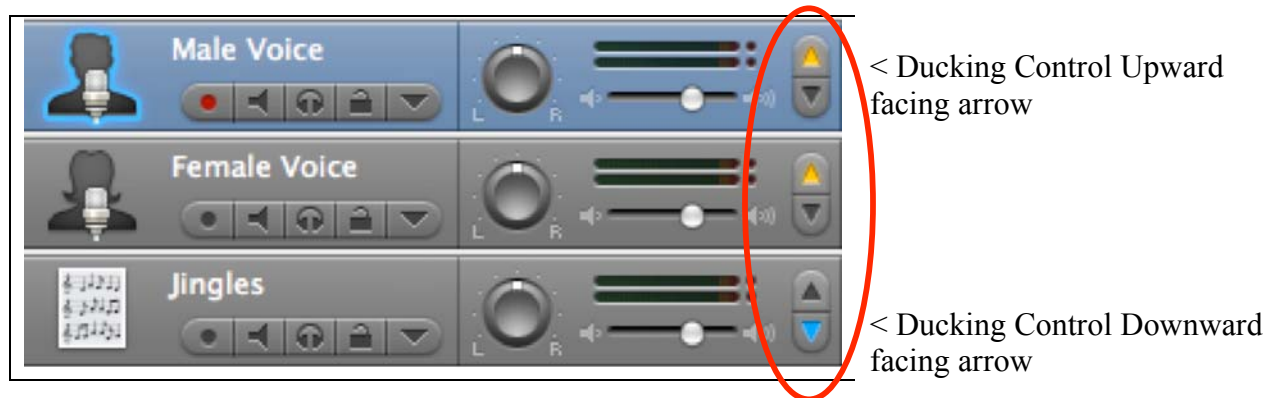


GarageBand 3 comes with a wide array of jingles and sound effects to make your podcast pop. To add an intro, outro or sound effect:

1. Click the eye icon  to open the **Browser**.
2. Select a category, like **Jingles**,  and then choose from the subcategories.
3. Click on a sound's name to hear a sample.
4. When you've found the correct sound, click its name and drag it to the **Jingles** track in GarageBand.
5. Let go and the Jingle track will render. You may need to slide your audio tracks around to accommodate the new addition.

## Ducking

It may be necessary to lower the volume of backing tracks to more easily hear the spoken narration or dialogue. Lowering the volume of some tracks to make others easier to hear is called "ducking." GarageBand 3 automatically gives your vocal tracks priority to any underlying sound effects. However, you may want to change the order of ducking if you have two vocal tracks or need a sound effect to stand out.

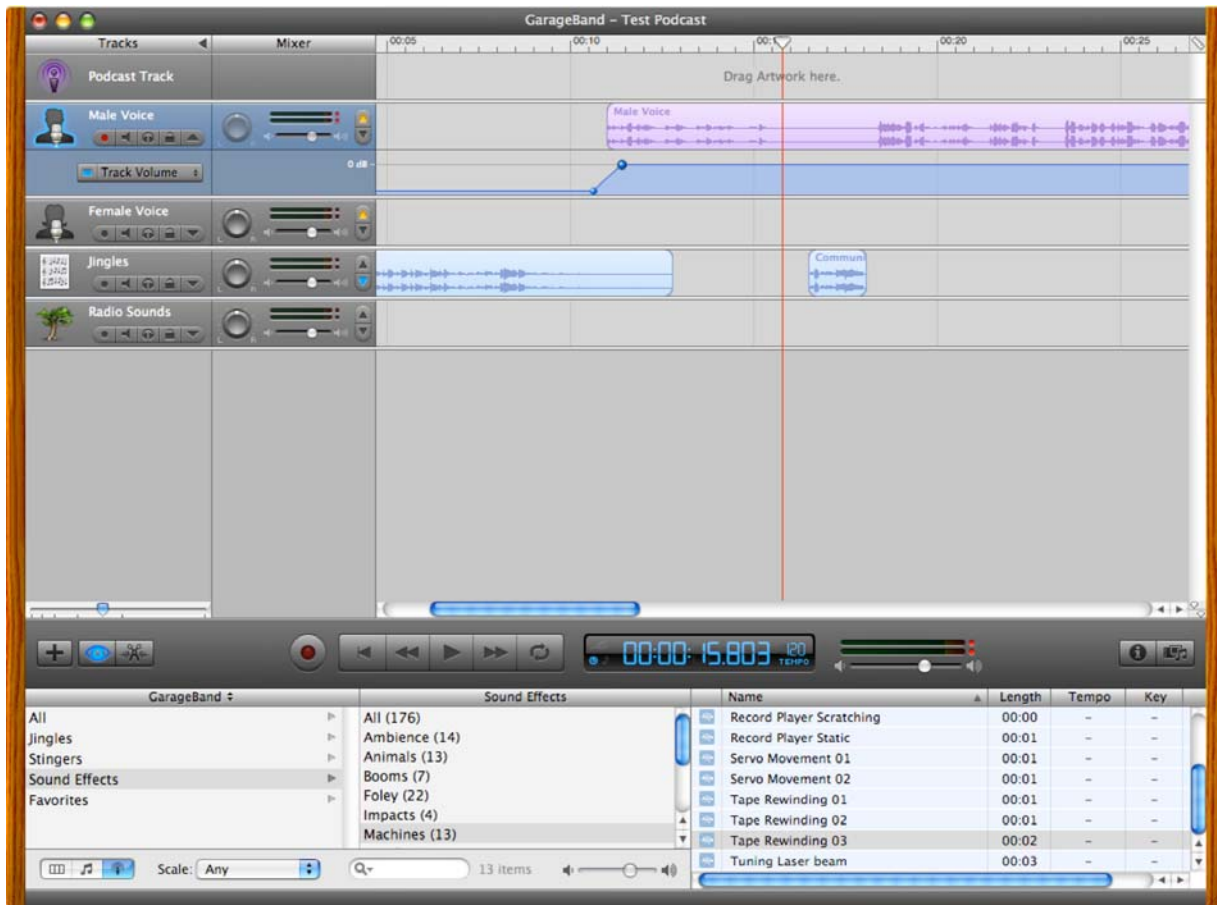


You can apply ducking to any Real or Software Instrument track

1. Select **Control > Ducking**. A ducking control, upward facing and downward facing arrows, appears in each track's header.
2. Click the downward pointing arrow on each track you want to make a backing track
3. Click the upward facing arrow on the tracks you want to give priority.
4. Choose **Track > Show Track Info**. In the Track Info pane, click the **Details** triangle.
5. Drag the Ducking Amount slider to adjust the amount of ducking.

Note: To disable ducking, deselect the Ducking Amount checkbox.

## Edit Levels



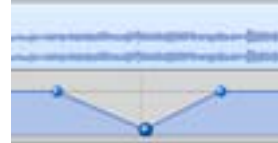
You can add fades and remove aural debris by adjusting audio levels.

To do so:

1. Click once on the track you would like to edit.
2. Click the downward facing arrow in the segment of buttons containing the record and mute toggles.
3. The **Track Volume** track will open.
4. For a fade-in (reverse a and b for a fade-out):
  - a. Click once, on the track volume line, where you would like the fade to begin. A key point will be created.  
Drag this key point down to -144dB.
  - b. Click once where you would like the fade in to end.  
Drag this point up to 0 dB.

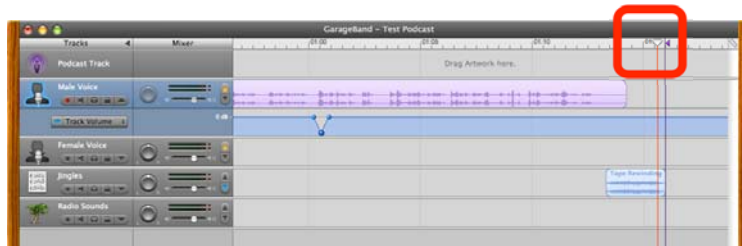


5. To remove an aural glitch:
  - a. Click once at the beginning of the audio problem.
  - b. Click once at the end of the problem.
  - c. Click a third time between the beginning and end of the problem. Drag this key point down to -144dB to create a downward spike.



## IV. Export to iTunes

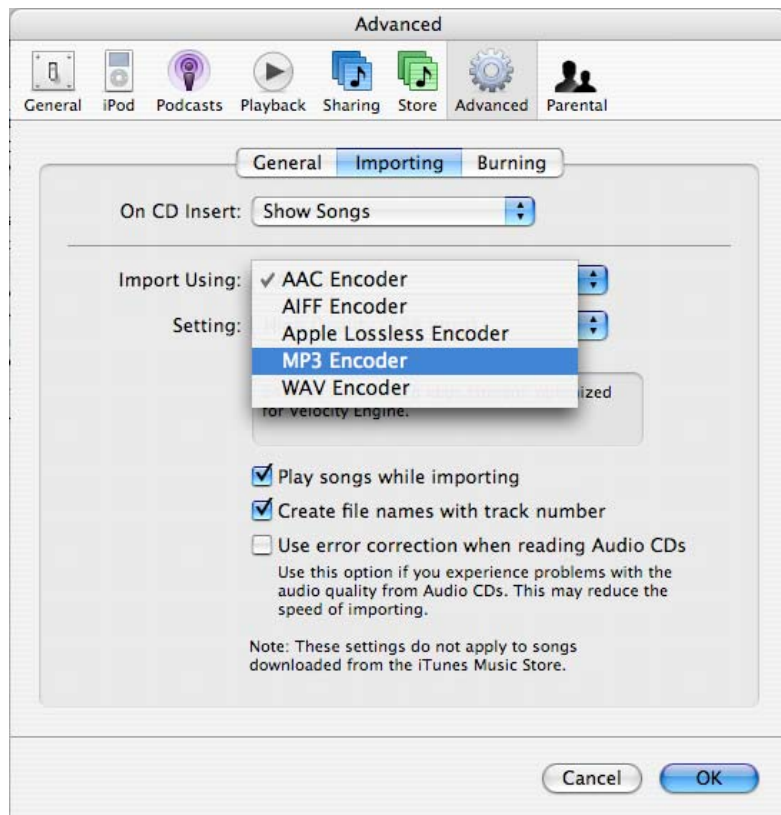
1. Select **GarageBand > Preferences > General** button.
2. Fill in the appropriate information for your play list
  - a. *iTunes Playlist*
  - b. *Composer Name*
  - c. *Album Name*
3. Close the Preferences window.
4. Drag the out point marker from the end of the timeline to end of your finished podcast.



5. Choose **Share > Send Song to iTunes**.  
This will mix down your tracks into a single audio file that will open your new track in an iTunes playlist with the name you specified in Step 2.

## V. Convert the File to MP3

1. Choose **iTunes > Preferences.**
2. Click on the **Advanced** tab at the top of the window and then the **Importing** tab below.
3. Choose **MP3 Encoder** from the **Import Using:** menu and then click **OK,**



4. Next, choose **Advanced > Convert Selection to MP3**
5. When conversion is completed there will be two versions of the file in the iTunes playlist. The original is on the top and new version is on the bottom of the list.
6. Drag the newly created MP3 file to the desktop.

