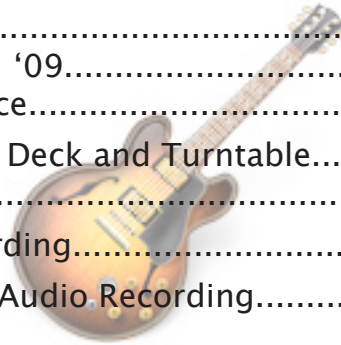


Table of Contents

Introduction.....	page 1
Launch GarageBand '09.....	page 1
GarageBand Interface.....	page 2
Hardware: Cassette Deck and Turntable.....	page 3
Recording Audio.....	page 4
Editing Audio Recording.....	page 5
Exporting Finished Audio Recording.....	page 6



Introduction

GarageBand '09 is software that allows you to record new audio tracks, and edit these and/or previously recorded audio files. With this software, you can digitize and convert your LPs and Cassette tapes to audio files or burn them to CD in our training lab.

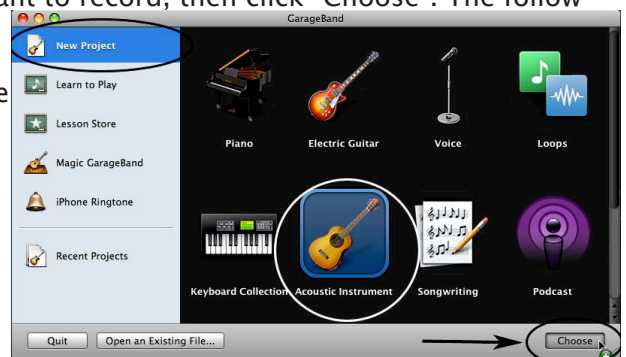
Here are some of the things you can do with Toast:

- Digitize records or cassette tapes. (Refer to the Turntable and Cassette Player hardware page for an explanation of the different parts of each, and what they do.)
- Create original audio files/music.
- Edit audio tracks.
- Create a song or audio file by recording real and software-based instruments.
- Export the audio file to iTunes, create a podcast, or burn it to a CD.

Launch GarageBand '09

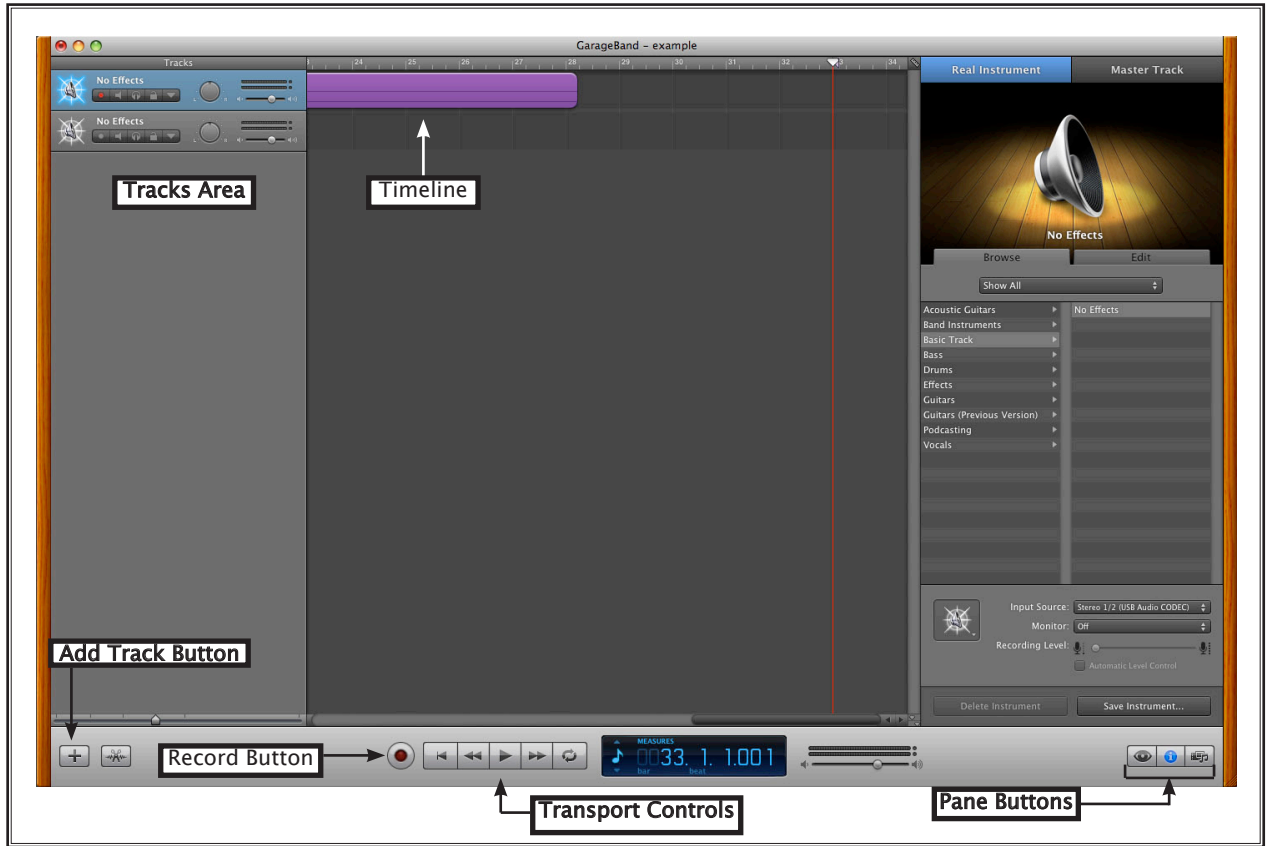
1. Using a finder window, create a folder for your GarageBand project on the Data Drive in the Patron Storage folder.
2. Click on the GarageBand icon in the Dock at the bottom of the screen.
3. Select "Create New", select type of audio you want to record, then click "Choose". The following are recommendations for selections given the audio equipment available in our training lab. A dialogue box with pop up, prompting you to name the file and choose the file path.

Make your selections, then click "Create".

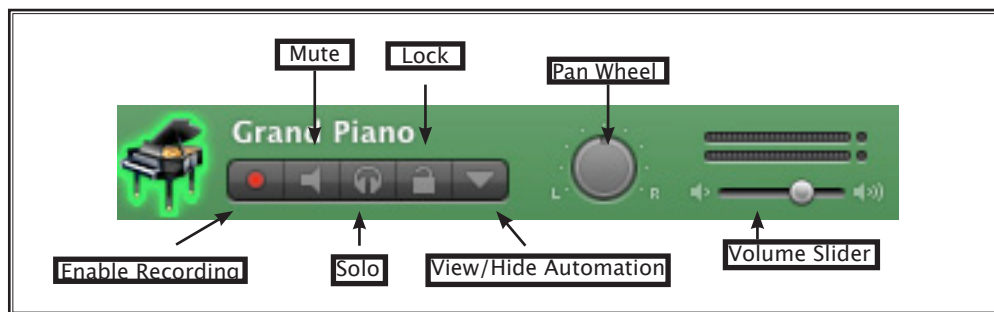


GarageBand Interface

Main Window

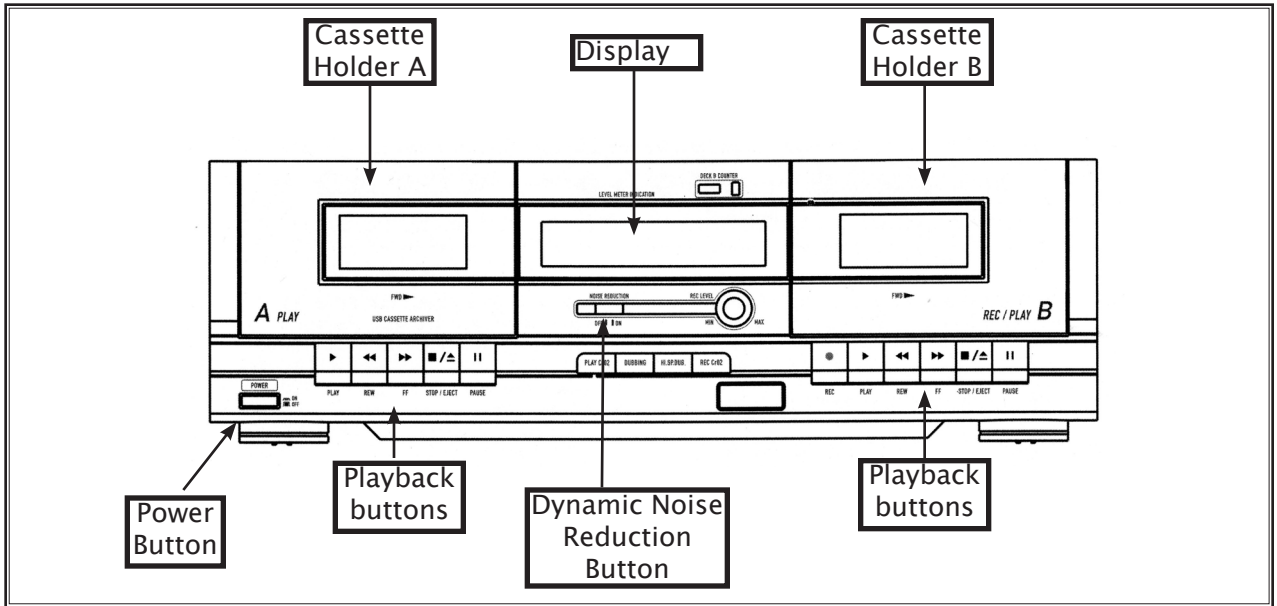


Track Controls



Hardware: Cassette Deck and Turntable

Cassette Deck



Turntable

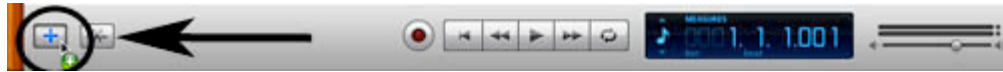


Recording Audio

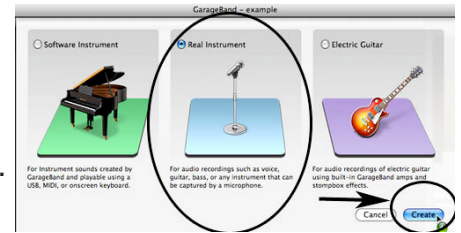
1. Connect one of these audio devices:

- a. USB microphone (for creating original audio such as podcasts, music, etc.).
- b. USB Turntable (for dubbing records to audio files or CD).
- c. USB Cassette Tape Deck (for dubbing Taps to audio files or CD).

1. Create a new track by clicking the Add button at the bottom left of the screen.



3. A window will open. Click the Real Instrument tab. Click Create. If you have either the Turntable or the Cassette deck plugged in to the computer and turned on, the window below will open. If you are using one of these two devices, click "Yes".

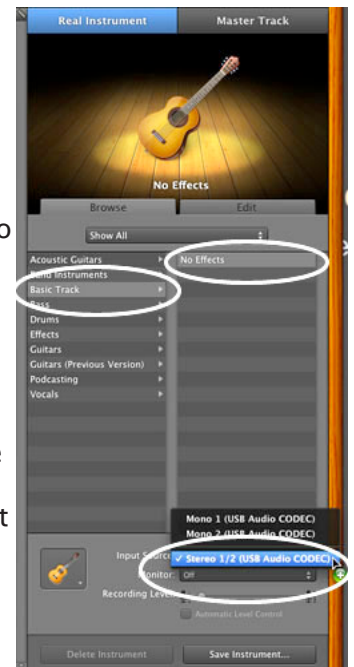


4. In the bottom right corner of the window, you will see a button with an "i" on it. Making sure that the track you just created is selected (in the Tracks Area, a track is blue if selected), click this "i" to access the track info (button will be blue when the track info pane is open).



5. In the right hand column of the GarageBand window, select "Basic Track" and "No Effects". If using either the Turntable or tape deck, in the "Input Source" dropdown menu select "Stereo 1/2 (USB Audio CODEC)". If this doesn't appear in the options under input source, check to make sure that the deck you are using is plugged in to a power source, turned on, and that the USB cable is properly connected to your computer. If you want to be able to hear the audio as it is recording, make sure that in this same window, "Monitor" is set to "on" and the volume is up high enough.

If you still can't hear anything when the tape or record is playing, make sure that within GarageBand's preferences (at the top of the monitor, click on "GarageBand", then select "preferences"), under Audio/Midi, set audio output to "system setting".



6. Make sure the track is enabled for recording by clicking on the Enable Recording button in the track controls so that the button is red.

7. Que up your source material to 10 seconds prior to the point at which you want the recording to start.

- Tape deck: use the fast forward and rewind buttons to find where you want the recording to start and press pause. Click on the red Record button on the bottom panel in the GarageBand window, then press play on the tape deck.
- Turntable: Figure out the point on the record that you want to start recording and prepare to lower the needle. Click on the red Record button on the bottom panel, then lower the needle to the predetermined point.



8. When you are done recording, simply press the record button again.

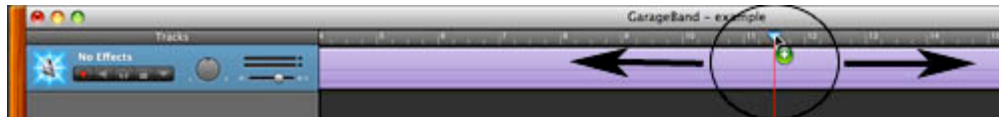
- Tape deck: Press stop or pause to stop the playback.
- Turntable: Gently lift the needle from the record and move the tonearm to the right so that it is no longer over the record. Press the pause button to stop the Turntable from spinning the record.

9. After recording, you can listen to your audio using the VCR-like buttons to the right of the record button.

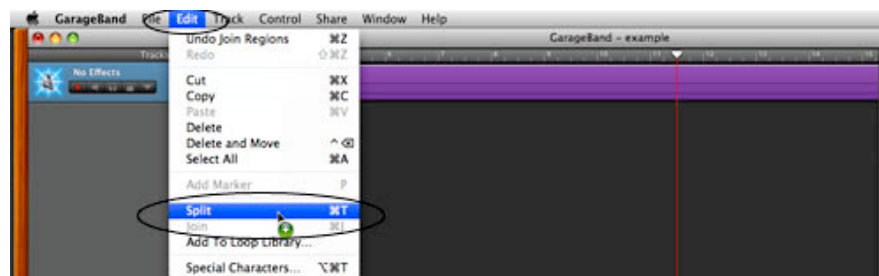
Editing Audio Recording

Cutting Audio Track:

1. Move the playhead to a specific point on the timeline where you wish to cut the audio track. Make sure that the correct audio clip is highlighted.

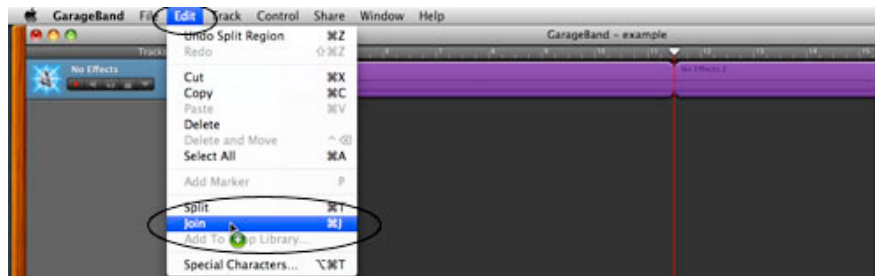


2. Go to Edit: Split. This will divide the audio clip into two. Trim the beginning and end of clips as desired by making a split where you want to trim, highlighting the undesired clip and pressing the “delete” on your keyboard.



Joining Audio Tracks:

1. Click to highlight the two clips you want to join. (Holding the shift key while clicking allows multiple clips to stay highlighted.)

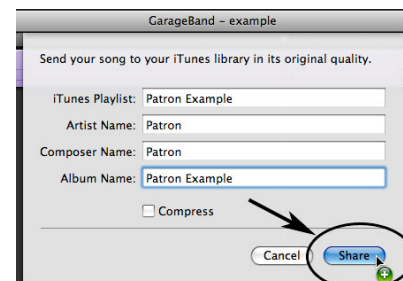
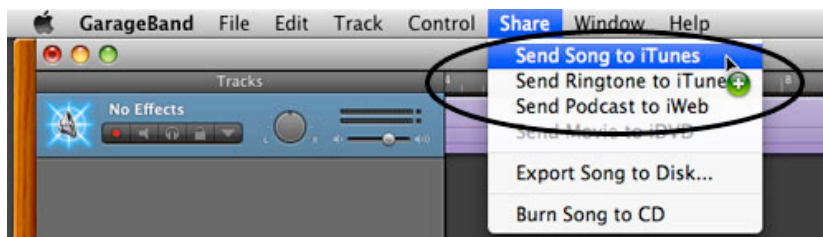


Exporting Finished Audio Recording

*First remember to save your work. Go to File: Save.

Exporting File:

1. Go to Share: Export Song to iTunes. A box will open in which you can input track information for your project when it is imported to iTunes. iTunes will open.



2. Click to highlight the song file in iTunes. Go to Advanced: Convert Selection to MP3. A new song file will be created.

*If Convert Selection does not say MP3:

- Go to iTunes: Preferences
- Click on the Advanced tab.
- Click on the Importing tab.
- MP3 Encoder should be selected next to Import Using.

3. Control click on the new song file created. Click on Show on Finder. A window where the song file is located will open.

4. Drag MP3 version of file onto desktop.