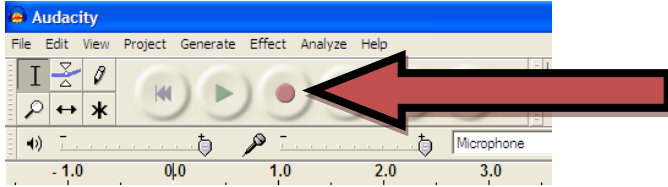
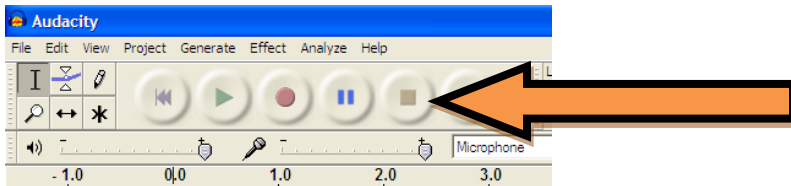


Creating a Podcast in Audacity

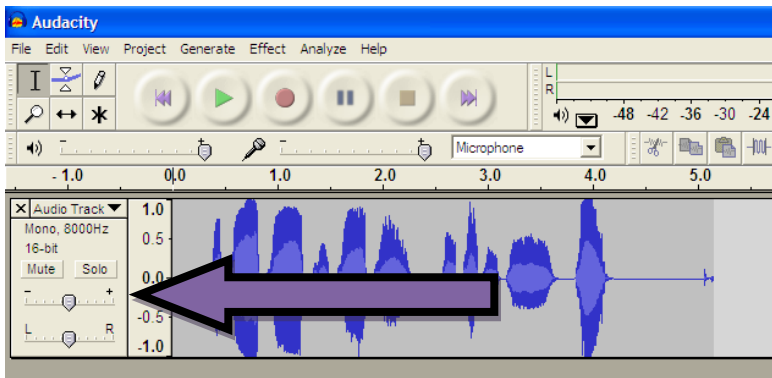
1. Open Audacity.
2. Click the red circle (record) button at the upper left hand side of the window.



3. Begin talking.
4. Click the yellow square (stop) button at the upper left hand side of the window.

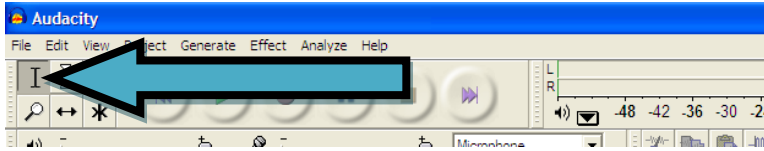


5. Make changes to the volume of this track of audio (or any additional tracks) by using the controls to the left of the audio track.

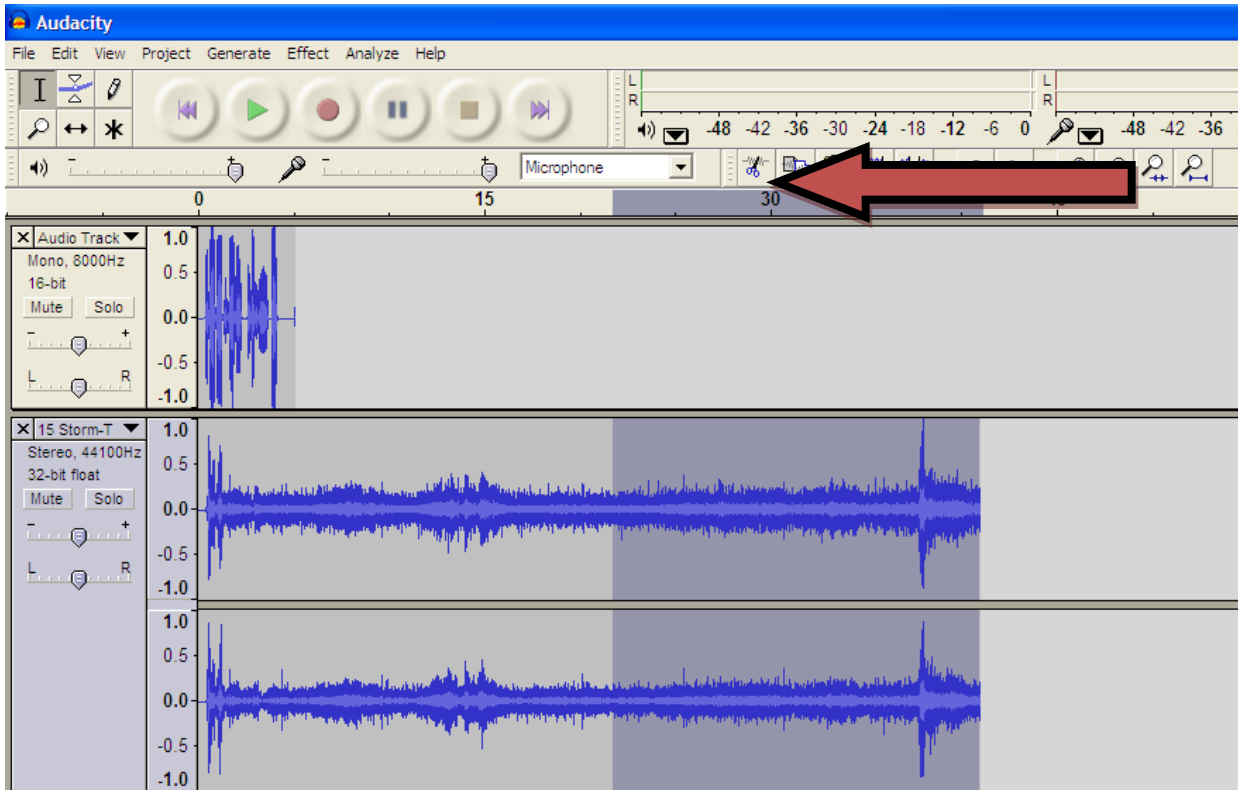


6. Add a second (and third...and fourth...and so on) track of audio by choosing Project...Import Audio. Browse to the sound effect or additional audio file you'd like to add and insert it into the Audacity project.

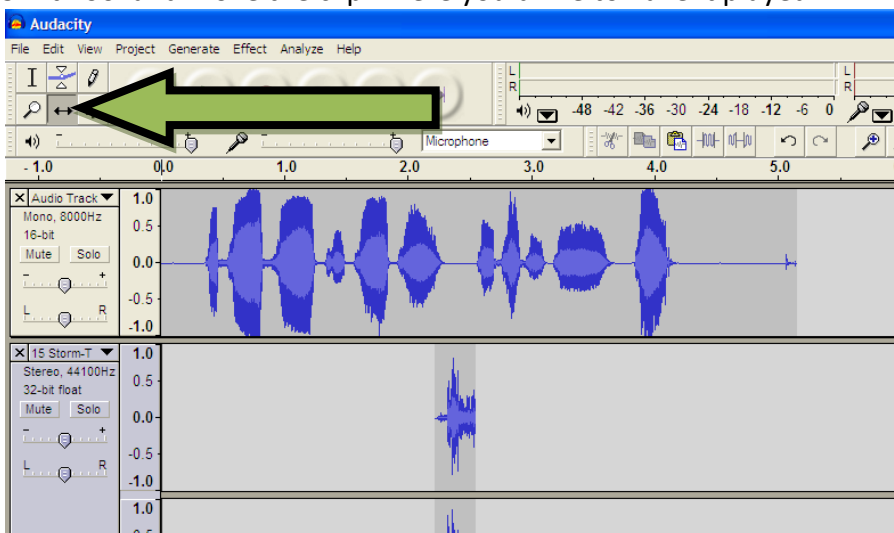
7. To trim a line of audio, make sure the selection tool is chosen.



8. Highlight the section of audio you wish to delete and then either press the Delete key or click the “cut” button from the middle of the Audacity control toolbar.



9. If you wish to move the trimmed audio track to a specific section of your podcast, choose the Time Shift Tool and move the clip where you'd like to have it played.



10. Save the Audacity project for continued work later by choosing File...Save Project. Choose a file name and location and then save the project.
11. To save the audio file as an MP3 to upload to your School Center Webpage, choose File...Export as MP3. You must have downloaded the LAME MP3 encoder already and extracted the files from the zipped folder. If you do not have the LAME MP3 encoder, it can be located through the HMSMEDIA blog at www.hmsmedia.wordpress.com or you can Google for the download location. Once you have browsed for the LAME encoder, you will not have to complete this step again.

*Couple of notes: If you are simply creating an audio file of narration or voice recording, you do not need the highest quality file format. Having a high quality format causes the MP3 to be too large to post to School Center. Open your Audacity file and choose Edit...Preferences...File Formats and choose a smaller bit rate. I keep my files set to 32.

