

Guide to GARAGE BAND

FOR THE STUDENTS OF GEM1046 HOME

Aims:

Learn how to
import sound
clips, record
narration and
export your
first track

Fading and
panning



YOUR TASK

Do a soundwalk around your neighborhood for 10-15 minutes. Listen for interesting sounds and record three sounds on your phone. Record yourself saying something about each sound. Then edit the sounds and your narration into a short clip using GarageBand, Audacity, or something similar. You'll share the clip in the next tutorial.

To begin, please download the GarageBand application from the Mac AppStore if it is not already installed on your computer. If you already own GarageBand, please ensure you're running the latest version.

Welcome to the GarageBand guide for GET1003/GEM1046! :)

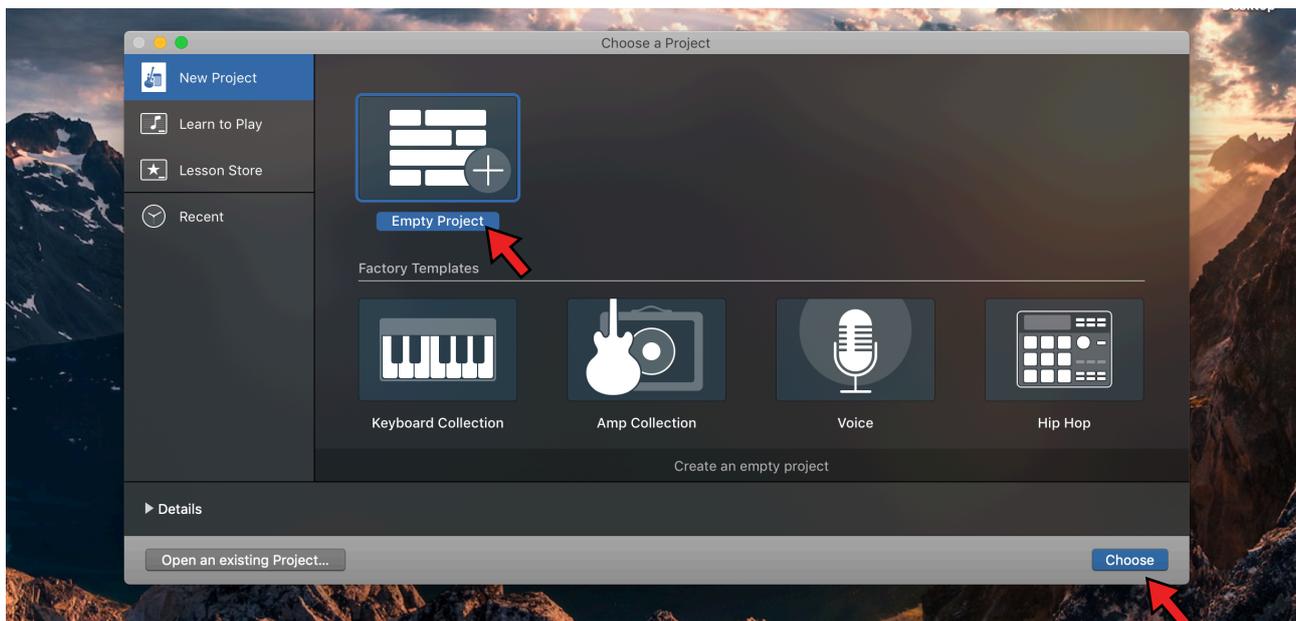
This step-by-step guide will walk you through assembling your first GarageBand project so you can share the highlights of your soundwalk journey with the rest of the class.

Sometimes the easiest way to figure this software out is to watch someone else do it. Should you ever get confused by the screenshots, click the  button to launch a silent video that you can click along to!

STEP 1: SETTING UP YOUR NEW PROJECT

When you launch the GarageBand application you'll be greeted with the following screen:

1. Select **Empty Project** and then click **Choose** at the bottom right hand corner of your screen.



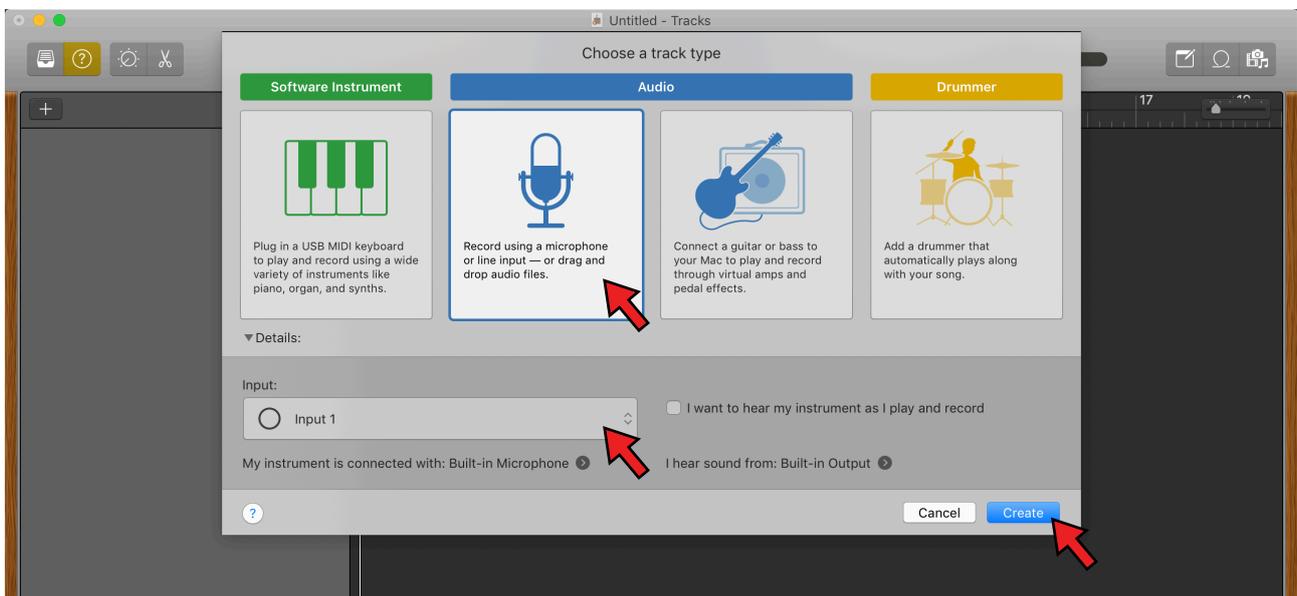
2. When the application launches, select the **microphone** as the audio track type. Then check for the following default settings:

Ensure that you see **Input 1** at the lower half of your screen.

If you don't see this, click to reveal the drop-down menu and change this.

Below this, check the audio input and output sources. These should read **Built-in microphone** and **Built-in output** if you are using your laptop's mic and speakers or earphones.

Next, click **Create**.



3. GarageBand is primarily used for making music. So it counts time in bars rather than minutes and has a metronome and count-in by default. Let's turn these off for our purposes.

Click on the **v arrow** next to 4/4 Cmaj and change this to **Time**.

Next, click on the **1234** box and the **🔺** box to turn them off.

They should now appear grey and not purple.



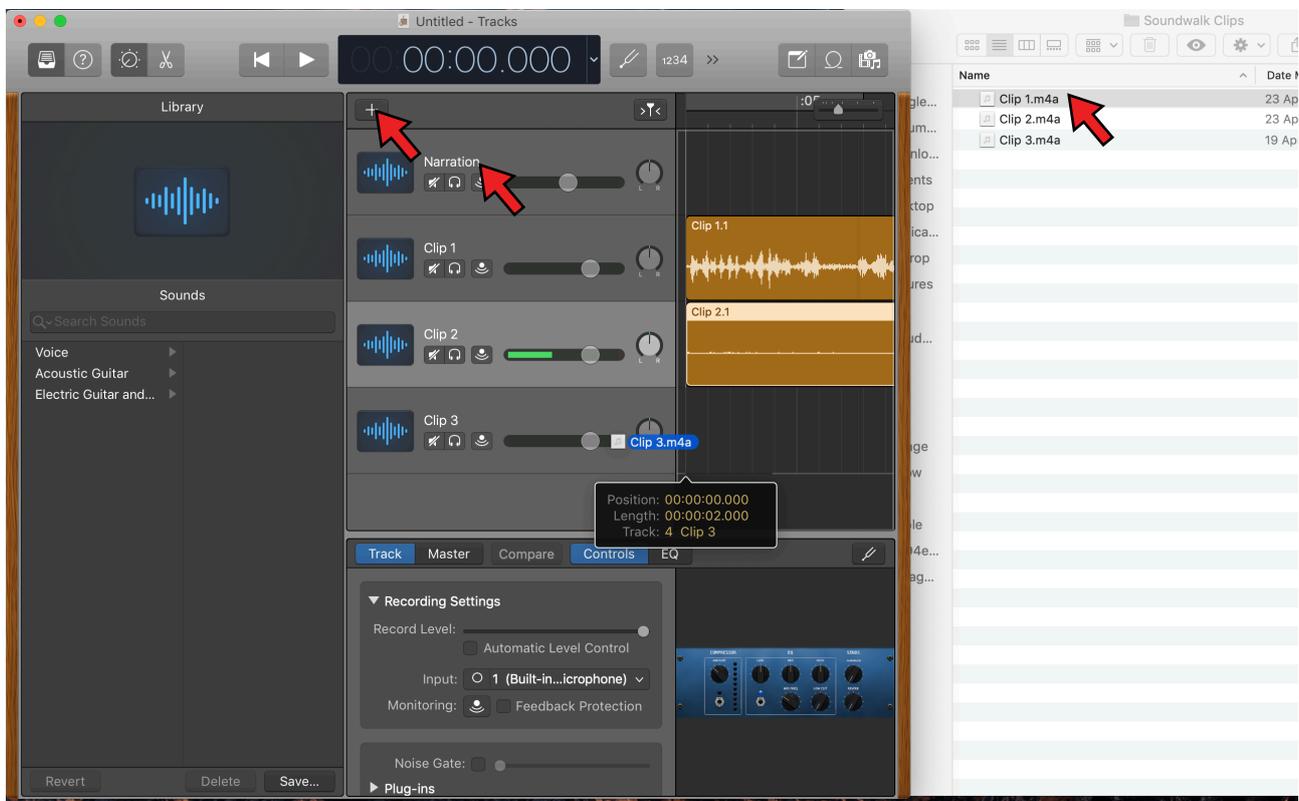
STEP 2: IMPORTING YOUR RECORDINGS

1. Press **+** to add 3 more tracks, one for each of the clips that you have recorded. Simply click **Create** each time so that you create identical tracks.

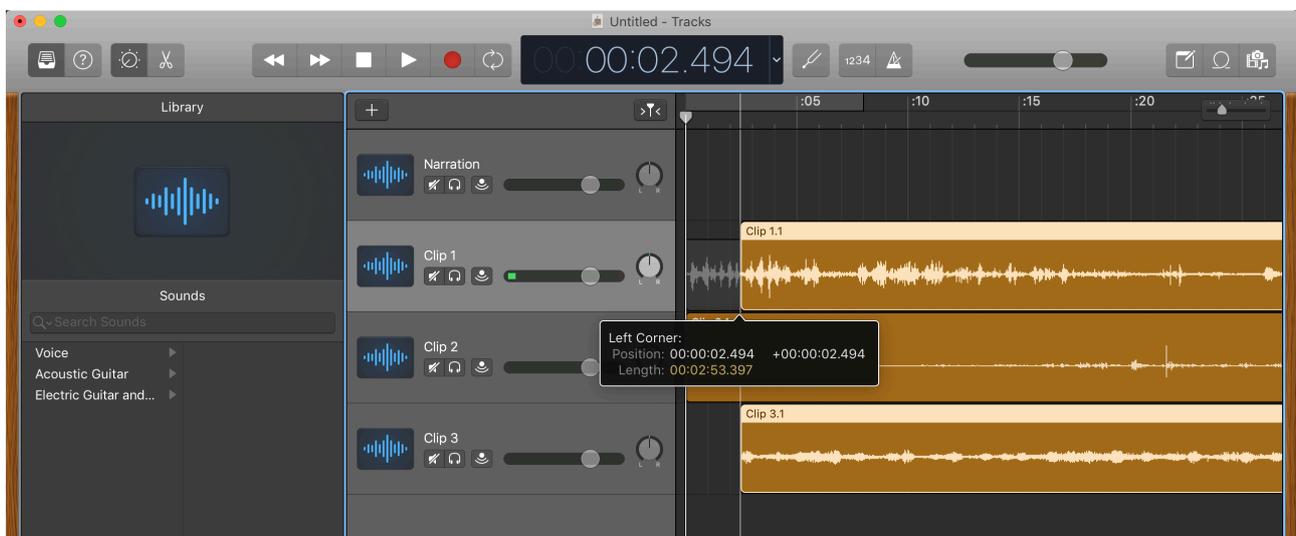
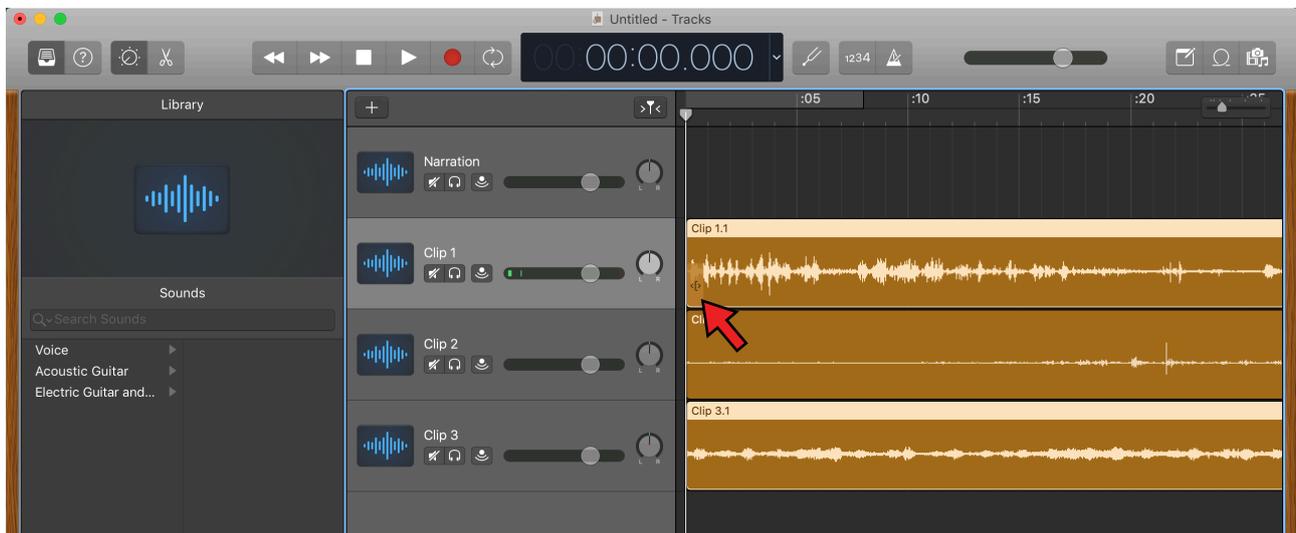
2. Double click the field named **“Audio 1”** to rename the tracks to indicate if they are narration or recordings.

Transfer the recordings from your phone to your laptop (If you're using Voice Memos on your iPhone, you can AirDrop these files to your MacBook)

3. Drag and drop these files from your Finder window to the designated track. The waveform will appear indicating that the track has been loaded.



4. To trim the clip, hover your mouse over the track and grab the  symbol on the bottom corner of the clip and drag it inwards. Do be careful to not grab the top corner as this will cause multiple copies (or loops) to be created.



Before we proceed, let's get to know the different features in your workspace.



This is the mute button. It makes a track temporarily inaudible so you can listen to what your project sounds like without this particular clip.



This is the solo button. This is used when you want to listen to only one track. Rather than muting three tracks one by one, clicking this enables you to immediately focus on one track.



This is the monitoring button. This allows you to listen to the sound that is being picked up by your mic in real time.



This is the volume bar that indicates the volume of each individual track. This lets you make a soft clip louder. This is especially useful to make your voice louder than background music in a podcast, for instance.

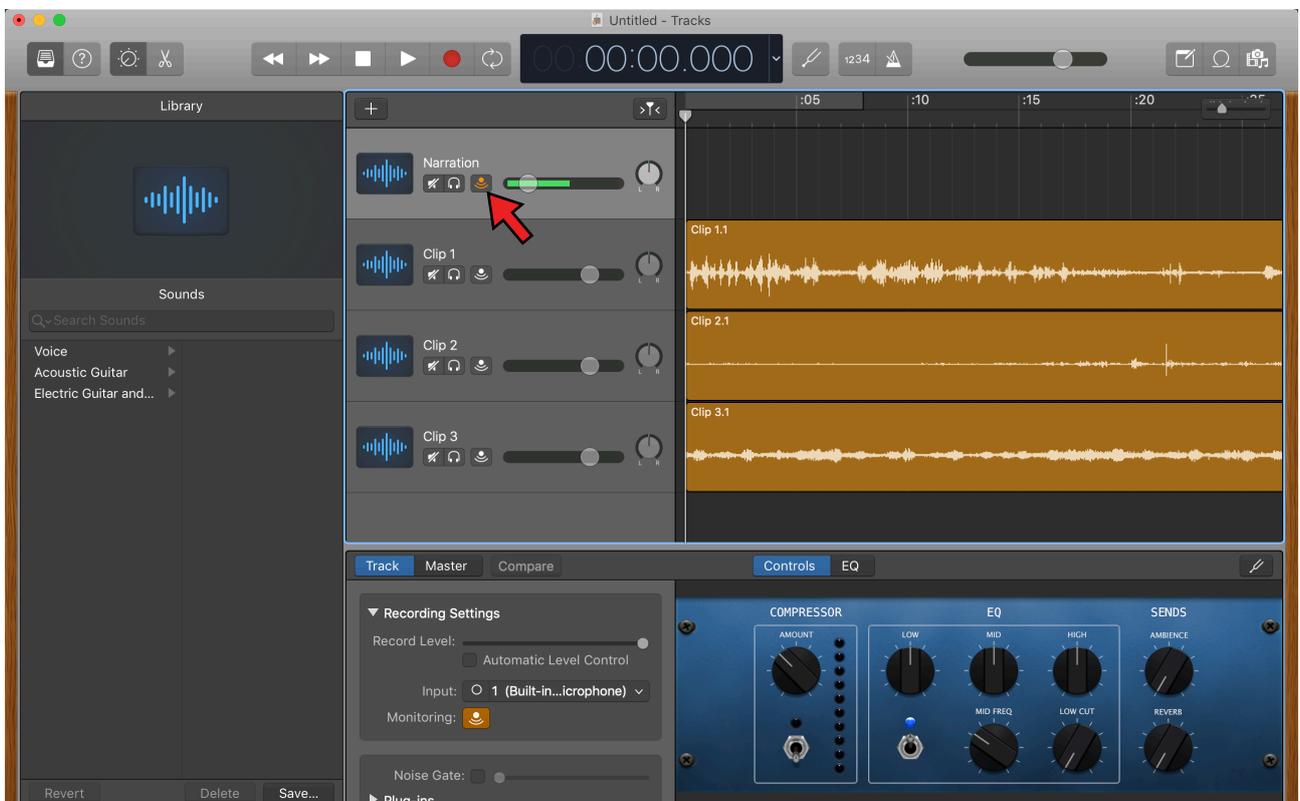


This is the panning function. This allows you to place sounds towards the left or right part of the stereo field (i.e. the left or right earphone). You can overlap tracks for instance: your listener can then hear you speak in their left ear, and hear a clip of the sound you're describing simultaneously in their right ear.

STEP 3: RECORDING YOUR NARRATION

Write out a script for your narration.

1. Click on your narration track. Before you start recording, click the  button and try speaking into the mic. Listen to how you sound and to any background noise coming in. Monitor the volume bar. The color in this bar should always remain in the green region. If it moves to red, the recording you produce will be too loud, heavily distorted and unpleasant to listen to. Unfortunately, you can't do much to salvage a recording that's too loud so please be careful!



3. Press  to listen to only your narration track. Click  or R to record. When you are done press  or hit the space bar.

4. Drag the playhead to the start of your recording and then press  to listen to your narration! P.S. Don't worry if the sound of your own voice makes your cringe, it's definitely not nearly as bad as you think it sounds! :)

5. Repeat this process for all three clips.

One annoying little glitch in the software is that it's very easy to accidentally make a track loop when you drag the playhead back. The top will turn orange. Don't worry if that happens when you playback! Just click the  button and it will stop looping.

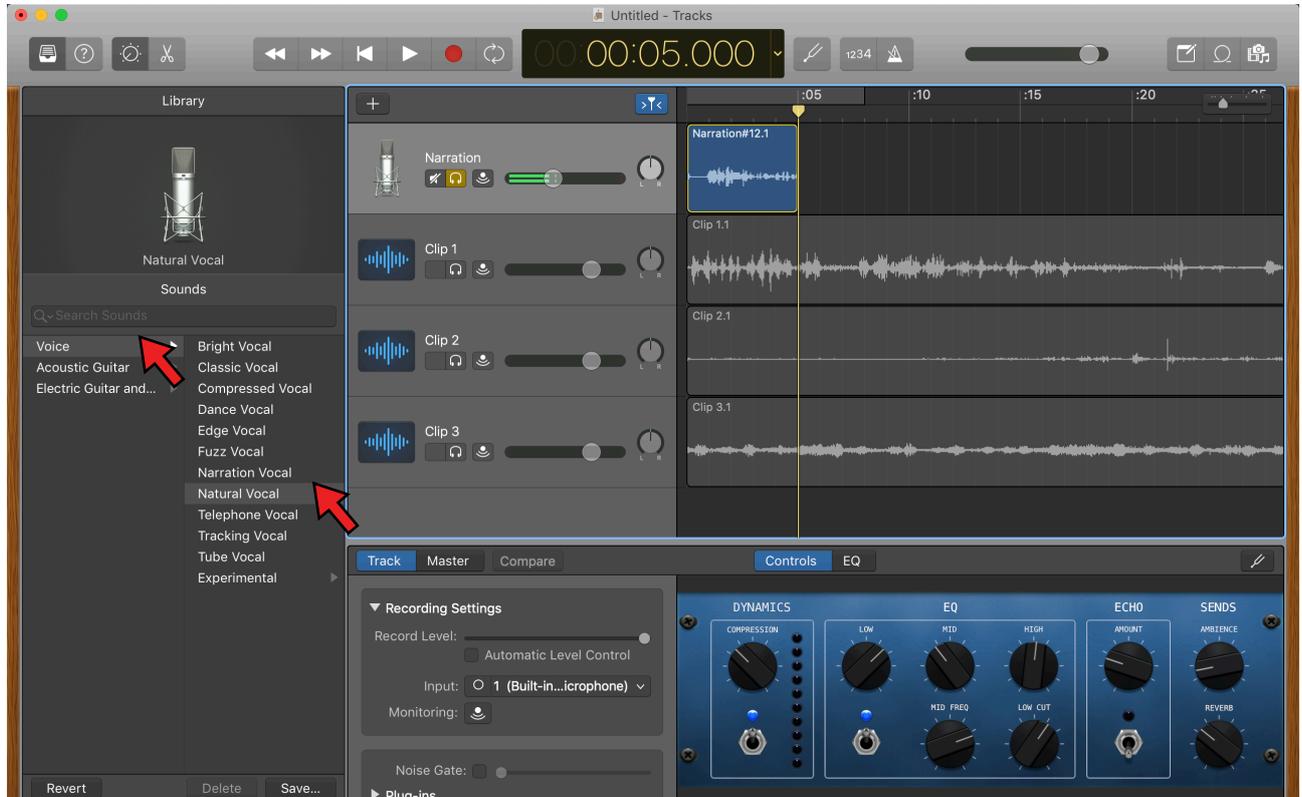


6. If you make a mistake and wish to delete say, only the last five seconds of your narration, you can drag the playhead to this point of your choice, right click and press **Split at Playhead**. This creates two clips: one of your recording up till the point that you made a mistake, and one that you can discard. Simply hit **Delete** and the unwanted portion is gone! If you have difficulty finding the exact point, use the  to expand the recording and find more accurate points. You can also use this to split a long recording into shorter sections or insert new clips in between.



STEP 4: A LITTLE POST-PRODUCTION...

1. After you've recorded your clips, you can try adding different effect presets from the library. These change up the EQ and reverb on your voice. Click on the track that you want to apply the effect to. Then go to the Library on the left side of your screen and click the **Voice menu**. Select any voice effect of your choice.



2. Move your clips so that the narration comes before each clip. To do this, click the **top-most region of the clip and drag** each clip to a suitable position.

3. Finally, **deselect any solo or mute buttons** and press  to rewind. Then, sit back and listen to your final product from start to finish!

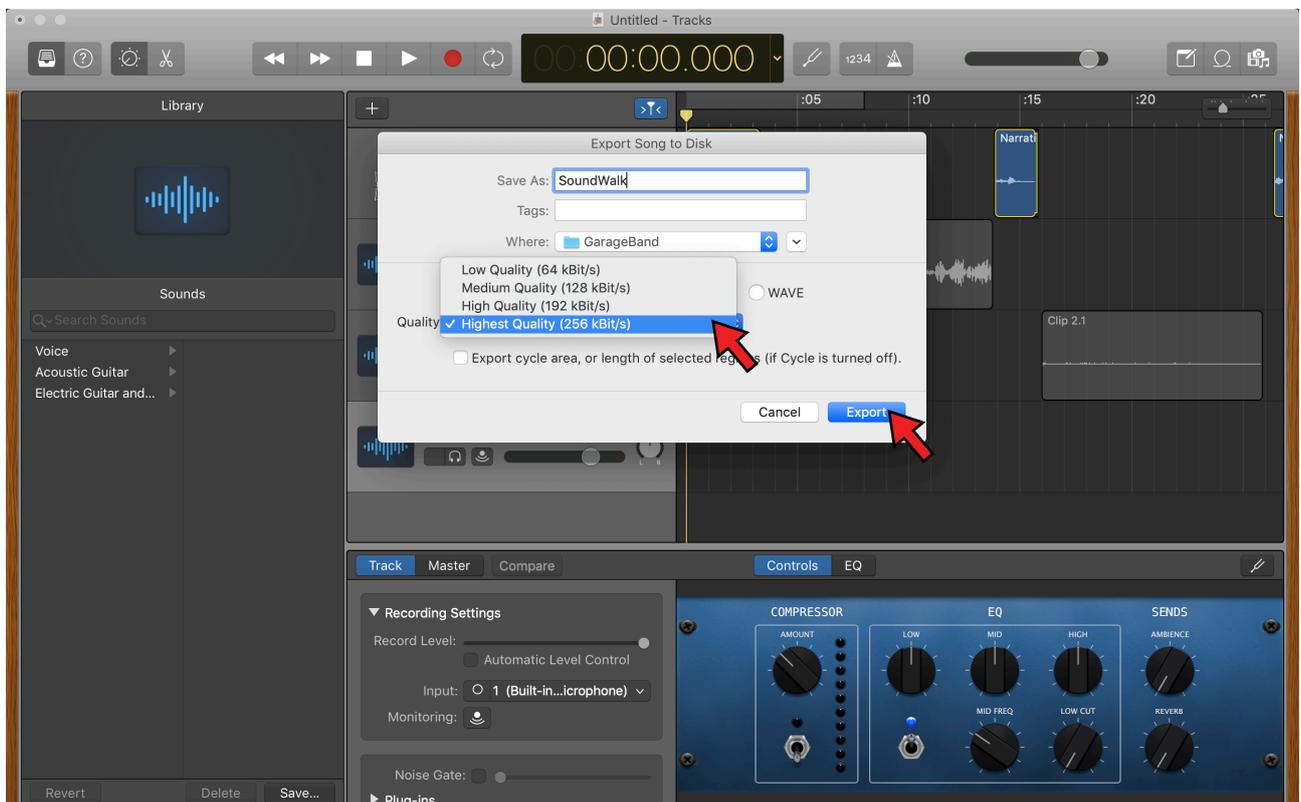
4. After listening once, ensure that you adjust the volumes of your soundwalk recordings. You might find that some clips are louder than others, so do make them louder or softer, so that they all sound approximately around the same volume so that your listener doesn't get a shock at a sudden increase in volume or has to strain to listen in!



STEP 5: EXPORT YOUR FILE!

1. Congratulations! You've finished your first project and you're ready to export! Simply click **Share** in the toolbar and **Export Song to Disk**. Choose a location to save your file. Then click **MP3** and choose **Highest Quality (256Kbps)**. Click **Export** and you're good to go!

Don't forget to upload your file on IVLE so that we can all listen to it!



ADVANCED TECHNIQUES

This soundwalk exercise and the task of assembling your recordings into a clip was deliberately designed to familiarise you with Audacity. You now have all the tools that you need to create your final group podcast. In place of your sound walk recordings, you would use recordings from your field trip.

Follow Step 2 of this guide to import your recordings.

You might also add more tracks such as intro music, background music and outro music, and have multiple narrators/interviewee voices.

Then follow Step 3 of this guide to record narration, and Step 4 to piece it all together.

If you want to aim for a more advanced podcast with background music and sound effects, here are two further skills that you can use, namely fading sound in and out, and panning.

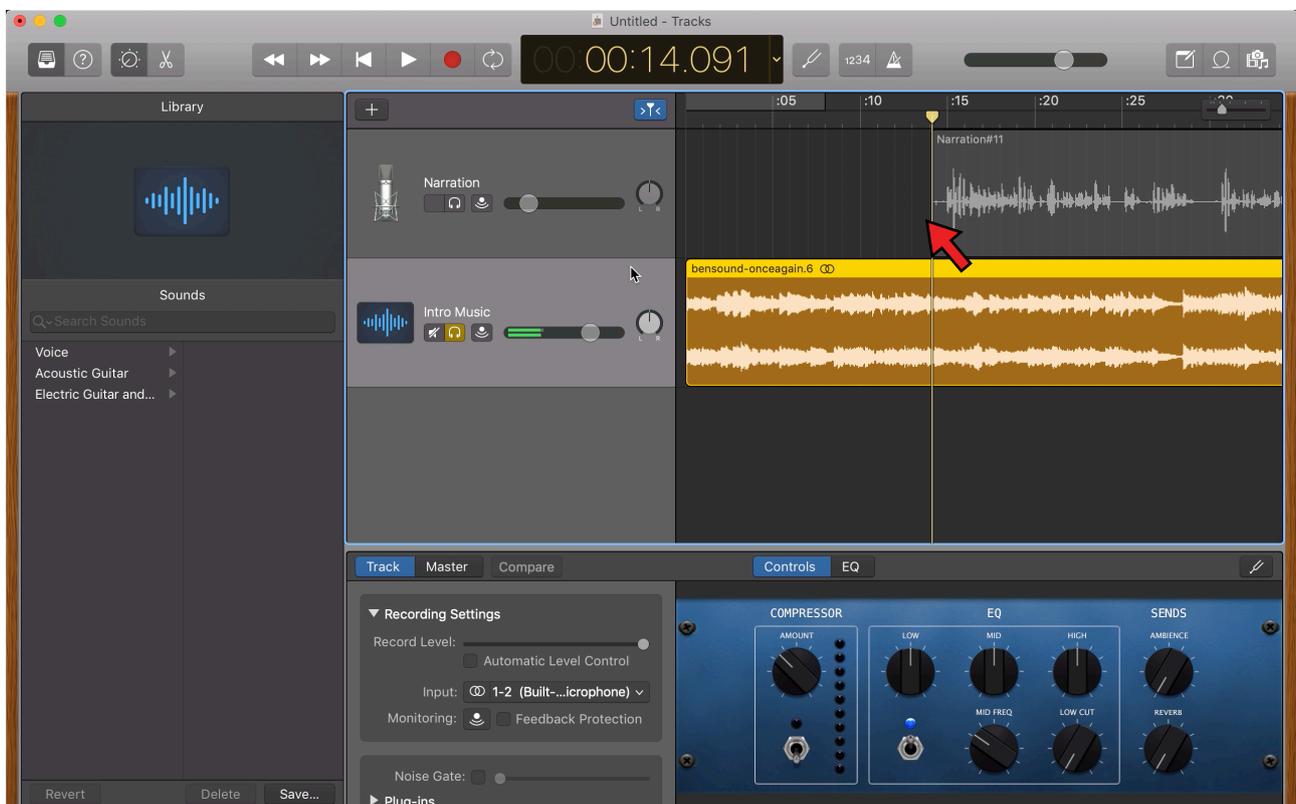
TECHNIQUE 1A: FADING OUT

When you put your podcast together, you might choose to use some intro music before your podcast begins. You might also like to transition between narration and recordings from your field trip more smoothly.

The fade function allows you to do this.

Let's look at the case of a making a piece of intro music fade out into the narrator's voice.

1. **Import** your (royalty-free or original) music into a separate track by dragging and dropping it in GarageBand. Then, select your **music track**. Listen to your music track and choose a point (e.g. 10 seconds into the track) where you want the narration to come in. Now, **move the narration track** to the 10 second mark. It should look something like this.



2. Go to the toolbar at the top of your screen and click the **Mix** dropdown menu. Click on **Show Automation**.

3. Click at the **beginning** of the track. You will see a **small dot** appear and a long yellow line. Next, click on the line at time point when you want the music to **start fading**. Lastly, click at the point where you **want the music to stop**.

4. **Drag the line between the last two dots downward.** This determines the gradient of how gradually or quickly you want the volume to decrease. Your music should now fade out.

5. You can also move this entire line up or down to change the starting volume of the track.



TECHNIQUE 1B: FADING IN

Fade ins are typically accompanied by fade outs. Let's fade out your narration and fade in your music.

1. Solo only the narration track. Find the point in your narration where you want your voice to fade away into the outro music. **Move the outro** music clip to this location. **Click**  as a shortcut to bring up the show automation function. Place two dots on the narration, one where you want the narration to **start fading out**, and another where you **want the narration to stop**.
2. Then, click on the outro music track and place three dots: One where you want the music to **start fading in**, one where you want the **music to be the only thing playing**, and one **transition point**. Ideally you want to fade in slowly so that your listeners aren't startled.
3. Go back to the appropriate point and press **play** to test it.



TECHNIQUE 2: PANNING

When you put your podcast together, you might want to layer sound effects over your narration simultaneously for instance. You can do this through the panning function.

1. **Solo** the narration track and decide where you want to place the sound effect. Then, **create a track** for your sound effect and import your sound effects. Move the clip to the timestamp accordingly.

2. Then turn the  knob to place the sound effect on the left ear and the narration on the right ear, for instance.

3. Adjust the **volumes** of the tracks according to what you wish to give prominence too. **Do ensure that your narration is not drowned out!**



SOME USEFUL RESOURCES

Royalty-Free Music

<https://www.bensound.com/royalty-free-music>

<http://freemusicarchive.org>

<https://www.adweek.com/digital/royalty-free-music/>

Video Tutorials for the Latest Version of GarageBand - Pat Flynn

<https://www.youtube.com/watch?v=PIJpOcFf5h4>
(Basic Podcasting, skip ahead to 4:06 for GarageBand)

<https://www.youtube.com/watch?v=xhesskgmIsQ> (More advanced)