


SUBMITTING WORK FOR CREDIT

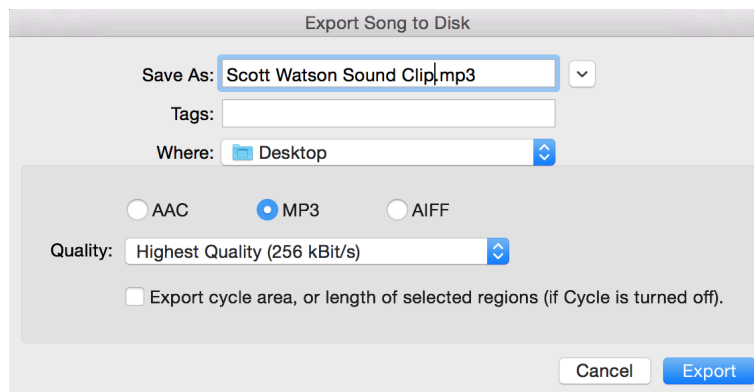
Submit all work for this class via Google Drive “sharing.” Follow these guidelines:

Upload all assignment into your Google Drive, click the “Share” icon (), and share with me using my drscottwatson@gmail.com email address.

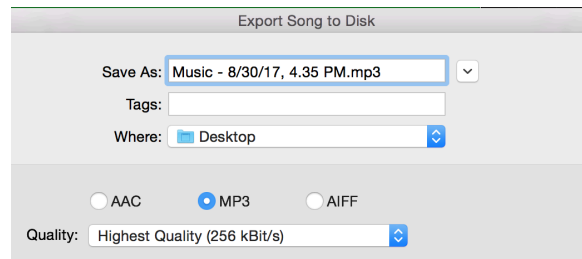
The majority of classwork done in Music Production will be accomplished using the entry-level digital audio workstation (or “DAW”), GarageBand. To receive credit for accomplishing your GarageBand tasks, submit work as either **MP3 audio files** and/or by taking a **screenshot of your GarageBand project**.

MP3 Audio File. GarageBand users can export their projects as high quality, yet compressed, MP3 audio files. Here are instructions to follow when an assignment asks you to submit files as MP3:

- From the **Share menu**, select **“Export Song to Disk.”** In the window that opens, **check “MP3”** (Highest Quality).
- Name your file as directed. For instance, if your name is Scott Watson and the instructions tell you, “Name your file **“(Your Name) Sound Clip.mp3”** - then you should name your file **“Scott Watson Sound Clip.mp3”**.



- Be sure to remove the slashes (/) and dates/times (09/16/17, 2:30) that GarageBand includes in its default file names:



- Share your MP3 file with drscottwatson@gmail.com.

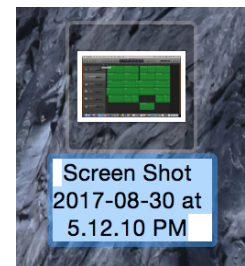
Screenshot. Using simple key commands (Shift-⌘-3 or Shift-⌘-4), you can take a picture of the computer's screen (or parts of it) which will be saved on your desktop as a graphic file. When you are asked to submit a screenshot of a GarageBand project, do the following:

- Use the Zoom slider in GarageBand to zoom out so all the measures of your project are visible in the Track Window.



- Either type Shift-⌘-3 (which takes a picture of your entire screen) or Shift-⌘-4 to use your mouse to select (click-hold-drag) a part of the screen you want to capture. The screenshot will appear on your desktop as a (.png) graphic file.
- Rename the file as instructed. The default filename for screenshots is long and awkward, and includes characters for dates and times, like this:

Loops and Layers proj - 8/28/19, 8.20 AM.mp3



To rename a file sitting on your desktop, Option-click the filename and type what you were instructed to use as your filename (i.e. "Scott Watson Screenshot"). Share your screenshot graphic file with drscottwatson@gmail.com.