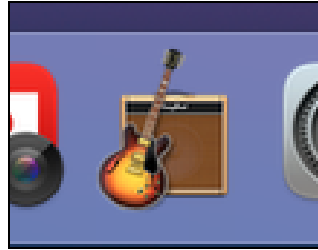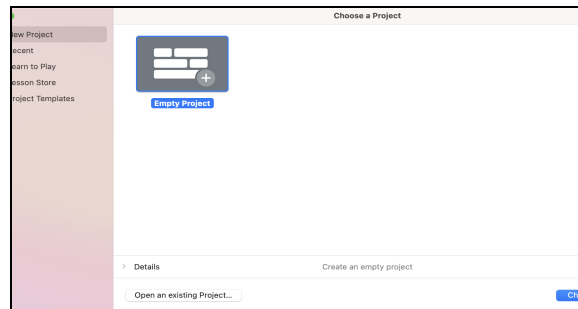# Garageband 101 - The Basics

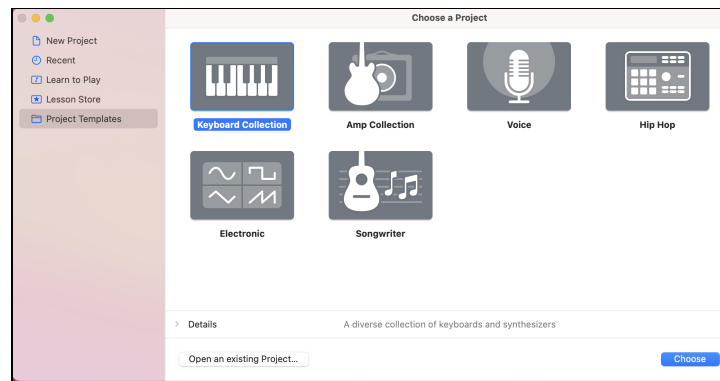**Once you are in the LRC:**
1. Log onto one of the computers.
2. Click the guitar icon in the application bar to launch Garageband

3. The first thing you'll see is the New Project page

4. Click on **Project Templates** and then double click **Voice**

5. This will open up a new project in Garageband

6. The first thing you want to do is **Save** to the desktop: do this by clicking **file → save as**

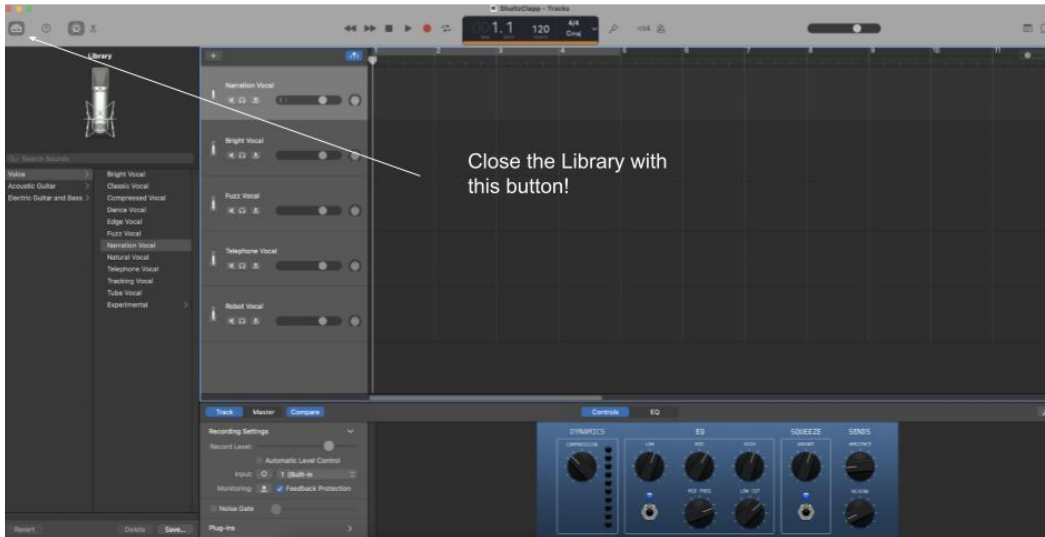7. Rename your project with the last names of all members in your group with no spaces or funny characters
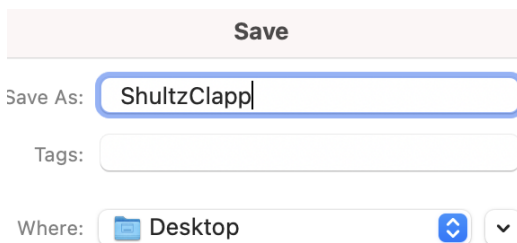
- Periodically, throughout your work, press **Command + S** to continue to save your progress

8. Let's get familiar with Garageband's interface. First, we'll close the Media Library to make more room for the **Timeline**...

Close the Library with this button!

Much better! Now we can take a closer look and become more familiar with the tools on the **Timeline**

   A. **Timeline**: Contains the tracks where you record instruments, add loops, and arrange regions. Also includes the beat ruler, which you use to move the playhead and align items in the timeline.
   B. **Track headers**: The icon and name are shown at the left of each track's header. _Double click the track name to type a new name._ The Jingles track is for musical background tracks and radio sounds.
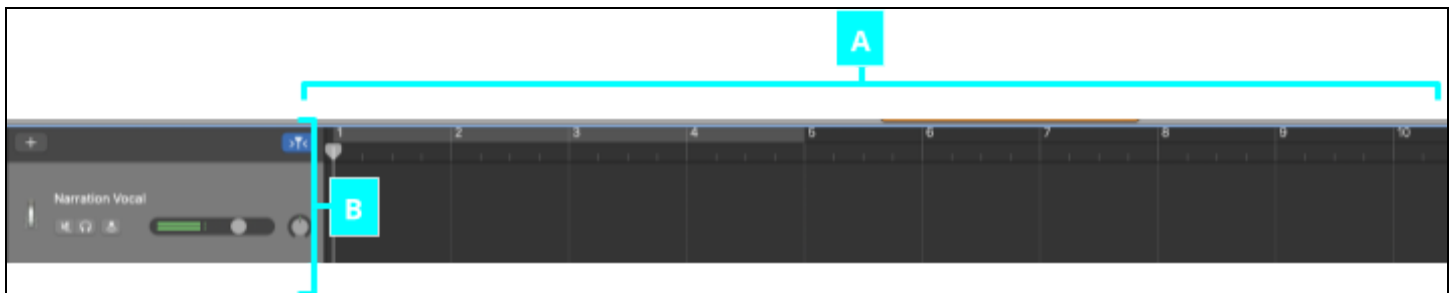
   C. **Zoom slider:** Drag the zoom slider to zoom in for a closer view of part of the timeline, or to zoom out to see more of the timeline.
   D. **Add Track**: Click the Add Track button to add a track below the existing tracks in the timeline. To delete a track click on the track to highlight it and then go to the pull-down menu bar Track and then click "Delete Track."
   E. **Go to Beginning**: Click the Go to Beginning button to go to the beginning of your project.
   F. **Play**: Click the Play button to play.
   G. **Record**: Click the Record button (or the spacebar!) to start or stop recording.
   H. **Master volume slider and level meter**: Drag the volume slider to adjust the project's master volume level. Watch the level meter to see if clipping is occurring before you export a project.
   I. **Loop Browser**: Click the Loop Browser button to open the loop browser.
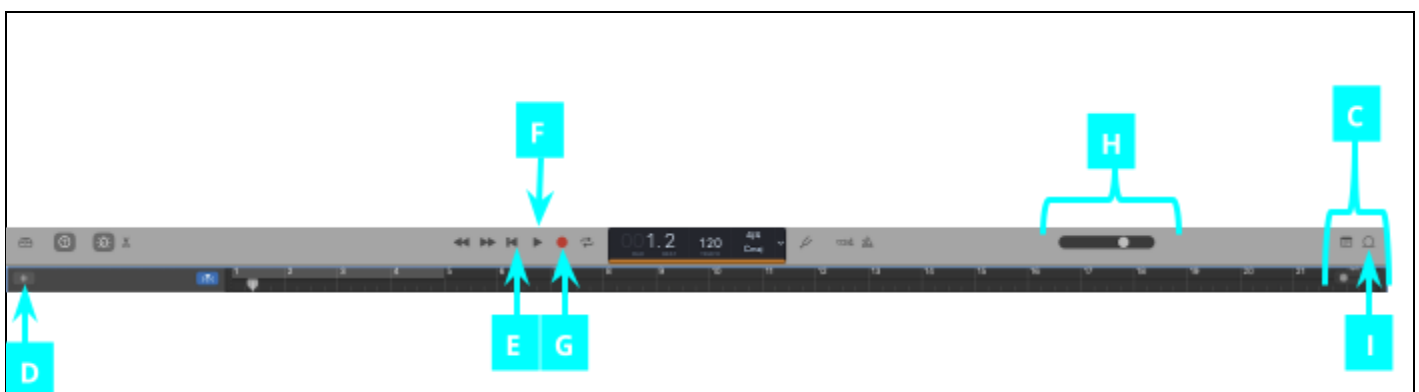
9. Now you're ready to make your test recording! **In order to record, make sure you are wearing your headset. It's located behind your desktop. And, don't forget to speak in a full voice; speaking too quietly can cause problems later on.**

10. In order to have a successful recording it is best to do a test recording to see how your voice will sound in your podcast. Take a second to record a few lines; we like "Test, test, test. Testing... one, two, three." Make sure to **look at the meters to the right of your labeled track as you speak**, you want your voice to be in the mid-high green like this:
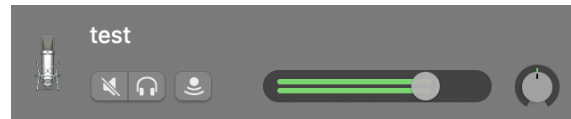

If your levels are too low, that's not good! You're speaking too quietly. If your levels are in the orange or red, you're too loud and need to lower your voice.

If you can't hear yourself make sure that your volume level is ⅘ of the way up like this to ensure audio continuity!
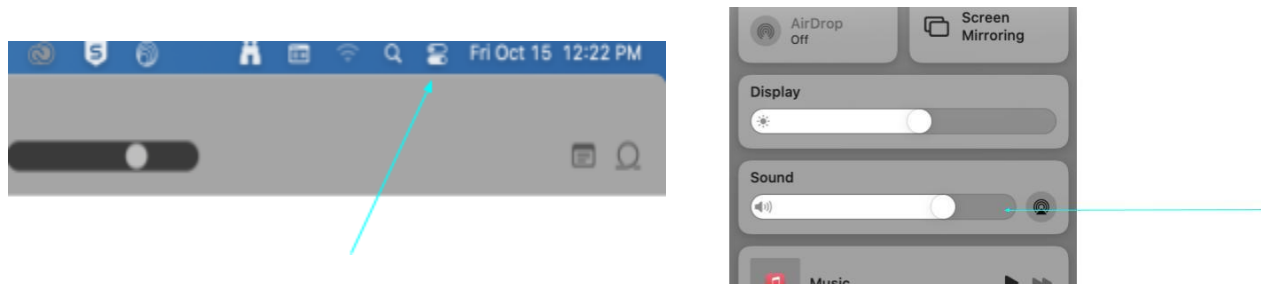

11. Three keys to success involve using the **playhead**, **zoom tool**, and **identifying waveforms**. First, let's use the **zoom tool** (figure H) to take a closer look at this recording. Let's make stretch it out to get a better look at our waveforms.

This is too small!
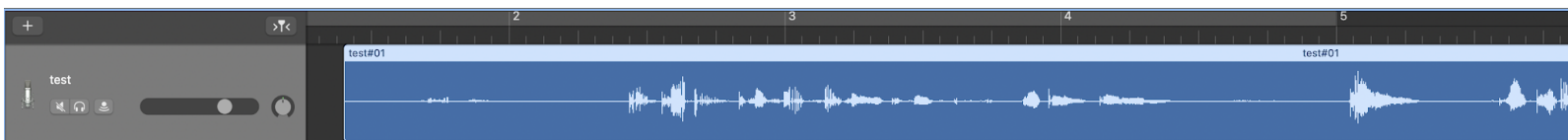
The light blue line is a visual representation of the audio you just recorded; it's called a **waveform**. The small, barely discernible waves are pauses and silences. We can use waveforms as visual cues, to see when and where we can split or trim clips. In order to properly split a clip for editing you need to position your **playhead** so that it doesn't cut into your audio. Below are a few examples of places good places for your playhead to be positioned in order to split clips:
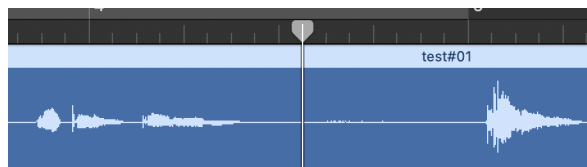
It's often best to trim loose ends of silence at the beginnings and ends of your clips. You can always space the clips further apart if you'd like to add space between them.

We can split clips to edit them or to create space (by manually dragging to space the clips) to add stingers, sound effects, or musical interludes. **Use the hash marks on the timeline** to space clips appropriately.

If you'd like to break up a clip, position your playhead in a pause between waveforms. This is a great place to add stingers or sound effects! First make sure to spread out your clips so that you have enough space for your additional audio.

Now that we have chosen the perfect spot, to split clips you can go up to the menu bar and select the Edit pulldown menu and then click "Split."

Edit	Track	Record	Mix	Sha
Undo Recording				⌘Z
Redo Split Regions				⇧⌘Z
Cut				⌘X
Copy				⌘C
Paste				⌘V
Paste Replace				⇧⌘V
Delete				
Delete and Move				
Select All				⌘A
Split Regions at Playhead				⌘T
Join Regions				⌘J
✔ Snap to Grid				⌘G
Alignment Guides				⌥⌘G
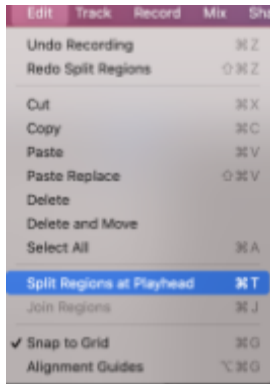
After splitting your clip, the section to the left of the playhead will be highlighted while the section to the right will not. If you are going to delete one of the sections, be sure that the section you want to delete is the highlighted one.

test#01.4

If you'd like to learn more about Trimming and Editing or Scoring and Sound Effects please refer to the additional handouts.

12. Once you are finished, turn your masterpiece into the **Project Server** (See handout or a Lab Assistant for help)

13. If you need any help, stop by the LRC Help Desk! We are happy to help :-)