

Audacity for Podcasters

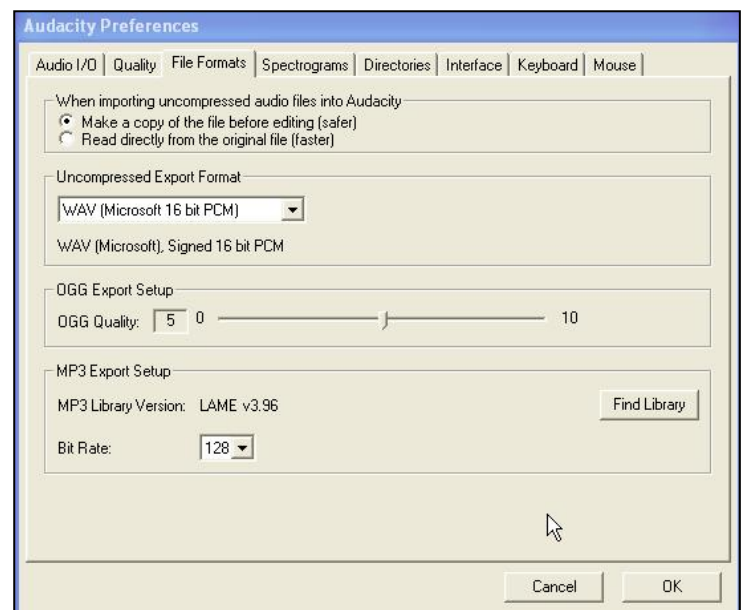
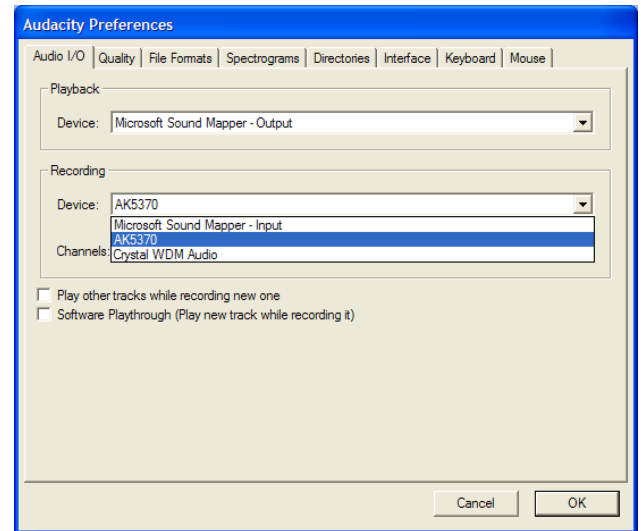
Downloading the Software

To get started, you need to download and install the **Audacity** software (<http://sourceforge.net/projects/audacity/>) and the **LAME MP3 Encoder** (<http://www-users.york.ac.uk/~raa110/audacity/lame.html>), you will need to adjust some preferences before you begin recording your podcast.

Setting Preferences

In Audacity, go to **Edit** on the menu at the top of the screen and choose **Preferences**.

1. In the dialog box that appears, click the tab for **Audio I/O**. This is where you will choose your microphone if you have connected an external microphone to your computer.
2. Choose your microphone from the dropdown list under **Recording** → **Device**. In the section for **Channels**, click and choose **1**. This will record your podcast in mono rather than stereo and create a smaller file.
3. Now click the **File Formats** tab. Click in the radio button to **Make a copy of the file before editing** in the section “When importing uncompressed audio files...”
4. At the bottom of this dialog box, we will need to tell Audacity where we put the LAME MP3 Encoder that we downloaded. Click the link to **Find Library**. In the dialog box that comes up, click **Yes** to locate the library. Navigate to the location where you saved the LAME Encoder (probably in your Programs directory) and choose the “**lame_enc.dll**” file.



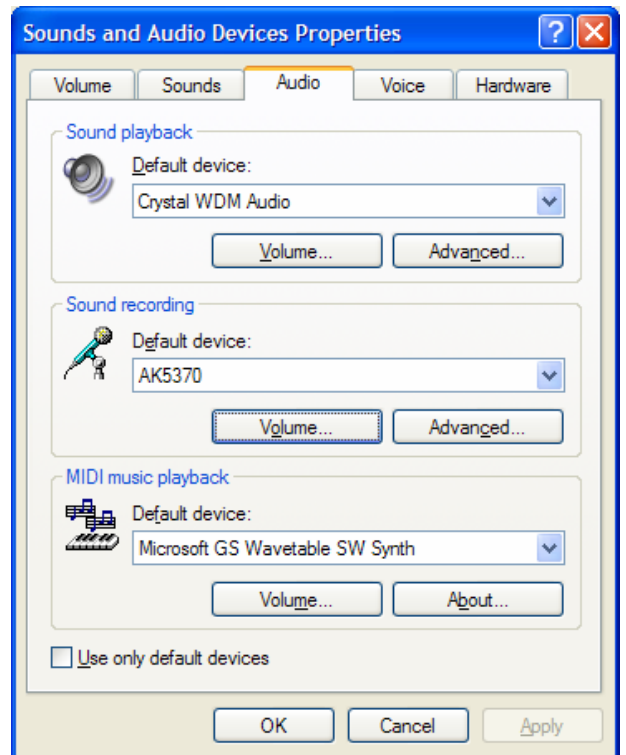
5. Click **OK** at the bottom of the Preferences dialog box and Audacity is set up.

You will also need to check some of your computer settings too before you begin.

1. Go to the **Start Menu** and choose **Control Panel**.
2. In the Control Panel window, double click on **Sounds and Audio Devices**.
3. Click the **Audio** tab, and make sure that your microphone is selected and click to check the volume of your microphone under the **Sound Recording** section. Be sure that your input or microphone volume is turned up and not “muted.”

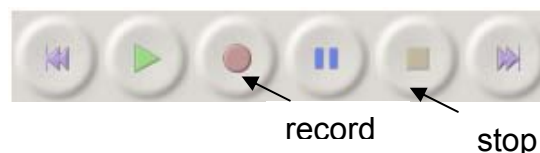
For a more detailed how to on setting up Audacity and the LAME Encoder, you can watch the video tutorials at

<http://www.how-to-podcast-tutorial.com/17-audacity-tutorial.htm>



Recording

1. Launch **Audacity** and select **File – New** for a new project.
2. When you are ready to record, select the **record** button on the toolbar. Click **stop** when you are finished recording.



Editing

To do most of your editing, you will use the following three tools: selection, envelope and time shift tool.

Selection Tool

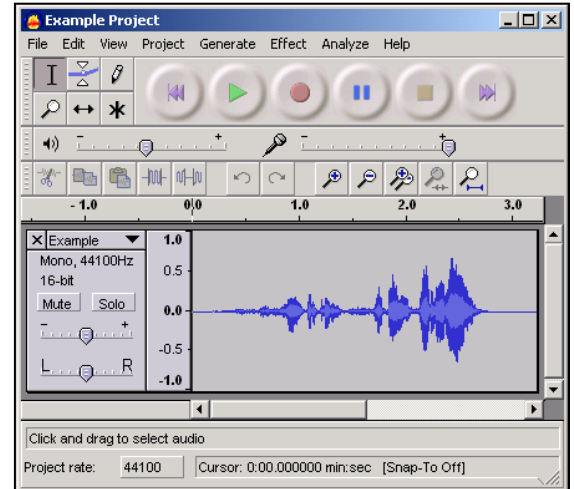
This is the main tool you use to select audio. Click and drag to select. Playback will always begin at the position of the selection cursor.

Envelope Tool

The envelope tool gives you control over how tracks fade in and out within the main track window.

Time Shift Tool

This tool allows you to move the track to the left or right by clicking and dragging.



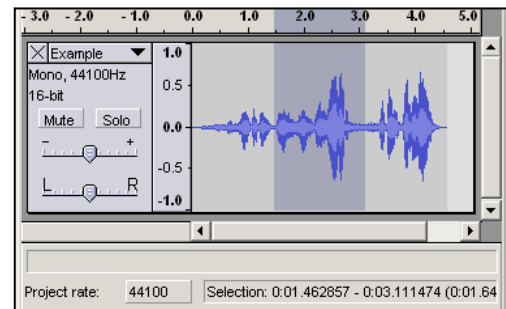
Editing a Selection

1. Click on the **selection** tool and then press and hold the left mouse button while you drag the mouse over the area you want to cut.

Tip 1: To listen to the selected area, press the space bar.

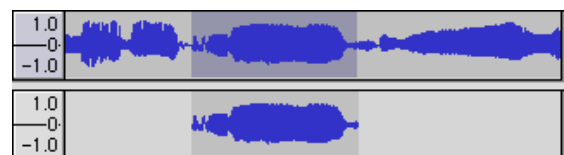
Tip 2: To extend the selected area hold down the **Shift** key then click on the area you wish your selection to extend.

2. Once the area is selected, you can delete, cut, copy or paste it. An alternative to deleting a selection is **silencing**. This leaves the track but silences any sound. To do this go to **Edit > Silence**.



Duplicating a Section

The selected area gets copied; a new track is created on a separate track below the main track. This allows you to adjust the

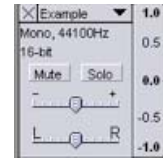


duplicate to make interesting effects without affecting the original.

Adjusting Volumes

To the entire track

1. Select the entire track with the **selection** tool.
2. On the left hand side, adjusts the **volume slide** it adjust the volume.



Volume Control

To part of the track

1. Select the part of the track you want to change.
2. Go to **Affect > Amplify** and either adjust the slide bar or change the dB number in the box.



Adding Music

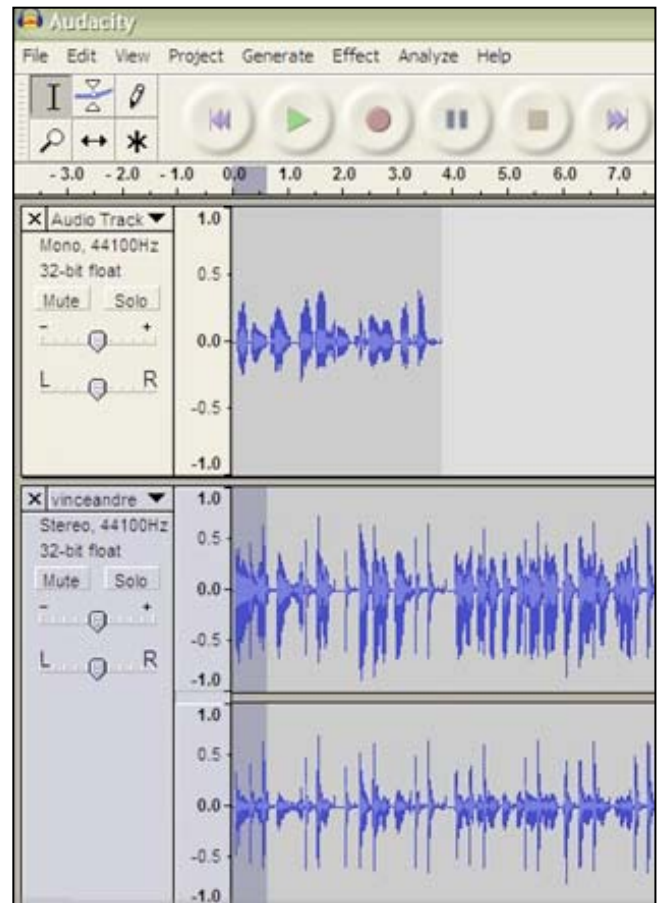
It is a good idea to have some introduction music to your podcast.

There are two ways to import music into your track.

1. You can drag and drop the sound file into the Audacity.


OR

2. You can go to **Project > Import Audio**. Either way the sound file will show up in a separate track, usually below your audio track. (See the example to the right.)



Working with Audio

To place the introduction music at the beginning of your podcast:

1. Click on the **Time Shift** tool  and drag your recording to the right to make space for the introduction music.
2. It is often a good idea to fade in the introduction music. To do this, **select** the introduction music with the **selection** tool then go to **Effect > Fade In**. Listen to the introduction and adjust the volume accordingly.
3. Once you are satisfied with the introduction music, select it with the **selection** tool and drag it into the space before your recording. Now your introduction music and recording are on the same track. You can repeat this process for the outro music (the music at the end of the show).

Tip: There are many other effects that you can apply to your audio or music tracks. Have a little fun investigating them.

Saving and Exporting

1. As your are working on your podcast, you be sure to save your project (and do it often!) **File > Save Project As**
2. When you are finished you will need to export the file as an MP3 file.
3. Go to **File > Export as MP3**.
4. Next a dialog box will come up called Edit the ID3 tags for the MP3 file. Really this is just a place to add additional information about your podcast, such as title, artist (you!), any comments, etc. You can either add this here or you can add this information in iTunes (see attached handout for directions).