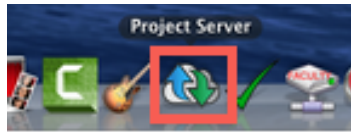# Garageband 102 - Trimming and Editing

Note: This is a companion guide to <u>Garageband 101 - The Basics</u> and will begin where we left off there.

1. If your project is not open, retrieve it from the Project Server by clicking on the Project Server at the bottom of the screen.

2. A drive icon labeled "Fall2018" will pop up on the right side of your desktop. If it does not open automatically, double-click the icon to open.

3. Once the folder is open, find your class and click on that section. **Make sure you pick the right section number.**
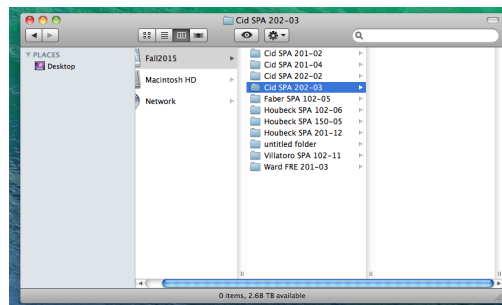
4. Drag your project **onto your desktop from the project server. Never open your project directly from the server's folder to avoid file corruptions!**

5. Now that your project is on your Desktop, double click to open.

Once you have your project open, we can take an in-depth look at the ways you can trim and edit.

7. <mark>You may have noticed that the Female Voice track has a fair bit of reverb. If you would like to make the Female Voice track and the Male Voice track sound the same, click the Female Voice track to select it, and then click on the **Track Info** icon on the bottom, lower right-hand side of the window.</mark>

The Track Info pane is a great place to check out different vocal styles to apply to your track. Note that **the style you choose will apply to the entirety of the track**, so if you need to modify only a chunk of audio, split it and drag that clip to a new track so that your changes are applied <u>only</u> to that section.

8. <mark>Once the Track Info pane is open, you'll need to select the "**No Effects**" option which will remove the unwanted reverb from your track.</mark>


Note that your track title will be changed to "No Effects."

Click the track name to type a new name.

9. In Garageband 101 we gave a broad overview on trimming tracks. **Tracks should be trimmed clip by clip in chronological order.** After trimming clips the next step is to close the gaps between them in order to create the desired pace and flow of the podcast.

a). In the example below you'll see that David's track has been trimmed and there is a large gap between the two clips which has created an unnatural pause.
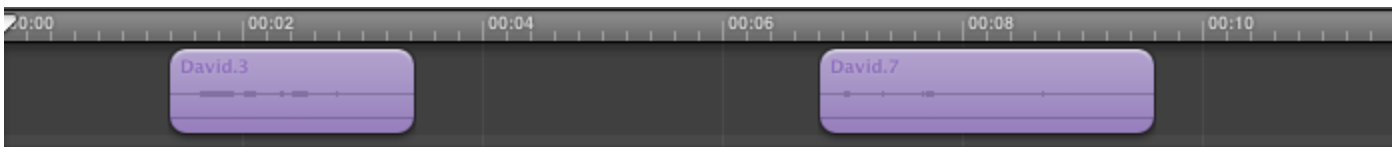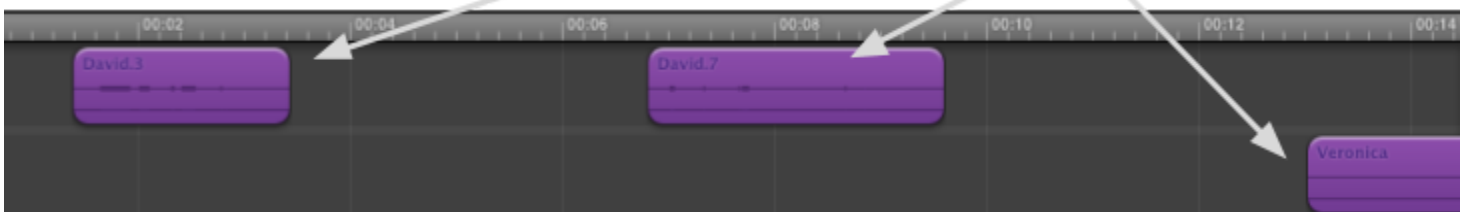

b). The best way to close the gap is to go up to the menu bar and select the Edit pulldown menu and click "Select All"
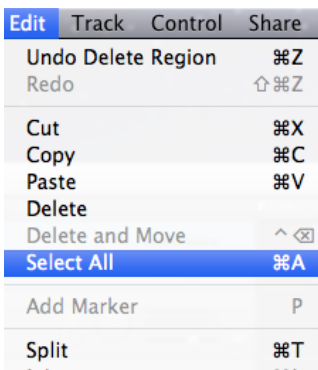

Useful Shortcuts!

Spacebar = Start or Stop playback
Return or Z = Go to beginning
⌘T = Split
⌘A = Select All
Shift+Click on clip when in Select All mode = Deselect clip

**Note: When tracks are selected they are a darker shade of purple.**

c). "Select All" is the best way to move clips because it moves all of the clips at once. If you were to drag your clips individually you are very likely to come across the trimming tool and accidentally trim your clips while moving them, which leads to big headaches. Trust me, it's bad, bad news.

d). To move all of the clips, click on one of them and move them to the right or to the left. Be careful as it's easy to accidentally move them down a track. <u>Now that I've moved all of the clips you can see how they start at 0:00.</u>
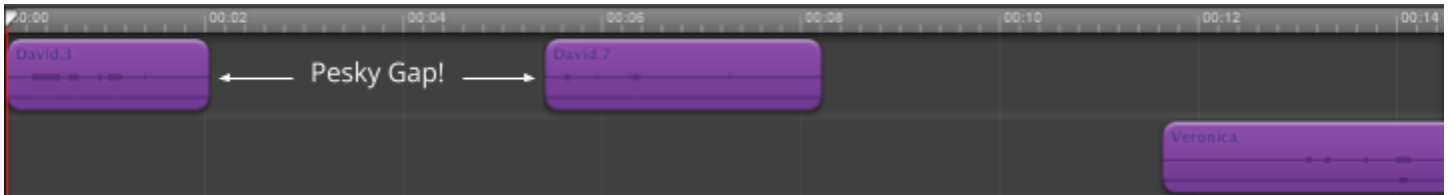
e). We still need to fix David's pesky gap. In order to do so, we will once again "Select All." This time, since we do *not* want to move all of the tracks, we will deselect the first track by holding down the Shift key and clicking on the first track. **Remember, selected tracks are dark purple and unselected tracks are light purple.**

Zoom in to see exactly where to place your clips so that they don't overlap each other!
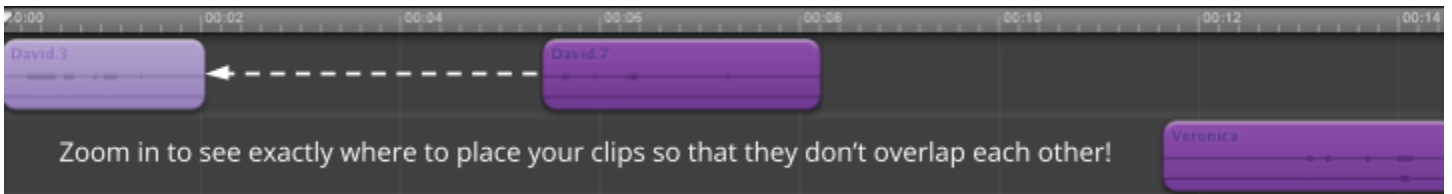
f). The next step is to move Veronica's audio. Following our previous steps we'll "Select All" once again, and this time we'll hold down the Shift key to deselect David's clips since they are now exactly where we want them to be.

(Deselected Clips)
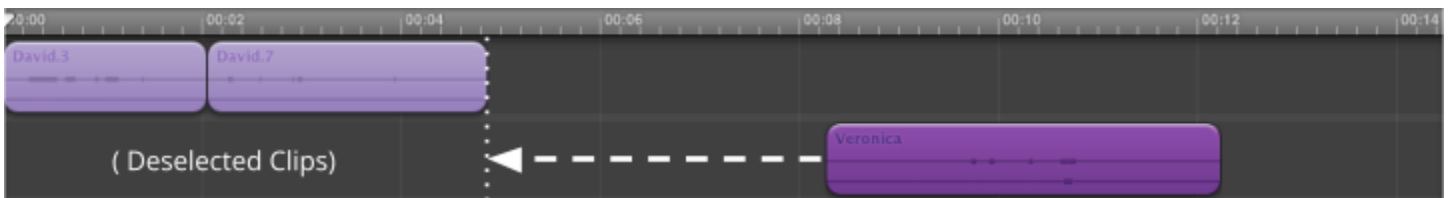
Here is where we want Veronica's first clip to start.

With our clips in place, the audio pace and flow is much more natural without gaps, goofs, or pauses.

Check it out. Much better! 😎
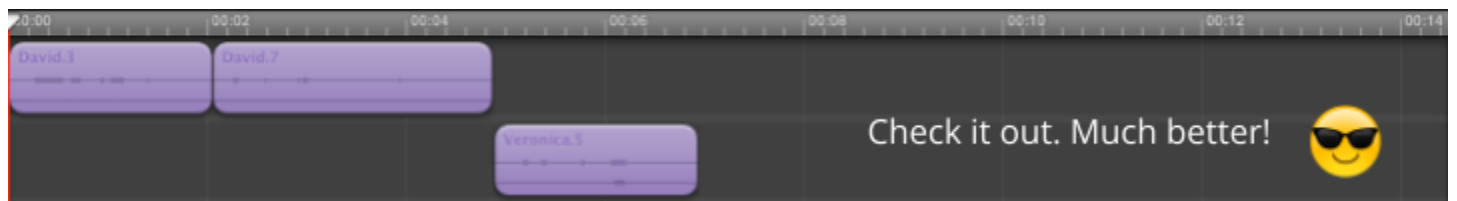
If you'd like to create or increase spaces between clips use "Select All" and drag clips to their desired locations. Use the **Beat Ruler** to help you measure time.

One final hint: Use the playhead as your guide when lining up your clips so that you don't overlap them!

To add stingers, jingles, or sound effects continue onto
<u>*Garageband 103 - Scoring and Sound Effects*</u>.