



# BASIC AUDIO RECORDING AND PODCASTING

Using GarageBand or Adobe Audition

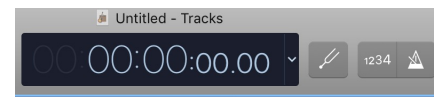
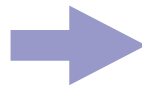
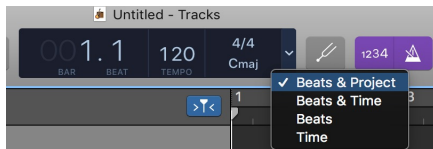
VIDEO AVAILABLE AT: [AUB.IE/IRCINSTRUCTION](http://AUB.IE/IRCINSTRUCTION)



## 1. USING GARAGEBAND TO RECORD (ONLY AVAILABLE ON MACS) SETUP

Open GarageBand; File, New, Empty Project

- ◆ Choose Record using a microphone, Input 1 (if you plugged in an external mic, you should see it or select it here), Create.
- ◆ File, Save. Name your file, keep it in GarageBand folder as a GarageBand project for editing.
- ◆ At the top of your GarageBand window, change the beat tracker from Beats to Time using the pull-down arrow, and click on the Beat Count button and the Metronome button to turn them off; they are not needed for recording a podcast.



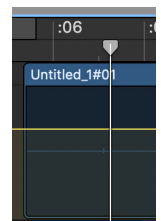
## RECORDING

Click the red record button to begin recording; you'll see the Playhead (vertical line) move and you'll see your recording. Press the stop button to stop recording, or press the space bar on the keyboard. Record it in parts, such as a paragraph at a time. This makes it easier to record and edit. Select the clip and press Delete on the keyboard to delete if you need to delete and re-record.



## PLAYBACK

Click the rewind button, then click play, or press the space bar to play / pause. If you don't hear your audio play back, go to GarageBand, Preferences, Audio and check your Output setting.

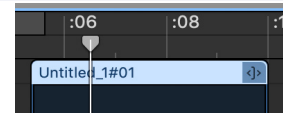


## EDITING

Cut audio: Click the clip you want to edit. Place the Playhead where you want to cut the audio, then Edit, Split Regions at Playhead, or Command-T. You can use this cut feature to split the audio and then delete the sections you don't want by choosing the section you don't want, then press delete on the keyboard. Save file, close GarageBand when not editing (.band file).

## EDITING

- Trim audio by clicking and dragging top sides of audio clip
- Move audio clips by clicking and dragging to a different spot on the track
- Adjust volume for the track overall using the volume slider
- To adjust audio within the track (fade in/out), click the track, choose Mix menu at top of screen, Show Automation. Click the track to see the yellow audio volume bar. Click the point on the bar where you want the fade to begin, then click the point on the bar where you want it to fade out, then drag that point down to 0 volume. Select Mix, Show Automation again to turn that view off.



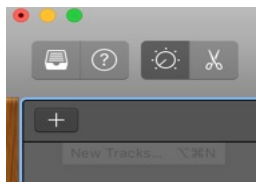
Overall volume:



Fade volume:



## TRACKS



are like layers. Add more tracks for another voice track, or a music track, or a sound effects track; tracks will combine in your podcast. Add tracks: click the plus sign in the track window, choose microphone (even if it will be music), double-click the name of the track to rename it (recommended, to keep yourself organized). You can click and drag clips to different tracks. You can mute tracks to listen to only a certain track when editing.

## ADDING MUSIC, SOUNDS

Make your own music and record it (you can record within GarageBand, or record separately and click and drag in the .mp3 file) or use free music, sounds in GarageBand: GarageBand, Sound Gallery, Download All Available Sounds.



Click the Loop button on upper right corner; choose a Loop Pack, double-click music to hear it (filter by style/instrument), then click and drag it to a track to add it to your project.

## EXPORTING YOUR FILE

Top screen menu, go to Share, Export File to Disk; name file, choose .MP3, and choose where to save it. Box, OneDrive are good storage options for your file.



## ADOBE AUDITION

### 2. USING ADOBE AUDITION TO RECORD (MAC OR PC)

Visit [adobe.auburn.edu](https://adobe.auburn.edu) to request your Adobe Creative Cloud license. Note: already installed on the I&RC [Audio Studio](#) computer, you will need to sign in to your Adobe ID. You can also install Audition on your own computer and check out a microphone from the I&RC [Technology Lending](#).

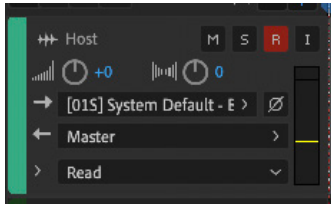
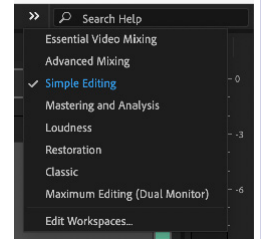
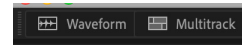


# ADOBE AUDITION

**QUICK START TIP:** Open Audition and use the “Learn” feature, choose Podcast. Help menu, Audition Learn.

## SETUP

File, new multitrack session, can choose template “none” or Podcast template. Workspace- Simple Editing or Classic. Make sure you are in Multitrack mode, not Waveform mode (upper left of screen)






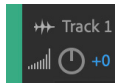


## RECORDING AND ADDING MUSIC

Click R to record on a track. Set Input (right arrow) to Mono, first option. Record / stop button at bottom of screen. Rewind button, then click play, or press space bar to play / pause.

If you do not hear your audio play back, go to Audition, Preferences, Audio Hardware and check your settings. To add pre-recorded audio or music, File, import, then drag clips onto tracks from computer or Files panel. Add your own music on another track. Audition doesn't include music; record your own, or use royalty-free music sites (check licensing; sites at [AUB.IE/IRCPDCASTING](http://AUB.IE/IRCPDCASTING)) and import the files.

## EDITING

- Click the clip you want to edit. Trimming clips:  drag from bottom corners to trim, Razor tool  or Cmd- or Ctrl-K to split at Playhead
- To delete clips, select clip and Edit, Ripple delete 
- When moving clips, Move tool  Cmd- or Ctrl- drag for Ripple edit, or clips will move on top of other clips. Drag the white line in the clip to adjust clip volume
- Drag boxes in clip to fade audio, alt/option drag boxes for symmetrical fade 
- = to zoom in tracks, - to zoom out. Window, Mixer to get EQ levels panel
- Adjust the volume of a track using the small round volume control 
- Window, Essential Sound to assign tracks to types of audio (Dialogue, Music), for ducking (auto-reduction of track volume when person is speaking, for example)
- Effects menu to apply effects such as reverb to your selected audio
- History panel shows your edit history. Window, Metadata for ID3 podcast info

## SAVING AND EXPORTING

Save file, close Audition when not editing. To export: File, Export, Multitrack Mixdown, Entire Session, choose file type such as .mp3

**ADDITIONAL PODCASTING HELP RESOURCES AT: [AUB.IE/IRCPDCASTING](http://AUB.IE/IRCPDCASTING)**



**FOR ASSISTANCE VISIT:**

<https://aub.ie/jrcinstruction>

## PODCAST PLANNING

Use this sample podcast template to plan your outline / script. Consider your audience and your desired end product. Record in sections so you can easily re-record and edit. Use a consistent recording setup. You can use Voice Memos on your mobile device, or Zoom to record long-distance conversations.

SECTION	VOICE	DIALOGUE/ SCRIPT
TITLE		
INTRO MUSIC		
INTRO		
INTERVIEW/ BODY OF CONTENT		
CONCLUSION		
OUTRO MUSIC		
OUTRO		



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