# Audio Recording Setup in the Sound Studio

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1. Confirm Hardware Setup

1. Turn on left and right speakers (a.k.a. “monitors”).

2. Check that the Steinberg UR22mkII “mixer” is connected to the computer via the USB cable. Also, ensure that the cables are attached as shown in the following diagrams:

Note: Please do not disconnect any of these cables. For assistance, visit MAD Service Desk.
2. Mixer Controls

**Front Panel**

1. On the front panel, set “Input 1 Gain” (1) and “Input 2 Gain” (6) controls to 3 o’clock. This may need to be adjusted later.
2. Ensure microphone lines one and two are connected to “Mic/Line” (2) port accordingly.
3. Ensure “Input 2 Hi-Z” (7) switch is not pushed in.
4. Set the “Mix” (8) knob to 12 o’clock.
5. Turn the “Phones” (9) knob, which controls volume output to the TRS jack (10), to 12 o’clock. This may need to be adjusted later.
6. Turn the “Output” (11) knob to 12 o’clock. This may need to be adjusted later.

**Back Panel**

1. On the back panel, turn on the mixer by sliding the “Power Source” (1) switch to the right.
2. Ensure the “USB 2.0” (3) is connected to the iMac.
3. Ensure “+48V” (6) switch is set to “On”.
4. Ensure “2/R” and “1/L” Line Outputs (7) are connected to the monitors.

**Note:** For piano setup, connect the piano lines to “IN” MIDI (5) on the back and “Mic/Line” (2) in front.
3. Starting GarageBand

1. Log on to the iMac using your NEXUS/WatIAM account.
2. Open GarageBand from the applications menu at the dock (i.e. bottom of the screen).

![Image of GarageBand interface]

3. Click on **New Project → Voice → Choose** button.

![Image of choosing a voice track]

4. **Remove all the 10 default tracks** (e.g., Narration Vocal, Bright Vocal, Classic Vocal, etc.) by selecting it and then pressing the “Delete” key.

5. Once all the default tracks are deleted, you should be prompted to create a new track. **Set the settings as follows:**

![Image of setting up new instrument track]
4. Ready to Record

To start recording, click on the “Record” button, which is at the top of GarageBand. From left to right, the buttons are: Rewind, Forward, Go To Beginning / Stop, Play, and Record.

For your first recording, your “playhead” (the upside-down triangle with the white vertical line on the left of your “timeline” window) is where the recording will start in your timeline.

When recording, the playhead will move to the right across the screen. The audio clip will appear red when you are recording, and then turned blue when you stop recording.

Here are some helpful keyboard shortcuts:

- “R” key starts the recording.
- The spacebar stops recording or playing.
- “Return” key rewinds to the beginning of the audio track.
- To start or stop the playback, press the spacebar.
- Search the Help in GarageBand for more shortcuts.
When you have recorded some clips, you can drag the playhead back and forth for playback/record from any spot.

You can trim unwanted bits off the clip, or split a clip into multiple pieces for moving around. To do so, move the playhead to the desired spot, then Edit → Spit Regions at Playhead.

You can delete clips by clicking on the recording piece and pressing the “Delete” key. Similarly, you can copy/cut and paste clips. You can move the clips by clicking on them and dragging them.
7. Special Effects

The optional special effects are on the left side of GarageBand.

You are not limited to Voice effects – try out Acoustic Guitar, Electric Guitar and Bass, and Legacy!

The effect impacts all clips on the track. To only have the effect apply to a few clips, create a new track (the “+” button on the top left) and drag the clip(s) to the new track.
8. Saving your Track

When editing is complete, you can export the narration/song: Share → “Export Song To Disk...”.

You can choose to compress using AAC or MP3 encoders. You may want to consider using the MP3 encoder as it is more universal than Apple Audio Codec (AAC).

**Note:** Only use AAC if you are going to be using this audio track in an Apple product like iMovie.

You can also choose the quality of the audio setting. It will tell you the estimated file size. It is always recommended that you save as high of a quality as possible, because you can always make it smaller (and lower quality later on) but not visa versa.

9. Help

There is a lot of great resources out there for GarageBand. For starters, check out the Help. If you are trying to do something that is not covered here or under the Help, just Google it!