

A Guide to using Audacity to create Podcasts in the Classroom

About Audacity

Audacity is a free audio editor and recorder for Windows, Mac OS X, and Linux that you can use to create podcast episodes. You can download the Audacity installer at:

<http://audacity.sourceforge.net/download/>

Tools needed to create a podcast episode

- To record a podcast episode using Audacity, be sure you have the following:
- An application that will allow you to export recordings in the .mp3 file format. For information on downloading the LAME MP3 encoder for free, see:
<http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>
- An internal microphone or a microphone connected to the microphone-in connection on your computer
- A set of headphones connected to the headphone jack of your computer

Instructions

Steps

1. Step One

Download and install the Audacity program. If you have problems with this, the Audacity Web site offers support forums for help.

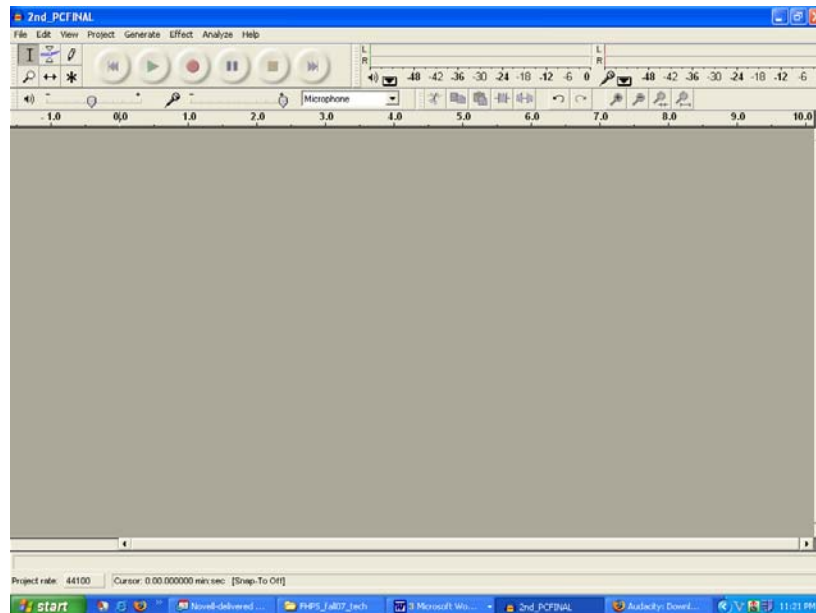


2. Step Two

Make sure you have a microphone and it is connected to your computer.

3. Step Three

Open the Audacity program. The Audacity control panel is very self-explanatory.



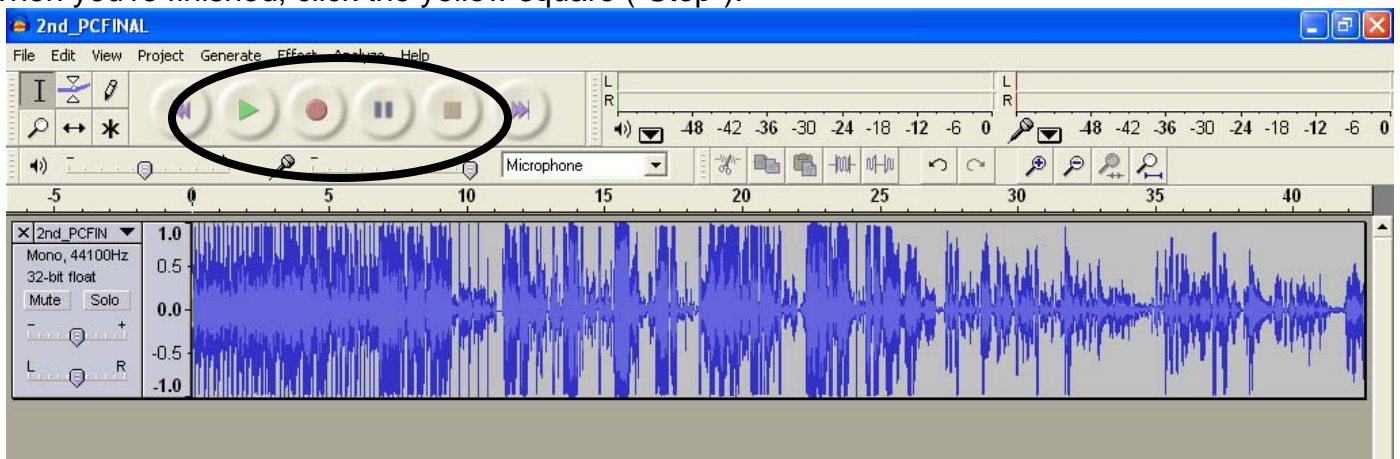
Recording and exporting

- To ensure sound levels are adequate, do a sound check:
- To turn on monitoring, click the microphone icon.
- Speak into the microphone.
- Watch the red bar; it should extend almost all the way to the right. If red barely appears in the grey bar, move the input volume slider to the right. If a solid red often covers the entire grey bar, move the slider to the left.
- **Note:** If your sound levels are not adequate, you may need to adjust your computer's sound and speech levels from within your Control Panel (Windows) or System Preferences (Macintosh).

4. Step Four

To record and export your podcast episode, follow these steps:

Click the red circle ("Record") and speak clearly into your microphone. As the podcast is recorded, you will see the recorded sound display in a single audio track that reflects the sound wave patterns. When you're finished, click the yellow square ("Stop").



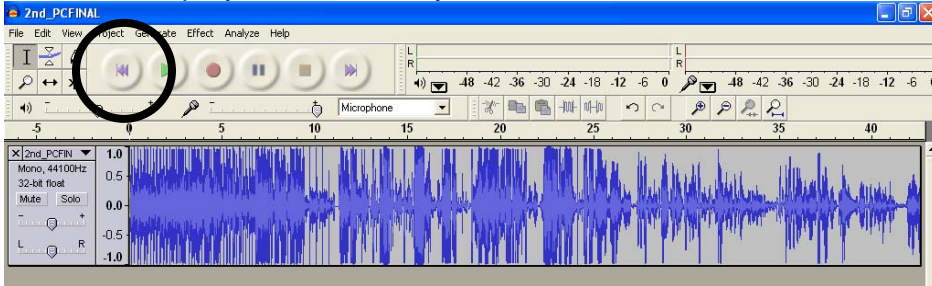
5. Step Five

Make any desired edits to your project. For information about editing, see the Audacity tutorials, reference guides, and manuals at: <http://audacity.sourceforge.net/help/documentation>

Note: While working on your project, be sure to save it occasionally so you can return to it to make edits. You will not be able to edit the exported .mp3 file; instead, save the project as the default .aup file.

6. Step Six

Rewind and play to hear what you have recorded.



7. Step Seven

If your recording needs editing, it is as simple as XCV!

Ctrl + X = CUT

Ctrl + C = COPY

Ctrl + V = PASTE

WRITE DOWN ADDITIONAL NOTES HERE:

8. Step Eight

To export the recording, from the **File** menu, select **Export As MP3...**

Name the file, choose a location, and click **Save**.

Note: If a dialog box appears asking if you would like to locate lame_enc.dll (Windows) or LameLib (Macintosh), click **Yes**. Locate the file you downloaded from LAME and click **Open**.

In the dialog box that appears, you can save information about the recording. Type a title and any other information you'd like to save with the file. Click **OK**.

Overall Tips & Warnings

- While creating your podcast, save your work often but use the save feature on Audacity. Don't export as MP3 until you are finished. Each time you export, you lose some quality so you don't want to do this until you're finished.
- If you want to add a sound clip you already have to your podcast, you can import it from other files. Try to use uncompressed audios, such as WAV files. You want to avoid using compressed files because when you export to MP3 it will be compressed again.
- While Audacity is a wonderful program, you will also need to download the libmp3lame library to export audio files as MP3s. It's an extra step, but doesn't take long and you can find the library free by doing a search on almost any search engine. Just make sure when you download the libmp3lame library, you save it where it can be found, such as your Audacity folder.