

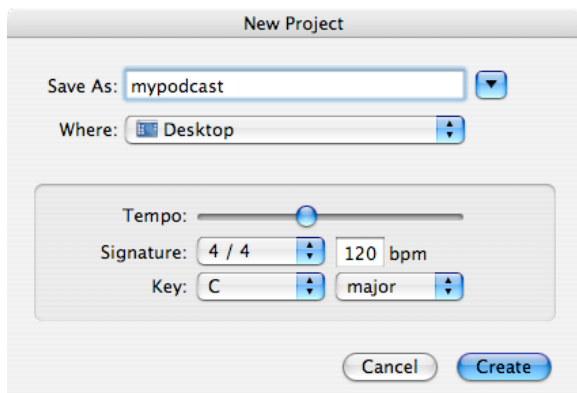
# Recording a Podcast in GarageBand

GarageBand provides an easy-to-use method for recording audio and enhancing the recording with a variety of musical instruments.

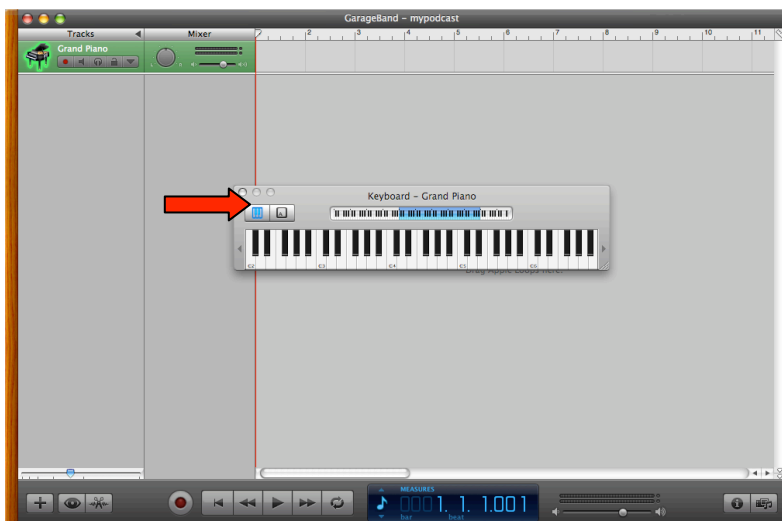
## Step 1. Getting Ready to Record

Find and launch **GarageBand**.

Select the option to “**Create a New Project**” and **Save** your file to the **Desktop**.

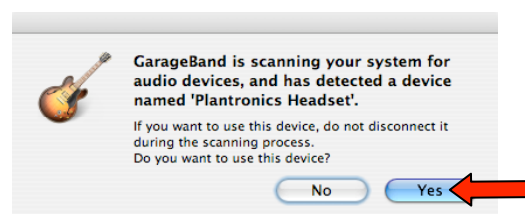


Your **GarageBand** project will open with a new **Grand Piano** “track”



Close the “Piano” window, and from the **Track** menu, select “**Delete Track.**”

Although you can use your computer’s built-in speaker, you will get better quality audio using a table microphone, or headset. Plug in a USB microphone or headset, and click **Yes** to accept the message to “use” the device detected by GarageBand.



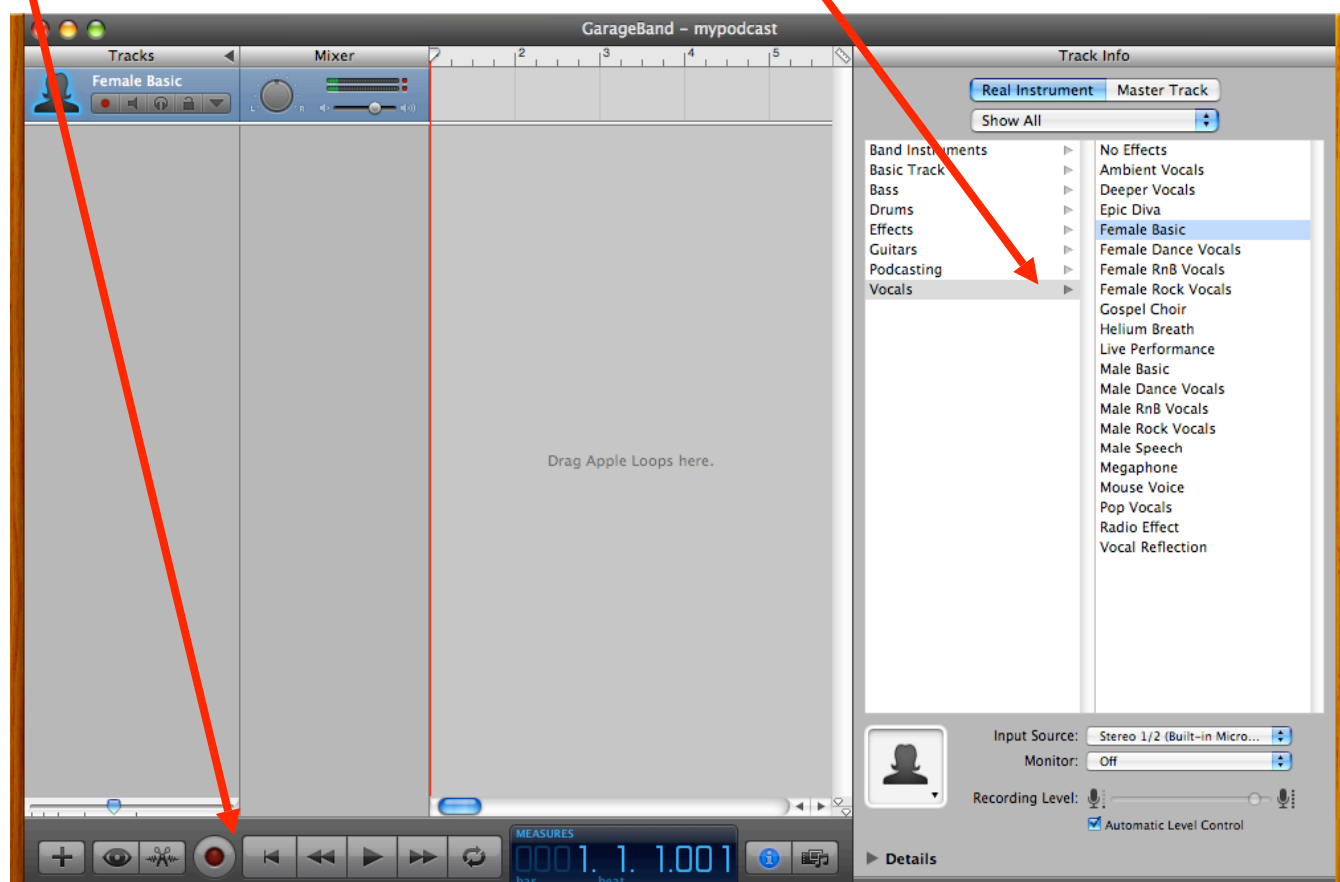
## Step 2: Add a recording track.

From the **Track** menu, select **“New Track”**

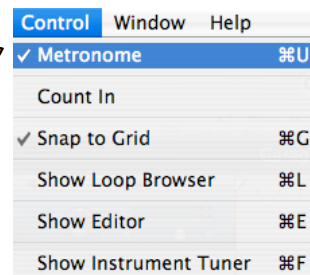
Click the **“Real Instrument”** button, and click **“Create.”**

Select a **Vocal style** from the **Track Info** window.

Notice the controls on the bottom of the project window, especially the red “record” button, and the rewind, fast forward and play buttons



*Important: Before you begin to record,* from the **Control** menu, deselect or uncheck **“Metronome”**



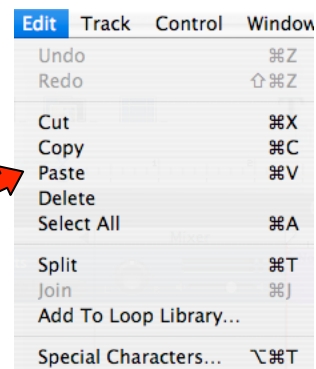
## Save early and often!!

*(When saving, you will be prompted to “Save for iLife Preview,” select Yes if you will be using your file in iMovie or Keynote).*

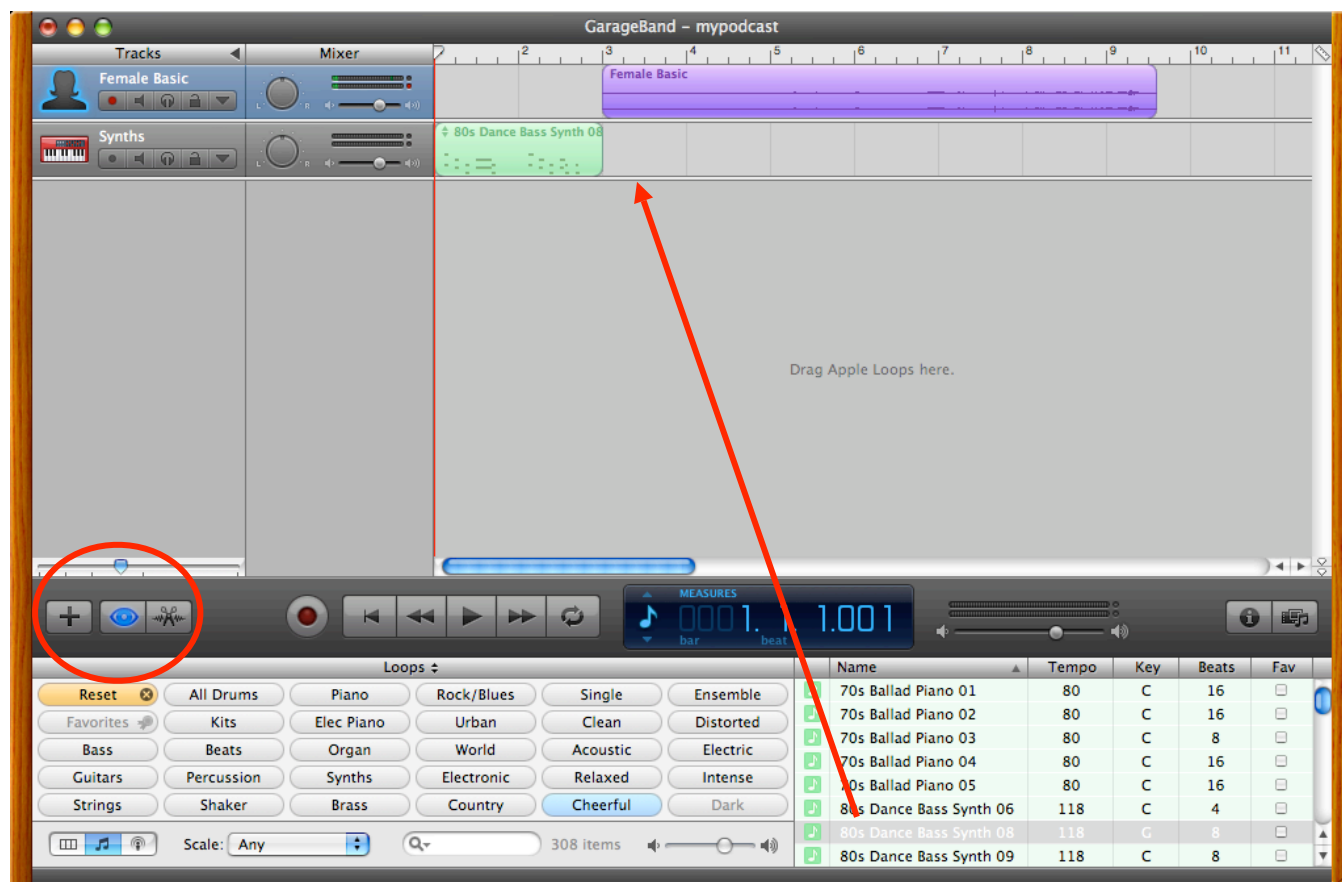
### Step 3: Record your audio

Use the **Record**, **Play**, **Rewind** etc. buttons to record and listen to your audio. *Hint: Use the spacebar to “stop” and “start” the play or record button.*

Use the **Edit** menu to cut, copy or trim selected portions of your audio as needed:



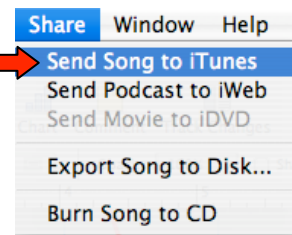
Add additional sounds desired, by clicking the “eyeball” icon to open the loop browser. Drag desired loops to the edit window:



### Step 4: Your Finished File:

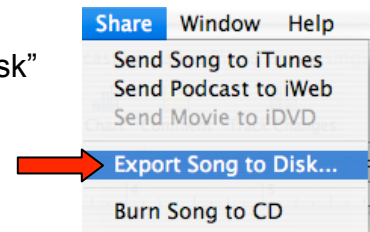
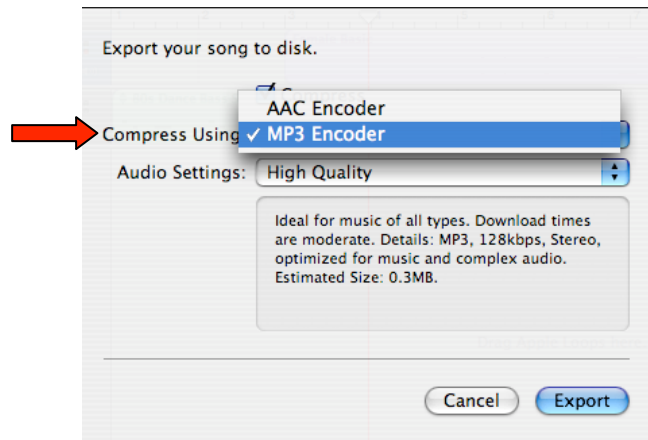
When your audio is completed, **Send the Song file to iTunes (Share menu)**. Once the file is in iTunes, it can be placed into a multi-media application, such as **iMovie**, or **Keynote**.

iMovies can be saved in a “small web format” for publication on a website or uploaded into a multi-media website, such as “TeacherTube.com.”



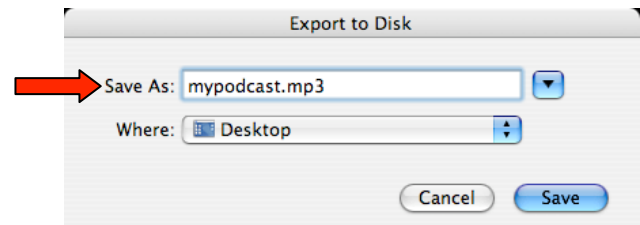
If you are interested in posting your audio to a blog or website, or download to an MP3 player, you will want to **Export** your song “to Disk” as an MP3 file.

Select **MP3 Encoder** from the “Compress Using” menu:



**Save** the exported file to the **Desktop**.

**Important:** Keep your file name short, without spaces, or slashes, and be sure to include the **.mp3** suffix.



To move your audio file, you can copy it from your Desktop to a flash drive, or temporarily to your server folder.

### Getting Help!

For additional help on using GarageBand, select an option from the **Help** menu. The Video Tutorials will direct you to a large selection of “how to” videos on Apple’s website:

