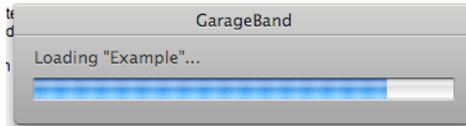# Making an Audio Recording using GarageBand

1. Open **GarageBand**. It's located in your applications folder or in your dock.

If you have opened **GarageBand** before, you will see the last document that you worked on loading.

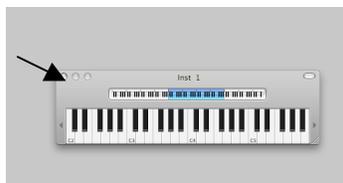After it loads, you can click on the red "go away" button.
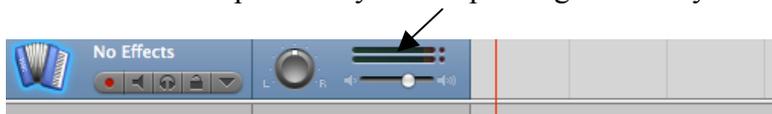

This window will open.

If you have never opened **GarageBand** before, the window above will be the first thing that you see after you open the application.

2. Choose New Music Project, name the project and save it where you can find it.

3. To get rid of the keyboard that appears, click on the left circle.

4. Choose **Track - New Basic Track**. A new track will appear. Click anywhere on the blue background to choose the track. You will want to practice speaking into the microphone. Six to ten inches away is about right, but play with it until you find the best distance for you. You can get an idea of the level of your voice by watching the sound level meters. As long as they are green you are ok. If they turn yellow or red you are too close to the microphone or you are speaking too loudly.

5.   When you are ready to record look at the lower part of the screen. You will see a red **Record** button.

6.   When you are ready to record, click on the **Record** button and speak clearly into the microphone. It is located on the side of the IBook (teacher machines) or on either side of the camera on the MacBook (student machines).

7.   To stop recording Click on the blue **Play/Stop** button that appears when you are recording.

8.   To hear what you have recorded hit the **Rewind** button and then the **Play/Stop** button.

9.   If don't like your recording and would like to delete it and start over, click anywhere on the purple portion of the track and hit the **Delete** key.

10. To save what you have recorded, go to the menu. Choose **Share - Send song to iTunes**.

11. Reply **"Don't Save"** to the prompt that appears when quitting out of Garage Band.