

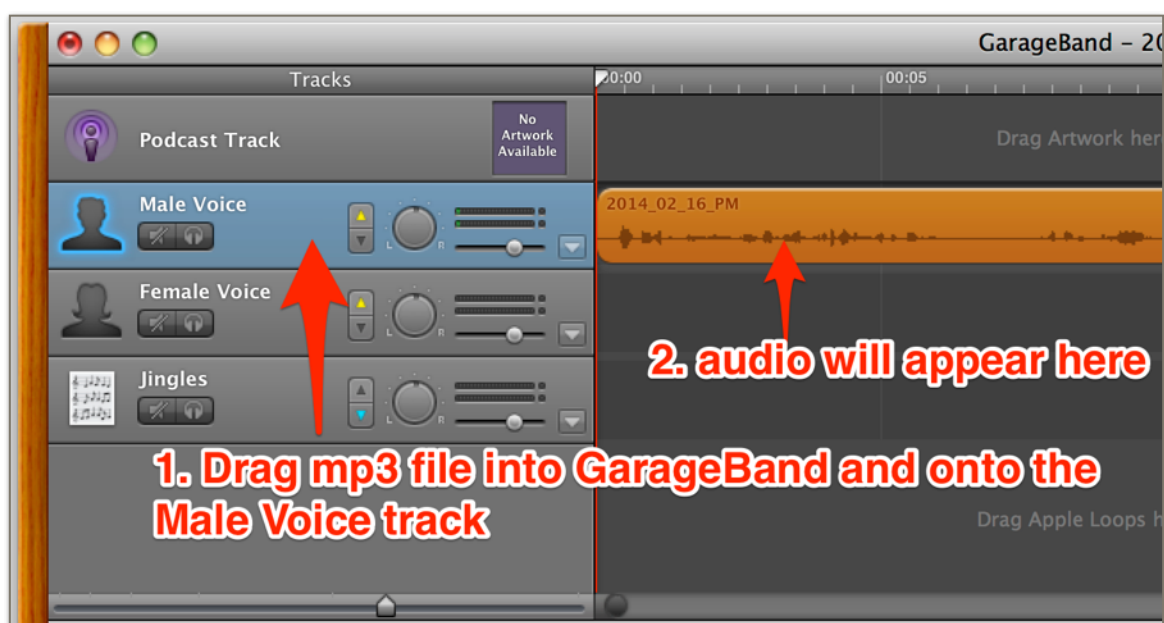
# Editing Audio with GarageBand

Instructions created using GarageBand version 6.0.5

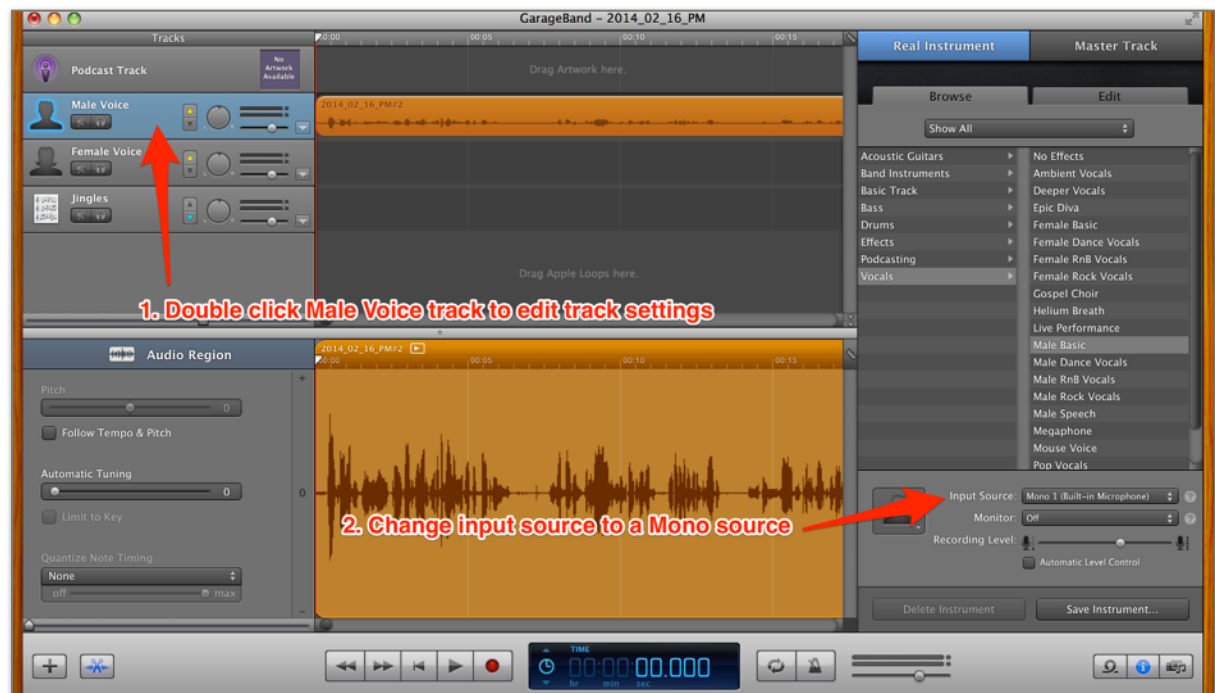
Create new Podcast project:



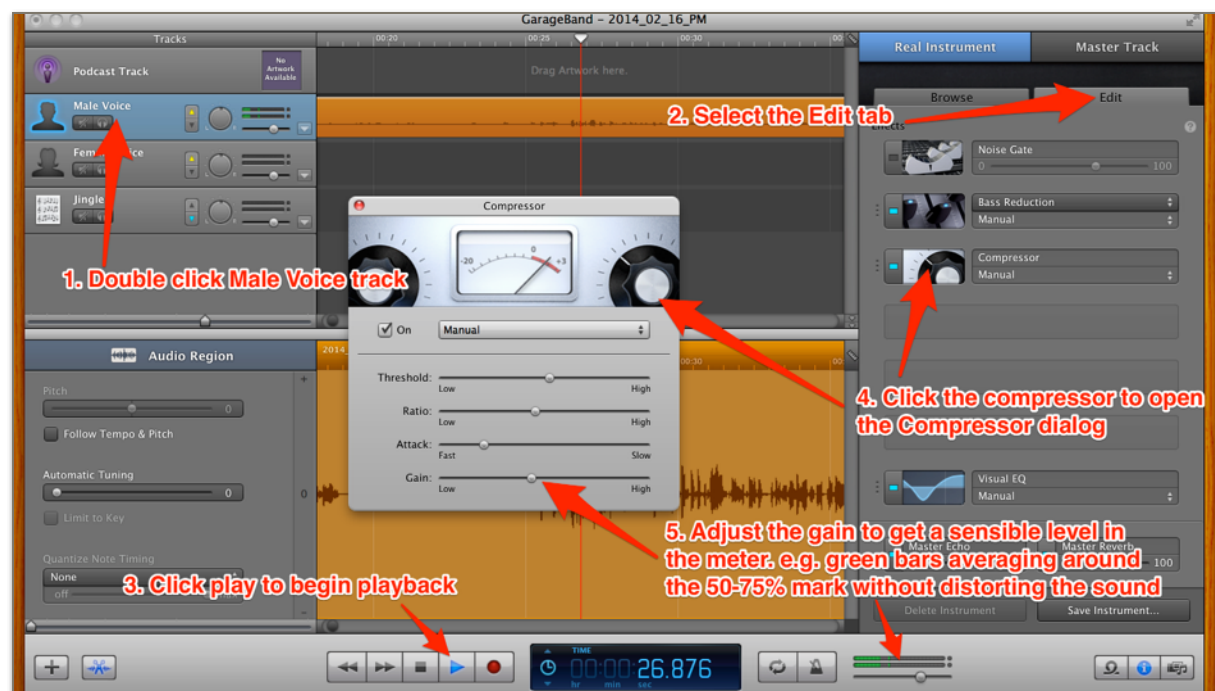
Import MP3:



Convert to mono:



Adjust level:

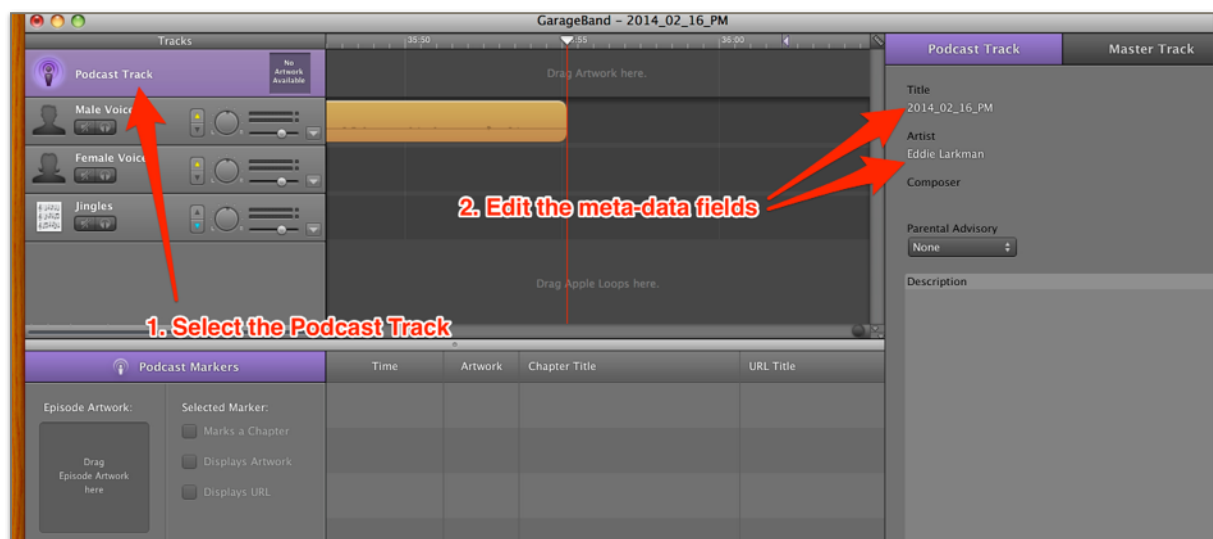


### Trim unwanted audio:

1. Play the audio and pause the playhead at the location you wish to trim the audio.
2. Select the **Edit** menu and click **Split**.
3. Select the segment of audio to be removed
4. Select the **Edit Menu** and click **Delete and Move** (if for example you are removing the first minute from the audio this will automatically adjust the new beginning of the track to start immediately rather than 60 seconds of silence.)



### Set meta-data on track:



### Export MP3:

1. Select the Share menu and click **Export Podcast to Disk**
2. Select the **MP3 Encoder** option in the 'Compress Using' drop down box
3. Set **Audio Settings** to a custom configured setting using:
  - 3.1.96kbps Bit Rate
  - 3.2.Mono channels
  - 3.3.Filter Frequencies Below 10Hz ticked
4. Click Export and save the MP3 with an appropriate name (e.g. 2014\_02\_16\_PM.mp3)

