

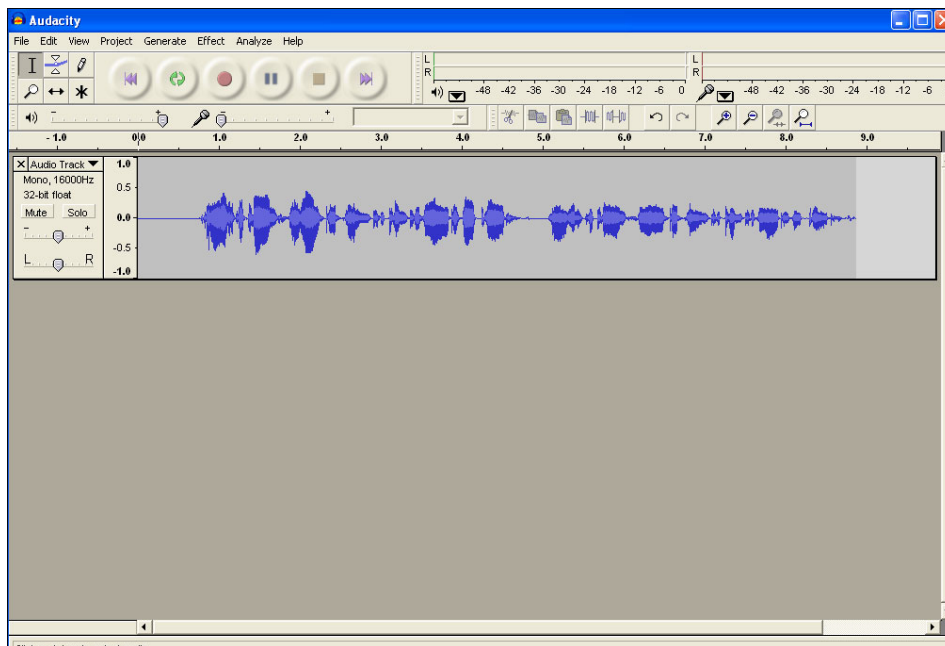


Learning Technologies Center

An illustrated guide editing an audio file in Audacity and exporting it to MP3

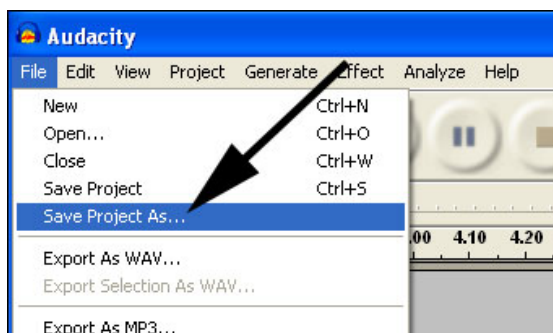
For the purposes of this guide, we assume you have already created an audio file using an iPod or a SanDisk.

1. Download the audio file from your digital recorder to your computer and open it in Audacity. It will show one or two tracks of wave spikes. BTW, your audio has likely been recorded as a WAV audio format, which is why you need to edit it in Audacity and then export it to the MP3 audio format for podcasting.

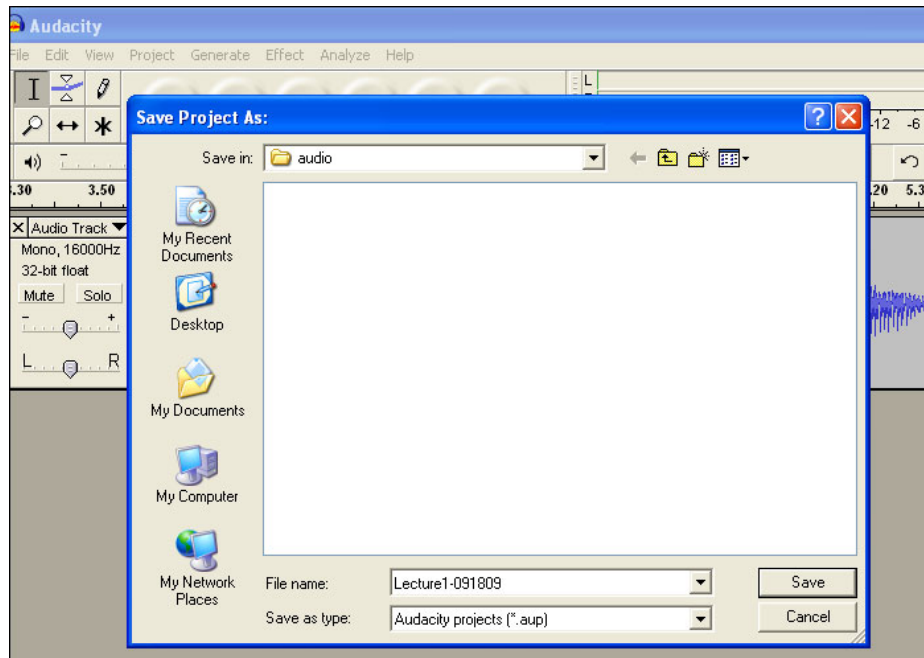


2. Save your audio file as an Audacity project.

Step 1: Click the File drop menu and select Save Project As

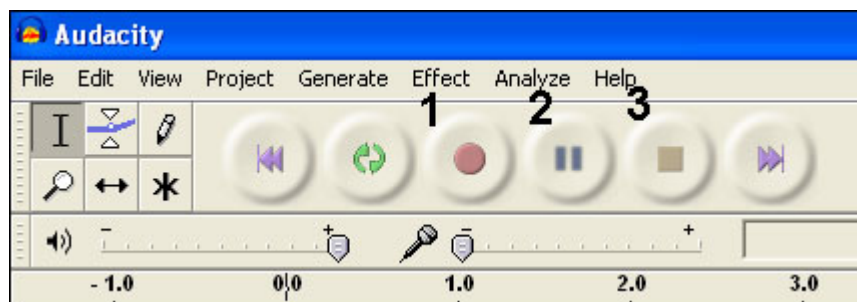


Step 2: Enter a filename and pay attention to where you are saving it. Click save.



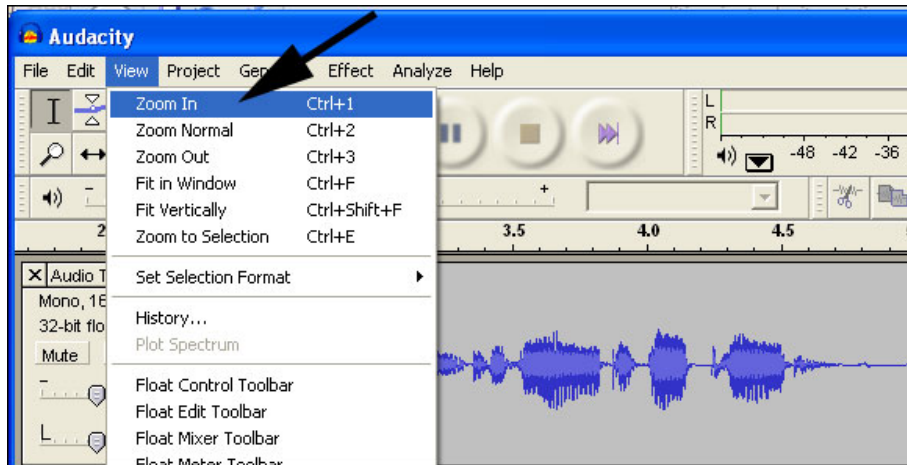
This is critical because unless you are working with an Audacity file format, you won't be able to export the file to MP3 to make it work as a podcast.

3. Let's take a quick look at Audacity's controls.

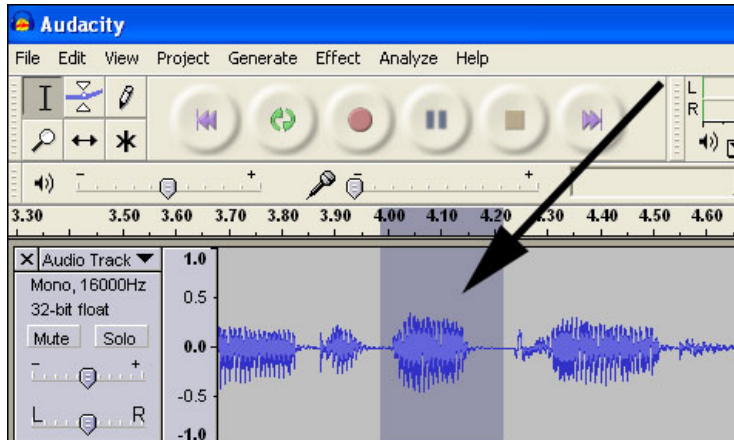


1 = Record 2= Pause 3 = Stop

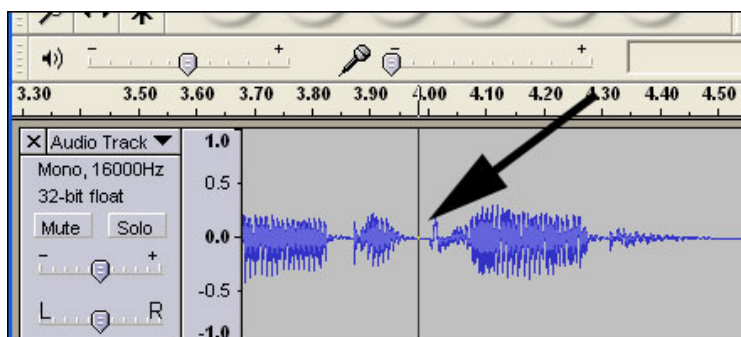
4. Editing audio in Audacity is easy. Let's say that you recorded a class lecture and want to remove the classroom noise that occurs before the lecture began. Here is what we recommend. First, click on the **View** dropdown menu and select **Zoom In** a few times. This spreads out the wave spikes making it easier for you to identify the audio that you want to highlight and delete.



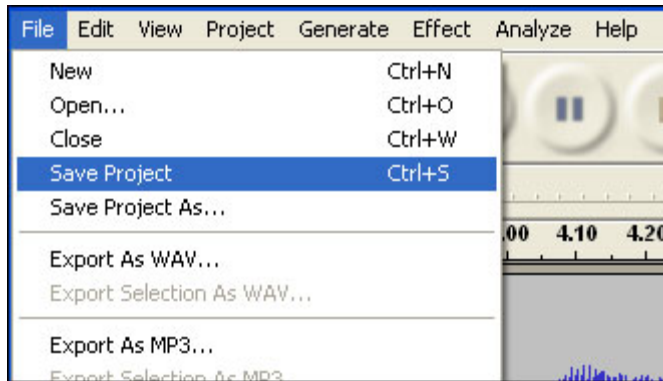
4. Play the audio and listen for the beginning and end of the audio you wish to remove. Click stop, highlight that audio, and click delete.



As soon as you hit your delete key, Audacity removes the unwanted audio and seamlessly splices the audio together.



5. Save your project. This saves your changes to the Audacity project file that you created in Step 2.

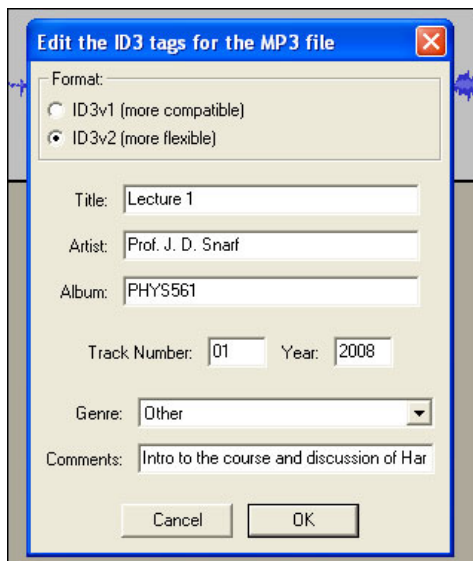


If you find you deleted too much, click on the **Edit** dropdown menu and select **Undo Delete**.

6. Now you are ready to Export As MP3

The first time you do this, and only the first time that you export to MP3 you may have to tell Audacity where the LAME .dll file is located. Yes, this is really clunky but it is the only clunky thing that happens with the great piece of free software. So, when prompted to find the LAME .dll file, browse through to find it. If your version of Audacity doesn't require this, great. But if it does browse to the LAME .dll and select it. Then proceed with the export procedure.

Entering your metadata – yes, this is important because it shows up when your podcast is uploaded to iTunes U. Enter it in the boxes provided. Make a note to refer to for your next podcast so the Title, Artist, Album, Track Number: and Genre are consistent. NOTE: you can also drag the MP3 file into iTunes and edit the info there. See: *Best Practices for Uploading Tracks to iTunes U* http://podcasting.arizona.edu/Best_Practices for more information.



7. You have now successfully edited your original WAVE file and encoded it to MP3 so it can be a podcast. Once you do this a few times, it will go quickly. Questions: contact the LTC for help.
<http://ltc.arizona.edu/contactUs.cfm>

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