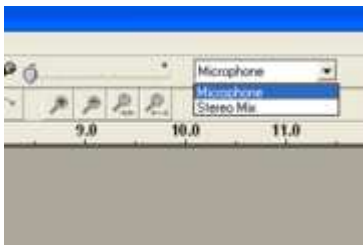


Using Audacity to Podcast

1. Download audacity from www.audacity.sourceforge.net and a _LAME mp3 encoder. You can download this encoder [from www.lame.sourceforge.net/index.php](http://www.lame.sourceforge.net/index.php).
2. Plug in your microphone and headphones or ensure your speakers are turned up.
3. Make sure "microphone" is selected in the top right hand corner.
4. Become familiar with the Audacity Tools (see bottom of page)



5. Click on the red circle which will start recording and speak into your microphone. You should see blue wave like lines.



6. Hit the stop button when you are finished recording. Your recording will look like a sound wave- the louder you talk, the higher the wave.
7. If it doesn't look like anything is recording do 2 things: First, go to the EDIT menu and select PREFERENCES. Select Audio I/O and check to make sure that the proper recording device is selected. The second thing you can do is increase the slider next to the small microphone icon directly below the recording button. This tool will adjust the volume of the audio you are recording.



8. To delete a track, simply click on the small x located on the upper left hand corner of the track.
9. Every time you hit stop and then record, a new track will automatically begin. You can have as many tracks as you want with Audacity.
10. If you have multiple tracks or a long recording, and would like a better view of your audio, then the ZOOM tool will allow you to see as much of your recording as you would like. You can also make your tracks slimmer by slightly dragging them upward.
11. Import some background music by going to PROJECT then IMPORT AUDIO and double clicking on selected music. It will appear as a new audio track.

(Optional) Select the part of the background music you want to have under your voice as it will likely be too long. Leave some extra to fade in and out. Then click the button shown in the image that will trim the out side selection.

- a) *Select the icon for the 'time shift tool' (double headed arrow) which will allow you to move round your sound. Align your voice with the background music.*
- b) *Click back on the 'Selection Tool' (looks like an I).*
- c) *Select a small section at the beginning of your background music.*
- d) *Click on Effect then Fade in to fade in the music.*
- e) *Select a small section at the end and then go to Effect then Fade out.*

12. Using some of the tools:

- a) To listen to your recording, hit the purple SKIP TO START button and then press PLAY.
- b) To delete part of an audio track, use the SELECTION TOOL to highlight the unwanted audio and simply press delete on your computer's keyboard.
- c) Use the TIME SHIFT tool to move audio to desired location.
- d) You can also add effects by highlighting the audio with the SELECTION TOOL and clicking on the EFFECT menu. You can change the speed, pitch, and even add an echo!

13. Experiment with other effects on the music and your voice. Continue with the steps when you are happy with what your have produced.

14. Go to FILE then SAVE PROJECT AS to save your work. Type in a filename and click save. This is the version you will open in order to edit your project if you wish.

15. Go to FILE then EXPORT... or EXPORT AS MP3 and save similarly to the previous step. Exporting takes all the tracks you created in audacity and merges them as one audio file. This file can then be used use on websites, portable mp3 players, and even burned on an audio CD.

16. The first time you export an mp3, audacity will ask you to locate a LAME mp3 encoder. This encoder is needed to compress and export the sound file. You can download this encoder from www.lame.sourceforge.net/index.php.(Locate this specific file- lame_enc.dll.)

17. Congratulations on your podcast! Happy Podcasting ☺ !!

Some teacher podcasting websites:

-www.teacherspodcast.org

-www.epnweb.org

-<http://www.apple.com/itunes/store/podcasts.html>

audacity Tools



Selection Tool

Use to highlight audio selections by clicking and dragging across the audio wave form. The grayed area you selected is now ready to receive any number of editing tools or effects applied to the highlighted sample. After selecting a portion of the waveform, you can click the Play button to play just the selected portion of the audio. You can deselect by clicking once inside your audio track.



Envelope Tool

The Envelope tool is used to increase and decrease volume levels at various locations in your wave form. It is non-destructive which means that it will not effect the original audio file. Envelopes are useful for fading music into the background and for editing interviews or recording with two voices where one might be louder than the other. To use the Envelope tool, create envelope "handle" points around the portions of the wave form where you want to raise or lower the volume level.

After turning the Envelope tool on, blue borders will surround your audio sample. When you click on any point on the blue line to add a handle (a square white point). You can widen the blue border to increase the volume between those points; narrow the blue border to decrease the volume.



Draw Tool

 Increase or decrease volume of specific notes

Zoom Tool

The Zoom tool is indicated by the magnifying glass. You can use it to zoom in and out on specific parts of your wave form. Left click once to zoom in on a selection, or right click to zoom out. To zoom in on a specific portion of your wave form, left click and drag across a portion of your audio file. The section you've selected will no completely fill the window.



Timeshift Tool

This Timeshift tool is a good way to cut and past or move an entire track. After selecting the Timeshift tool you can select a track and click on the wave form and drag it left or right to move it earlier or later in the timeline.



Multitool

The Multi-tool button lets you perform multiple editing actions with your mouse. It's like having all of the editing tools turned on at once. With the multi-tool selected you can adjust volumes up and down by adding envelope handles and you can select portions of the audio with the I-beam selection cursor. You can also zoom in on your selection by right clicking and dragging to select the sample you wish to see.



Skip to start



Play



Record



Pause



Stop



Skip to end