

Getting started with Audacity for a Windows PC:

### Introduction

This tutorial will show you how to use Audacity for Windows to record audio and save it as an MP3 for your podcast.

### System Requirements

Let's start by discussing system requirements for running Audacity.

- Windows 98, Millennium Edition (ME), XP
- 64 MB of RAM or more
- 300 MHz processor or faster

To see if your computer meets these requirements:

1. Click on **My Computer** (usually from the **Start Button**)
2. Click the icon marked **Properties**
3. Your system information will be presented in the resulting window

You will need at least 10 MB of disk space to install the Audacity application and additional space for each of your audio projects.

### Microphone Input Requirements

You will also need a microphone to record your audio into Audacity.

Check your computer to see if it has an Audio In Jack for a microphone. The microphone jack is a small circle that has a microphone icon next to it. If your computer does not have an Audio In Jack, shop for a microphone that runs via USB.

You may also wish to use headphones for editing your audio. Most computers have an Audio Out Jack with a headphone symbol next to it.

### Download Audacity and LAME MP3 encoder plug-in

Now that you have your system and microphone established, go ahead and go to the Audacity download website.

Type in the site address, <http://audacity.sourceforge.net/download/windows>, in the Web browser of choice. Click on the **Audacity Installer** link to download the file on your computer. The site will send you to what is called a "mirror" website. Choose a location that is geographically near to you.

Save the downloading file and choose your desktop as the location.

*Note: Downloading will be faster with a wired broadband connection like cable or DSL than via dial-up or wireless.*

### Download LAME MP3 encoder plug-in

In order to create a podcast for your audience to listen to, you will need to export your sound files in MP3 format. To create MP3s directly in Audacity you need a plug-in known as the LAME encoder. You will need to download the plug-in as well.

Go back to the Audacity Web page, <http://audacity.sourceforge.net/download/windows>, and then click on the **Optional Downloads** LAME MP3 encoder link, which with an additional selection will take you to the LAME download page. Click on any one of the **lame-3.96.1** links and save to the desktop.

When the download has completed, unzip the resulting file by right clicking. Store the opened folder that contains the **lame\_enc.dll** file in an easily locatable location. In this example, it will be saved in **My Documents**.

When you first try to export your podcast as an MP3, Audacity will ask you to specify where the lame\_enc.dll is located. Simply click **Browse**, return to My Documents and select the file.

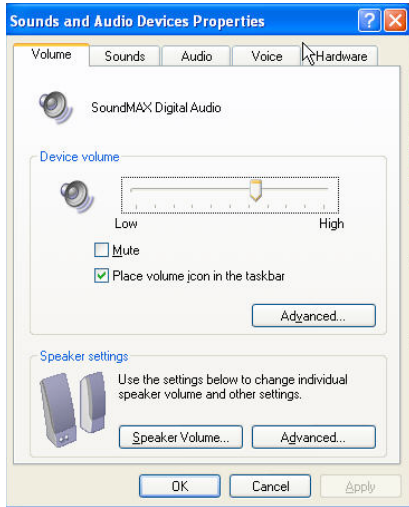
### Install Audacity

Once both downloads are complete and the LAME plug-in is set up, go ahead and run the Audacity Setup Wizard to install Audacity on your computer. Select to install it in your **Programs** folder, with your other applications. Remember that you have to agree to the terms and conditions of the program for it to install.

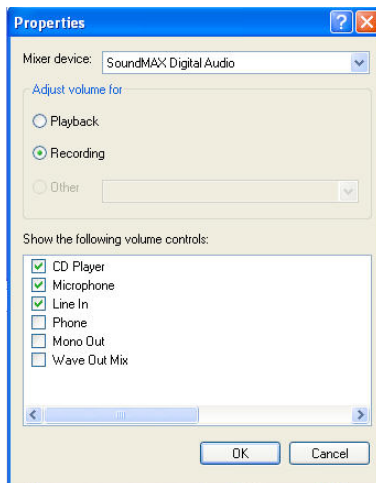
Click on the **Next** button to complete all of the tasks. Next, click finish and the program will open the Audacity first run window. Choose the language you want Audacity to use and then click **OK**. The main window for Audacity will open. This is where you will record and edit all of your audio for podcasts.

### Configure your Microphone

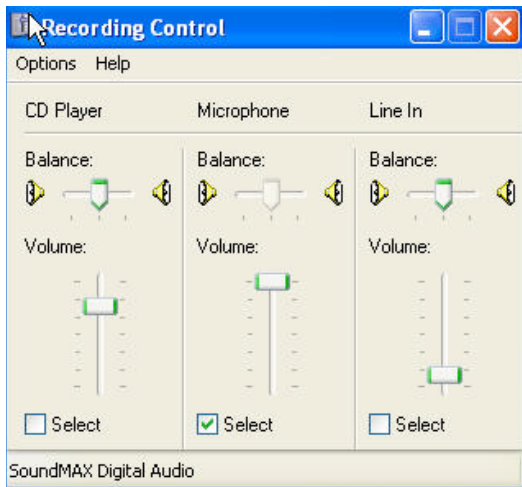
1. Before you begin recording audio in Audacity you need to configure your computer to use the attached microphone.
2. While Audacity is open, Go to Start > Control Panel > Sounds and Audio Devices.



3. Click the Advanced button in the Device Volume section of the Sounds and Audio Devices Properties window.
4. With the Volume Control window open choose Options > Properties and select the button next to Recording.

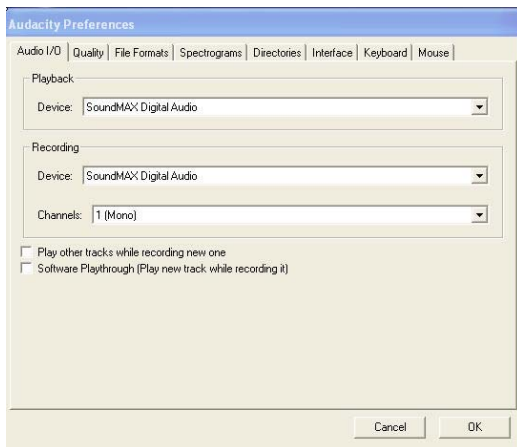


5. Make sure that the Select box under the Microphone column is checked and then click OK. Finally, make sure the Microphone volume is above zero or your audio will not be recorded.



### Configure Audacity

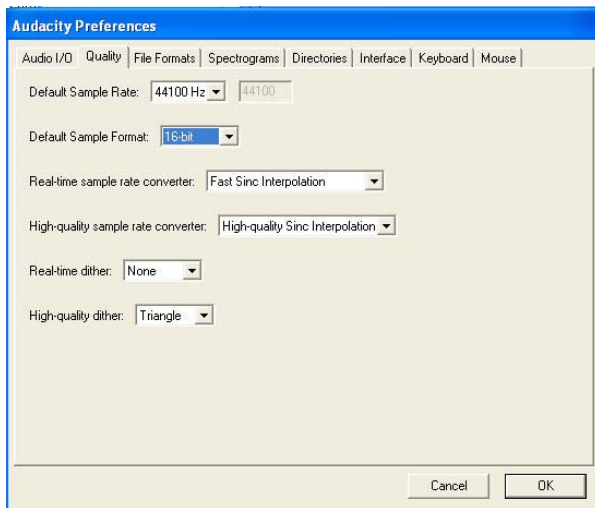
1. Next you need to configure Audacity in order to record sound properly.
2. To do so, choose Edit > Preferences.
3. Select the first tab titled Audio I/O, and then verify that the program recognizes your sound card. In this example, the computer uses SOUNDMAX Digital Audio.



4. In the Channels drop down menu, select Mono for your recording.

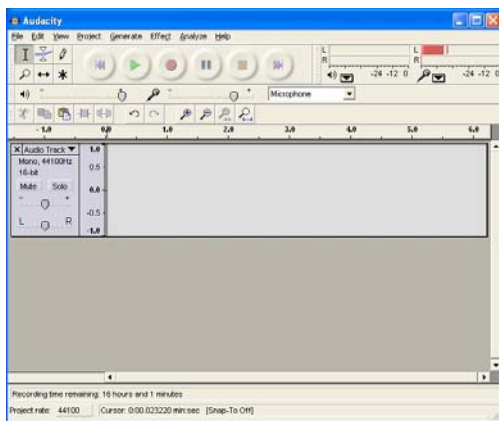
## FMC – Getting Started with Audacity for Windows

- Next, select the Quality tab, and make sure the Default Sample Rate is set to 44100 Hz and the Sample Format is set 16 bit.
- Click OK to set and close the Preferences.



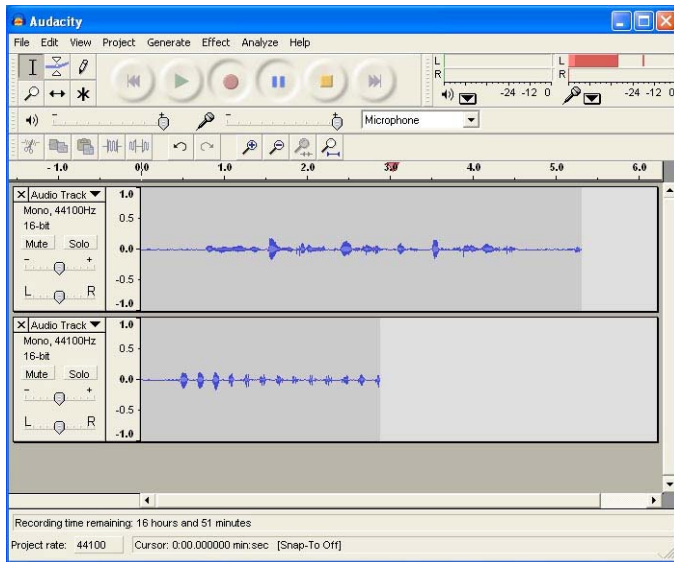
### Testing the Microphone

- To make sure your microphone is working properly, go to the Audacity input drop down menu and select Microphone.
- Click on the microphone icon, to the right, and select Monitor Input. Try talking into your microphone and watch as the red bar, in the input level meter, moves to the sound of your voice.
- Adjust the volume to an appropriate level, -12dB, by clicking and dragging the slider next to the left microphone icon.



### Recording audio

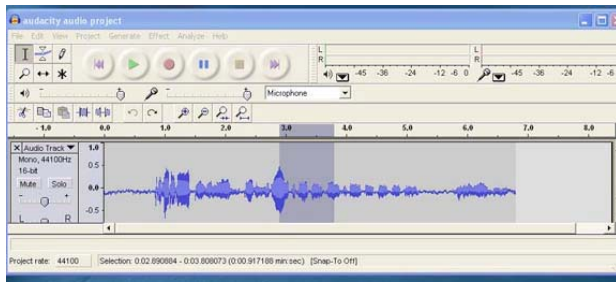
1. You are now ready to record! To do so, push the large red button to record audio
2. To stop recording, press the yellow stop button.
3. If you wish to pause, click the blue button in-between the play and stop buttons.



4. If you press stop and then hit record again you will record a new track.
5. If you are recording and hit pause, you can hit the pause button later to keep recording on the same track.

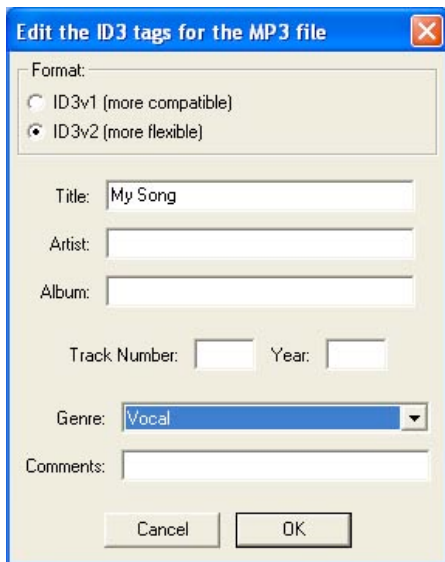
### Editing audio

1. Audacity allows you to edit your audio after it is recorded.
2. To edit out an unwanted pause or noise, highlight the part of audio that you don't want and hit delete.
3. You can also highlight audio in one track and then copy and paste it into another track. This is useful, should you accidentally stop and start recording on a new track, when you really wanted one track.



### Saving Audacity project and MP3 file

1. Once you are satisfied with your audio then you can save it.
2. Click file and select "Save Project As." Name the project something that you will remember. A Project file and Data folder will be created. You must keep both in order to open the project again. This project file can only be opened by Audacity.
3. To save an audio file for your podcast, select export as MP3, name the file and click Save.
4. The Edit the ID3 for MP3 file window will open for you to fill out information about your file.
5. Leave the default, ID3v2, and pick a Genre. You may leave the other fields blank, unless you want such information to be included. Click OK.



6. Remember, if this is the first time to export as MP3, Audacity will prompt you to locate the LAME encoder plug-in. (lame\_enc.dll)