


Using Audacity to Create Audio Podcasts

Audacity is free software that can be used to create audio files. These audio files may be loaded as podcasts on the GPC podcast server.

The audio files created with Audacity can contain recordings made by individuals, sound clips, and digital music files. The audio files that are created are exported into the MP3 format using Audacity and then can be uploaded to the GPC podcast server.

Getting Audacity and related files/hardware

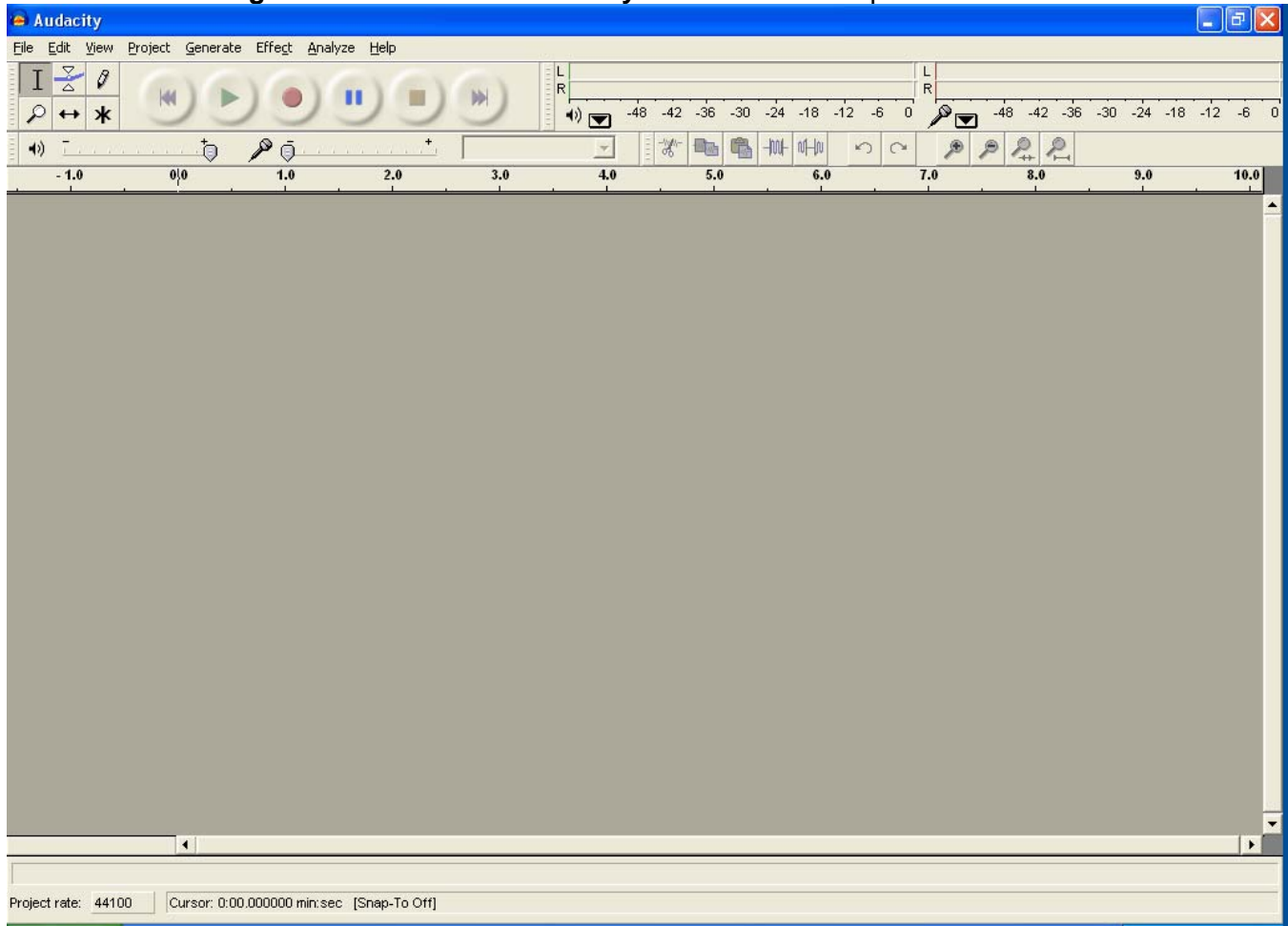
- ✓ Audacity is available for free from:
<http://audacity.sourceforge.net/>
After downloading Audacity, install it on the computer you will use to make your recording.
- ✓ When creating audio files in Audacity you will also need an encoder called LAME MP3 Encoder to export your audio files to the MP3 format. The encoder can be downloaded from:
http://www.free-codecs.com/Lame_Encoder_download.htm
Download the most recent FINAL release of the encoder as show in the picture below:

The encoder will download as a zip file. The zip file must be opened and the file called "lame_enc.dll" should be extracted and saved. It is recommended that you save the lame_enc.dll file in the same folder with your Audacity files for example, C:\Program Files\Audacity.
- ✓ Now that you have the appropriate software, be sure to get a microphone or preferably a USB headset to do your recording.

Audacity

Setup your Recording Environment

To Start Audacity

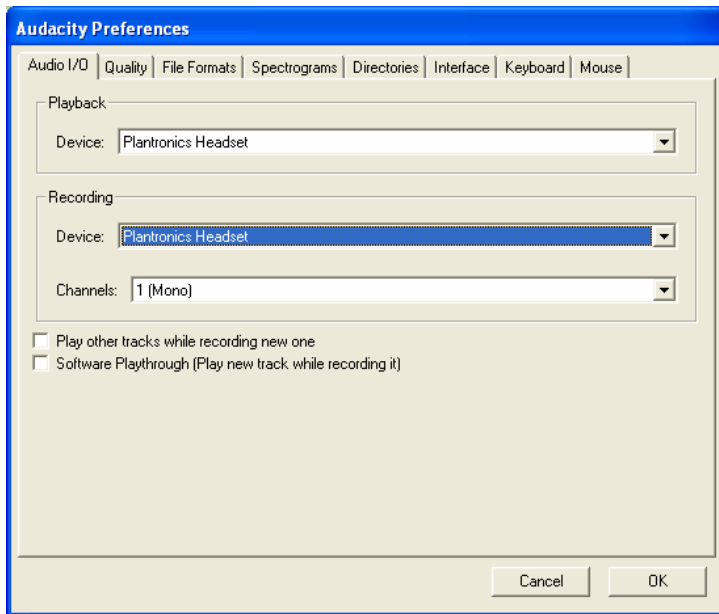
1. Click the **Start button** found in the lower left corner of your desktop.
2. Point to **Programs** and then click **Audacity**. The screen that opens is shown below.



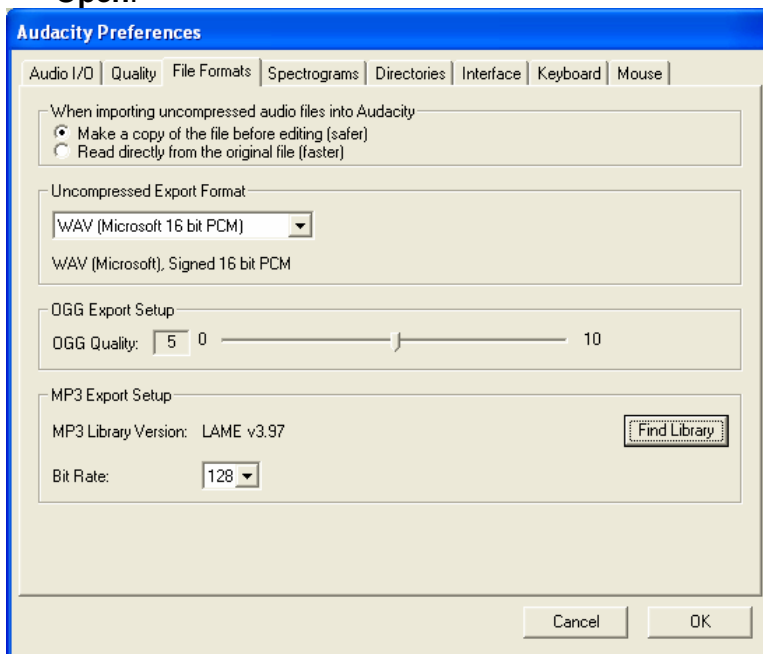
To Setup Audacity Preferences

1. Click the **Edit** menu and then click **Preferences**.
2. From the Audacity Preferences window select the **Audio I/O tab**.
3. In the Playback section, click the **Device dropdown list** and *click the appropriate device* for listening to your audio files. i.e. Plantronics Headset or USB Audio Device
4. In the Recording section, click the **Device drop down list** and *click the appropriate device* for recording your audio files. i.e. Plantronics Headset or USB Audio Device. In this same section click the **Channels drop down list** and select **1 (Mono)**.

Audacity



5. Click the **File Formats** tab. Then click the **Make a copy of the file before editing (safer) radio button**.
6. In the MP3 Export Setup section click the **Find Library** button. Then click **Yes** to proceed and locate the lame_enc.dll file.
7. *Navigate to the location where you saved your lame_enc.dll file that you were instructed to download earlier. The location might be: C:\Program Files\Audacity. Select the file* then click **Open**.

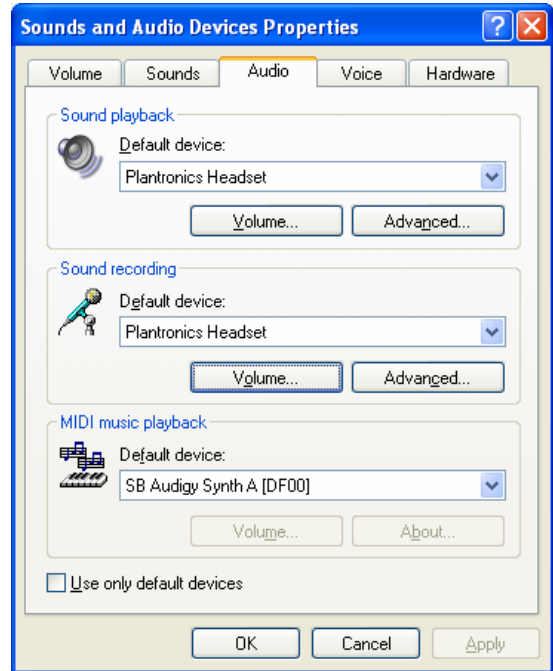


8. Click **OK**.

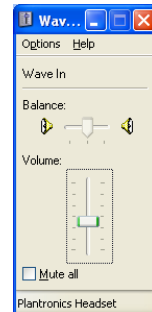
Audacity

To Set Recording Input

1. Click the **Start** button in the lower left corner of your desktop. If necessary, point to **Settings** then click **Control Panel**.
2. From the Control Panel double click **Sounds and Audio Devices**. (Sometimes this will say Sounds, Speech and Audio Devices or Sounds and Multimedia.)
3. Click the **Audio tab**. In the Sound recording section click the **Volume button**.



4. *Make sure the Volume is not muted.* (If you have trouble recording come back to this screen and adjust the volume level.) *Close this window* then click **OK**.

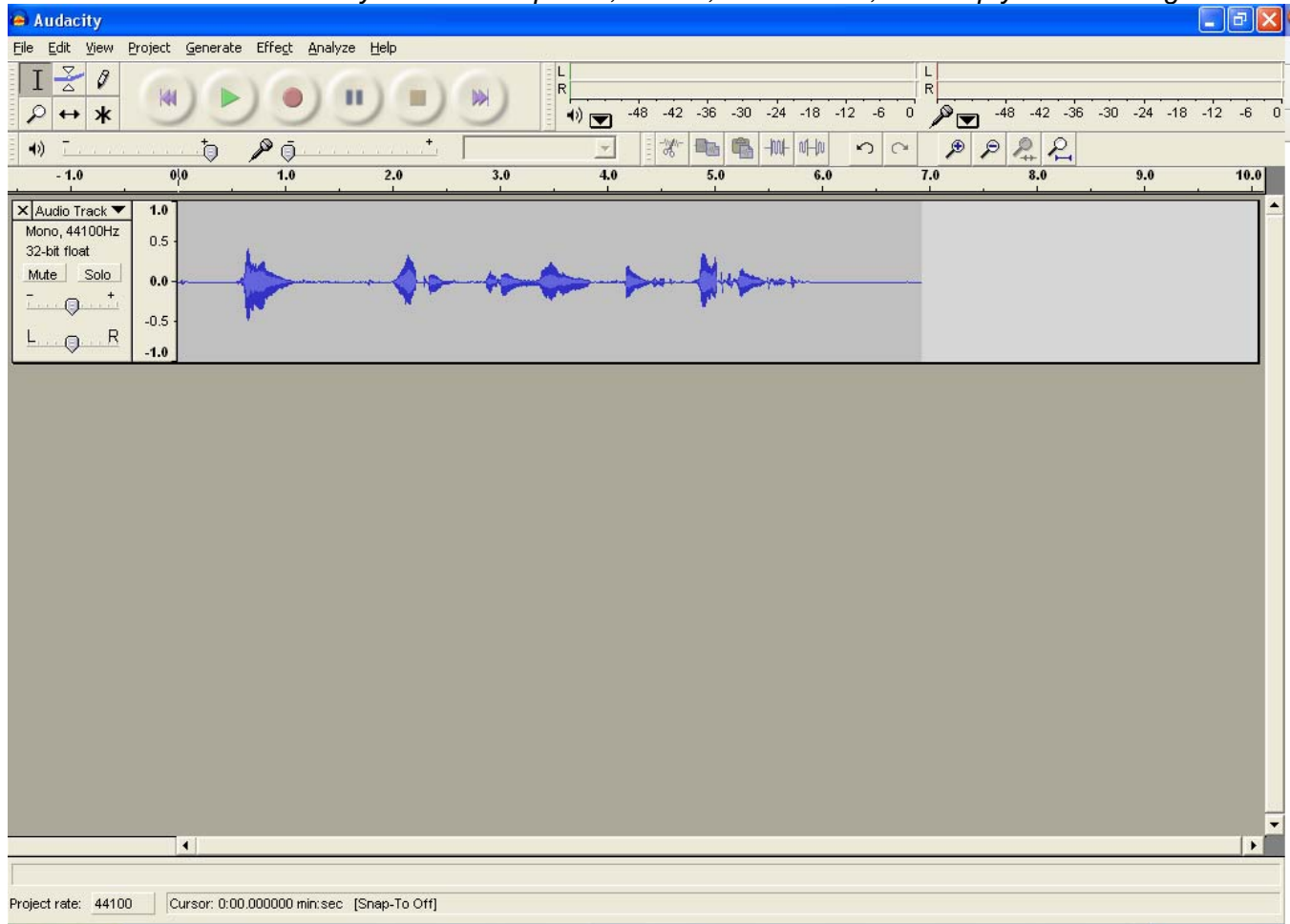


Audacity

Create an Audio File

To Record an Audio File



1. Click the red **Record** button.
2. *Speak into the microphone.*
3. Click the orange **Stop** button.
4. Press the purple **Rewind** button.
5. Press the green **Play** button.
6. *Use the VCR/DVD style buttons to pause, rewind, fast forward, and stop your recording.*



While you record, a wave form display is created (the blue wave in the graphic above.) If you need to edit your recording, you will locate the portion to be edited in the audio track waveform. For more precise control, it may be necessary to enlarge a portion of the audio track by zooming in on the waveform.

Basic Editing Tools

To Zoom In/Out of an Audio Track

1. In the upper left corner of the Audacity window, click the **Zoom Tool** . Then *left click the Audio track* to zoom in.
2. In the upper left corner of the Audacity window, click the **Zoom Tool** . Then *right click the Audio track* to zoom out.

Audacity

Determine the Length of Audio track


1. Near the top of the window, *look at the ruler*

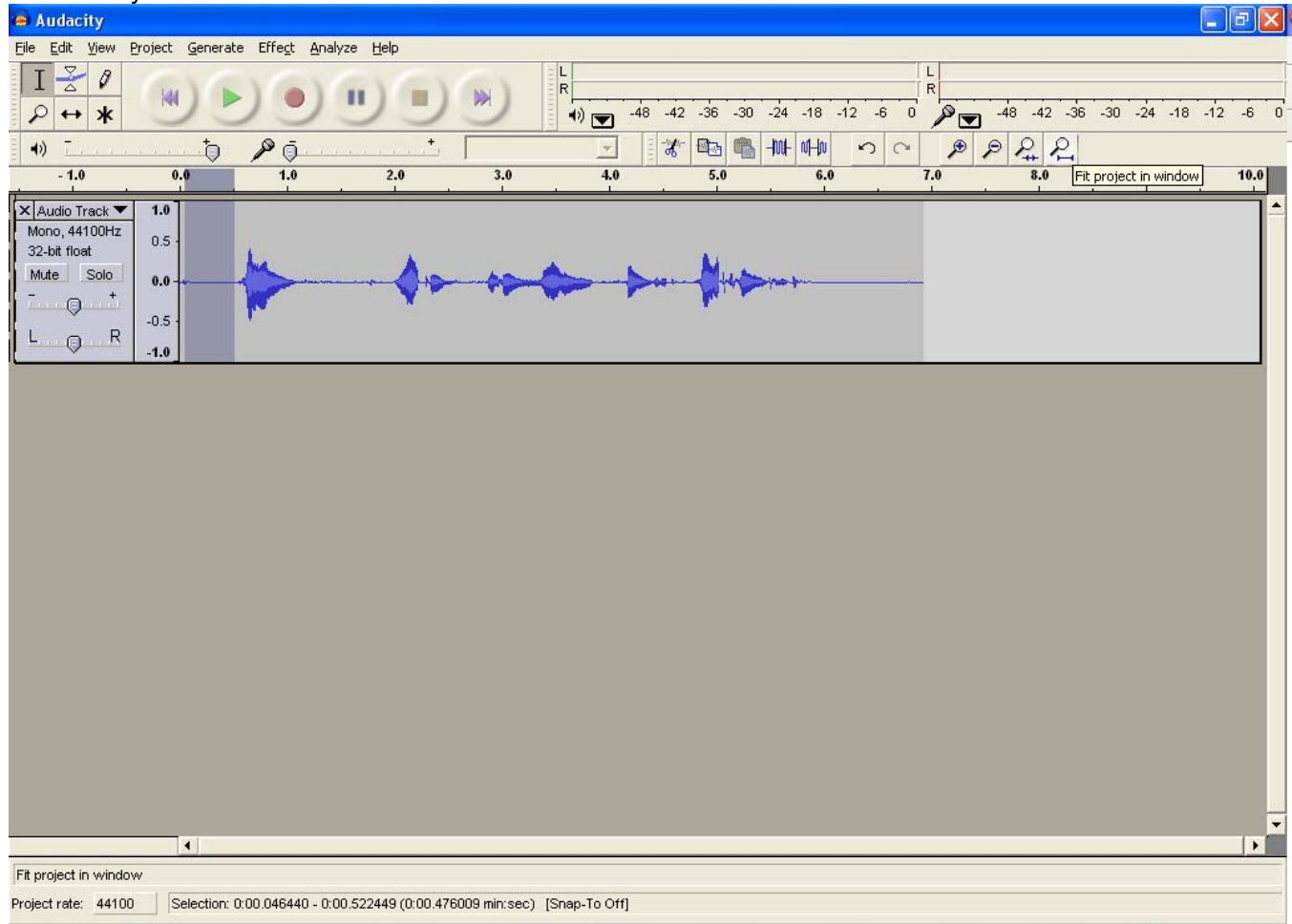


to measure the length or time of your audio track.

Edit an Audio File

To Delete/ Remove Pieces of an Audio Track


1. In the upper left corner of the Audacity window, click the **Selection Tool** .
2. *Highlight the portion of the audio track* you wish to delete, and then press the **Delete** key on the keyboard.




Audacity

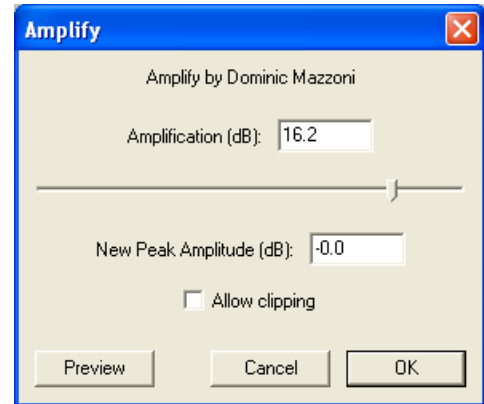
Adjusting Levels

To Turn up the Entire Audio Track


1. To the left of the track *use the slider*  to increase or decrease the gain or “volume”.

To Turn up Portions of the Audio Track

1. In the upper left corner of the Audacity window, click the **Selection Tool** 
2. *Highlight the portion of the audio track* you wish to amplify.
3. Click **Effect** on the menu bar, and then click **Amplify**.
4. In the Amplify window, *use the slider* to increase or decrease the “volume” of that portion of the track.
5. Click **OK**.



To Silence Portions of the Track

1. In the upper left corner of the Audacity window, click the **Selection Tool** 
2. *Highlight the portion of the audio track* you wish to silence.
3. Click **Edit** on the menu bar, and then click **Silence**.

Audacity

Import and Add Music to your Audio File

You can add music that is in the public domain for FREE to your audio files. However, popular music would not be a good choice to add to your audio file, as it is most likely not in the public domain.

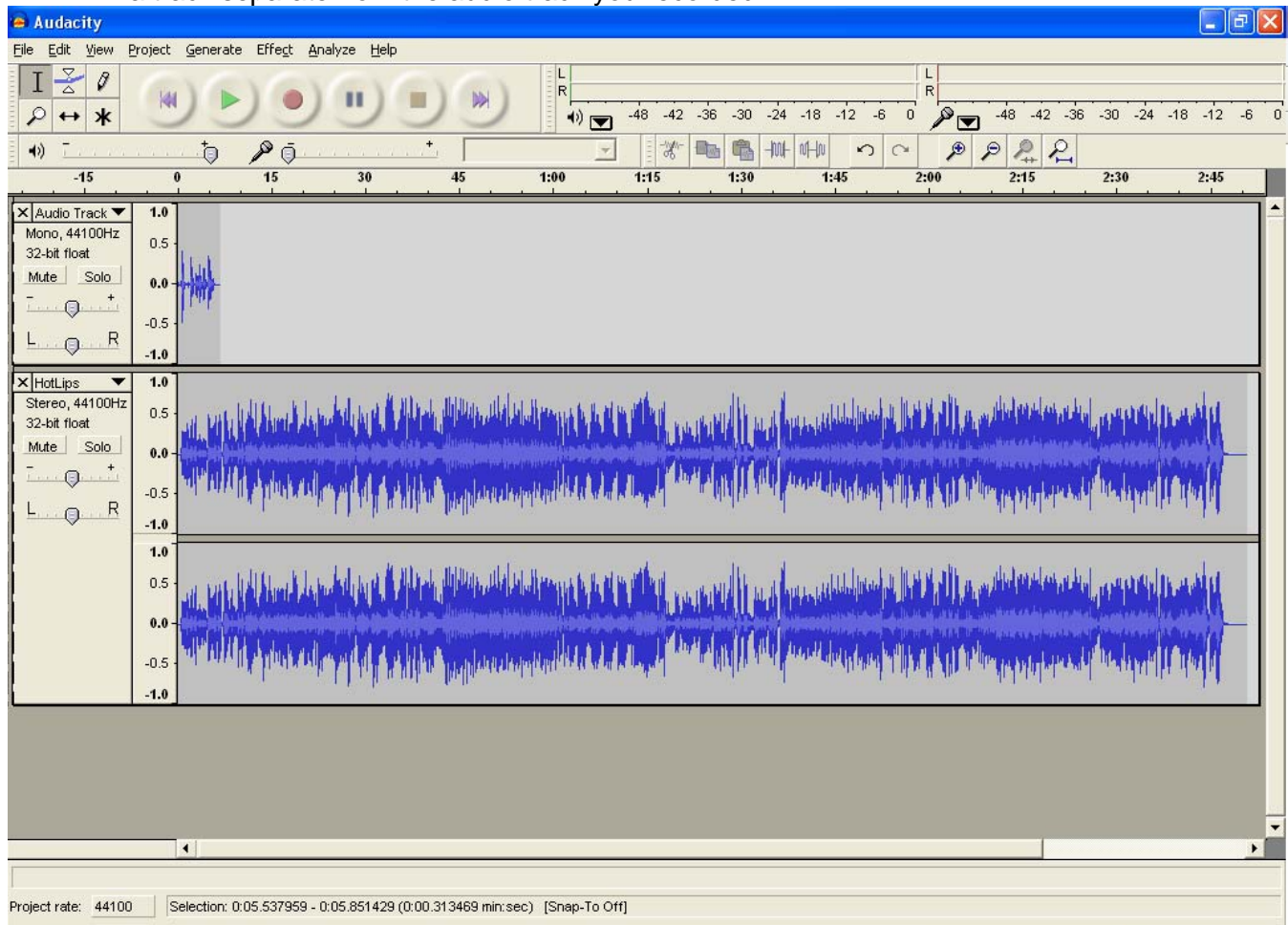
Below are links to web sites that contain public domain MP3 files that can be imported into your audio files. To find more public domain music try searching the web for “Public Domain MP3”.

- ✓ <http://www.publicdomain4u.com/>
- ✓ <http://www.mp34u.com/sourceHome.php?source=37>
- ✓ <http://partnersinrhyme.com/pir/PIRsfx.shtml>

After you have identified music file that you would like to include in the audio file you are creating, download the music file and save it to your computer hard drive. Remember the location where the file was saved.

To Import Audio


1. Click **Project** from the menu bar.
2. Then click **Import Audio**.
3. *Locate and highlight your music file.* Click the **Open button**. Notice that the music file is saved in a track separate from the audio track you recorded.

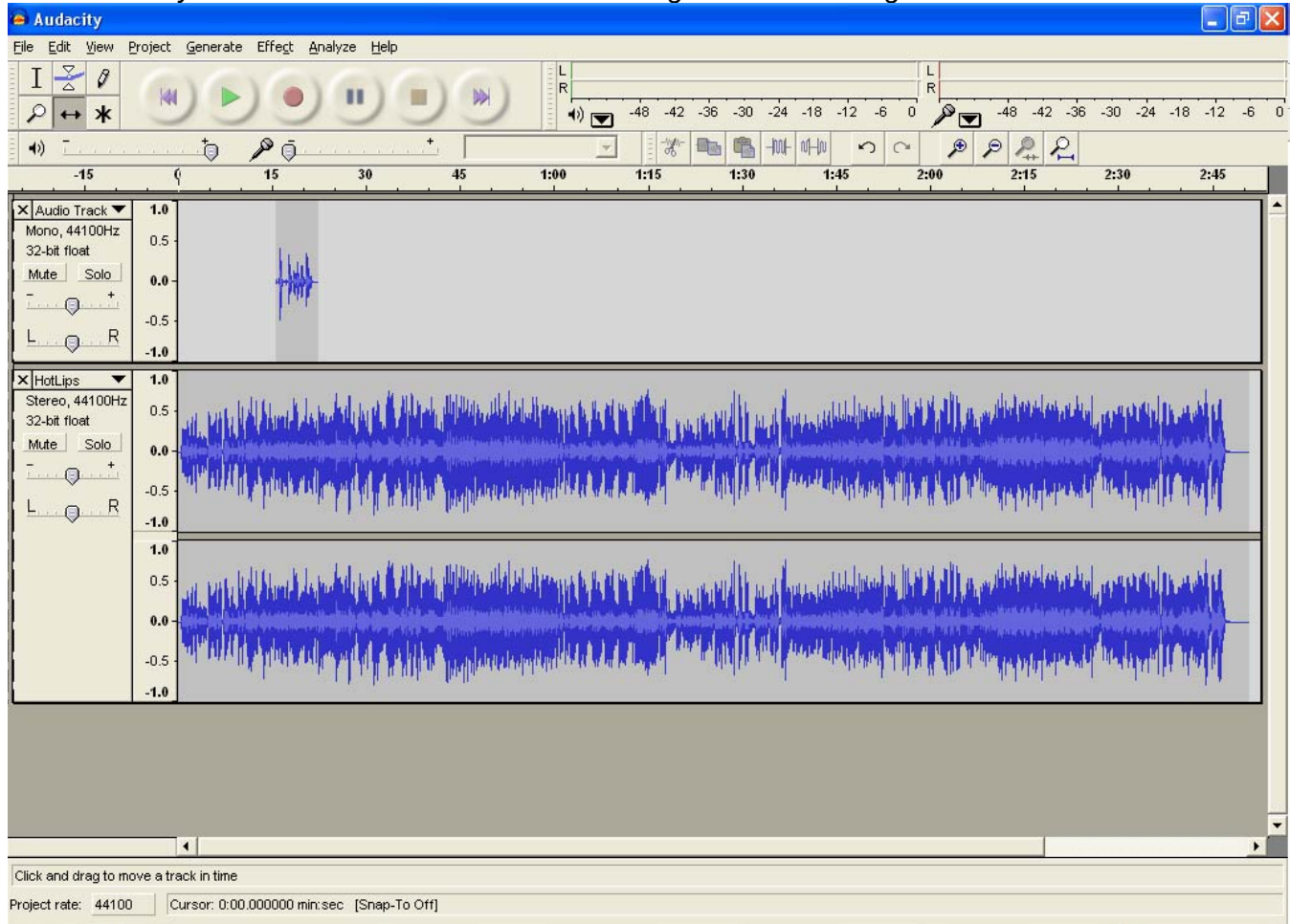


Audacity


You will probably want to position the music track so that it plays at a particular time in your presentation, perhaps at the beginning or end of the audio you recorded. To sequence on audio track in relation to another track is called *Time Shifting*.

To Time Shift an Audio Track


1. In the upper left corner of the Audacity window, click the **Time Shift Tool** .
2. *Place your mouse over the track and then drag it to the left or right.*



To Fade In

1. In the upper left corner of the Audacity window, click the **Selection Tool** .
2. *Highlight the portion of the audio track you wish to fade in.*
3. Click **Effect** on the menu bar then click **Fade In**.

To Fade Out

1. In the upper left corner of the Audacity window, click the **Selection Tool** .
2. *Highlight the portion of the audio track you wish to fade out.*
3. Click **Effect** on the menu bar then click **Fade Out**.

Audacity

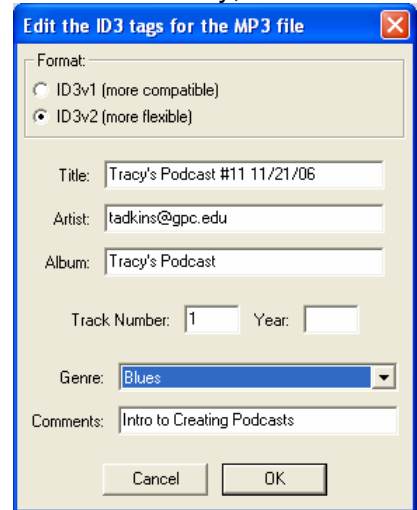
Save Your Audacity Project and Export to the MP3 Format

To Save Your Audacity Project

1. Click **File** on the menu bar.
2. Click **OK** to any warnings that may appear.
3. *Choose the location to save your Audacity project. Then enter a name for the project. Finally, click **Save**.*

To Export to MP3 Format

1. Click **File** on the menu bar.
2. From the File menu click **Export As MP3**.
3. Click **OK** to any warning messages.
4. *Choose the location to save your MP3 file. Then enter a name for the file. Finally, click **Save**.*
5. In the Edit ID3 tags for MP3 file window *enter the Title, Artist, Album, Track Number and Comments.*
(The ID3 tags show up in media players such as Windows Media Player or iTunes to describe the audio file.)
6. Click **OK**.



To Play your MP3 File

1. *Locate the MP3 file* where you saved it and **double click it**. It should open in your media player such as Windows Media Player or iTunes.

Now that you have an MP3 file you are ready to upload that file to the GPC Podcast Server.