

## Using Audacity For Podcasting - *Instructions*

Originally created by Michael Callaghan and edited by Michael Russell

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To record your podcast you will need an external microphone, Audacity software, the LAME MP3 encoder and iTunes. Audacity, LAME and iTunes are free and available for both Windows and Macintosh computers. The software can be downloaded from these links:

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

<http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>

<http://www.apple.com/itunes>

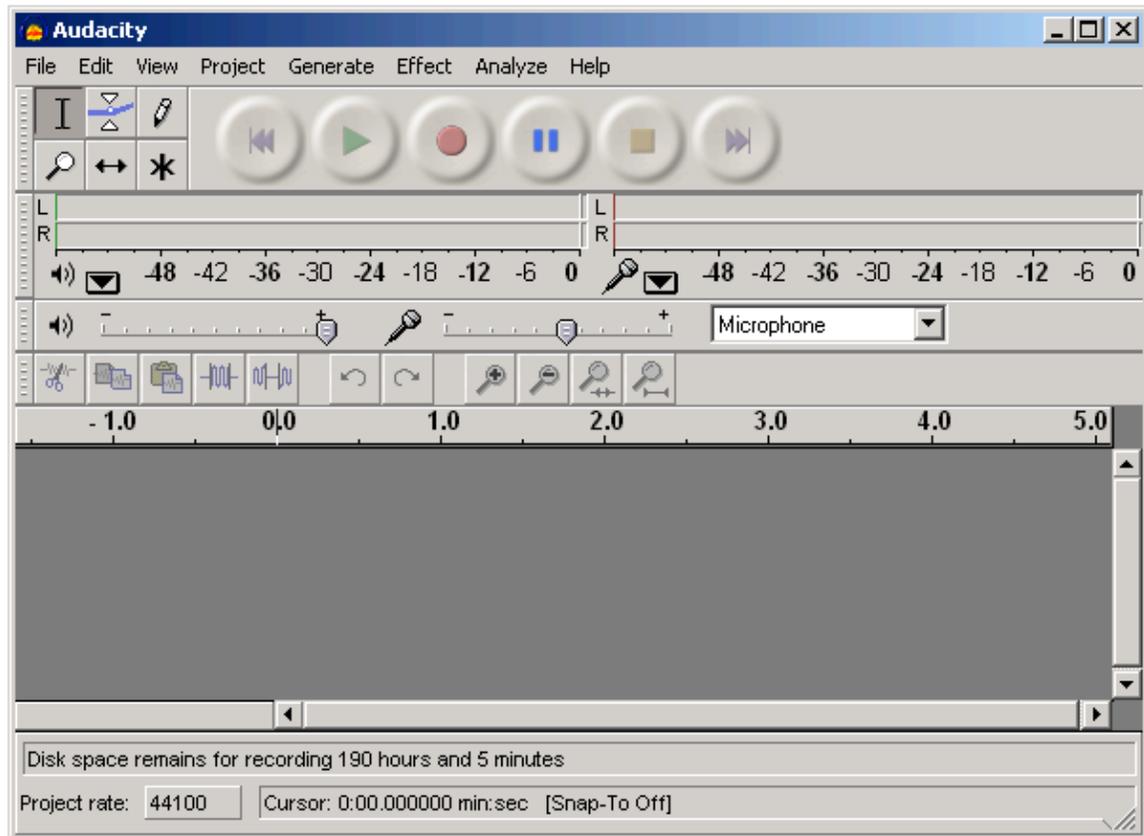
Get Computer Services (x7448) to install the necessary software on your computer if they are not there already. Once you have the microphone plugged in to the computer and the software installed, you are ready to begin.

This handout is separated into the following sections:

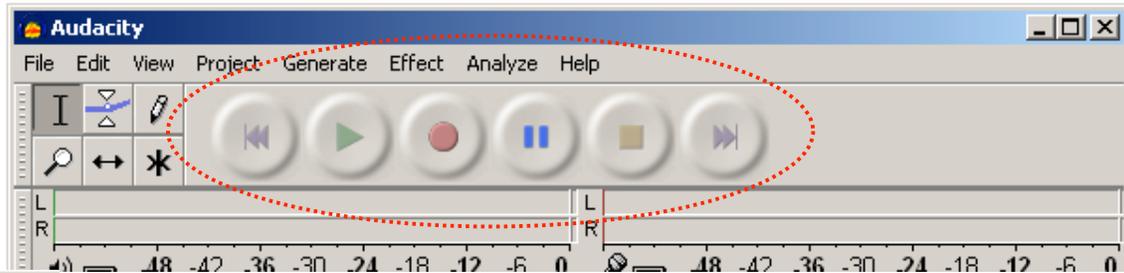
- *Recording your podcast* - how to record a podcast in Audacity using an external microphone
- *Editing your podcast* - how to edit your podcast file (whether created in Audacity or not)
- *Adding music to your podcast* - how to add background music to your podcast
- *Adding pictures to your podcast* - how to add background pictures to your podcast

### I. Recording your podcast

1. Open / Double Click Audacity. Your screen should look something like this:



- At the top of the toolbar you will see buttons are similar to the function buttons of a tape recorder, VCR, etc. Each button is described below:



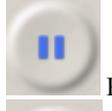
Rewind to the start of the audio track(s)



Play the selected audio track(s)



Begin recording audio track



Pause the audio track (s)

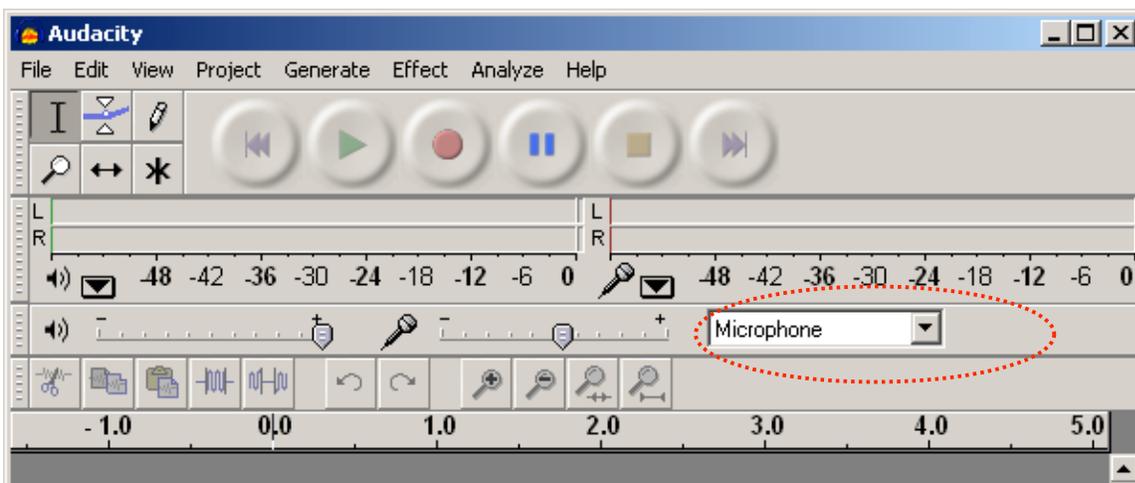


Stop the audio track or recording



Fast forward to the end of the audio track(s)

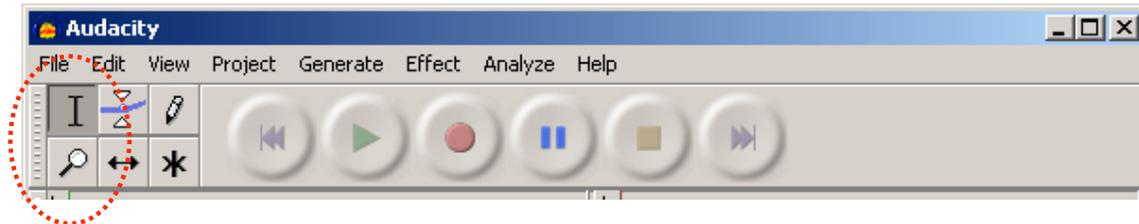
- Before recording, please make sure that the input is set to Microphone.



- To begin recording your podcast, click the Record button and speak in to the microphone.
- When you are through recording your podcast, click the Stop button.
- To hear the podcast played back to you, click the Rewind button and then click the Play button.

## II. Editing your podcast

Editing your podcast is similar to cut and paste in a word or excel document. The cursor tool to select portions of your podcast that you would like to edit is in the top left of the screen. The other very useful tool in the editing process is the zoom in tool located right below the cursor tool.

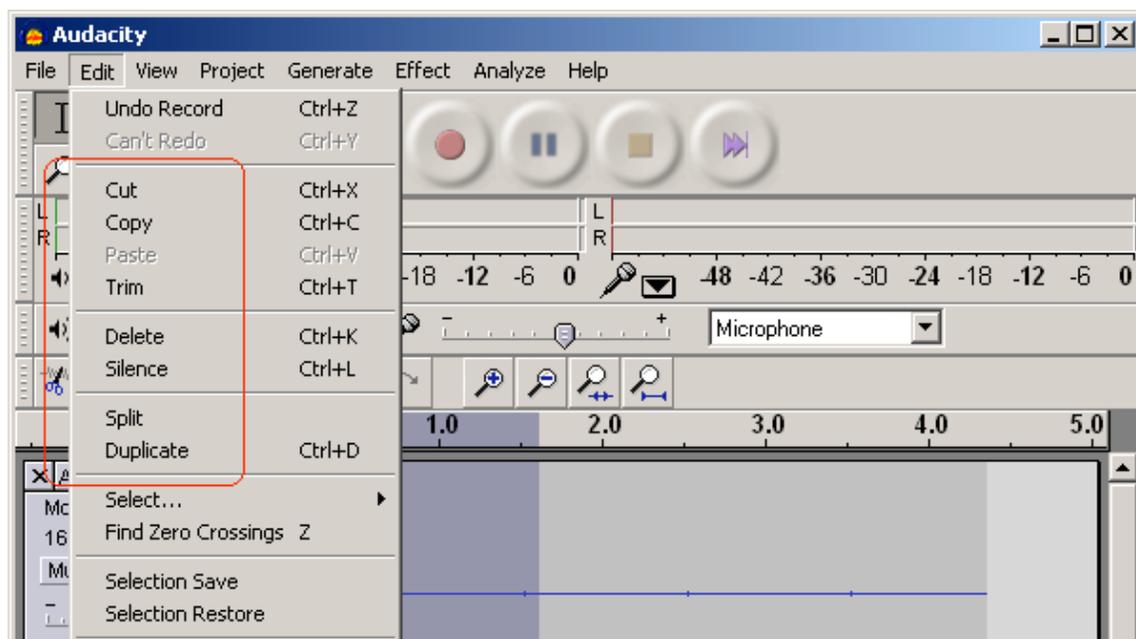


Cursor tool used to select portions of the podcast

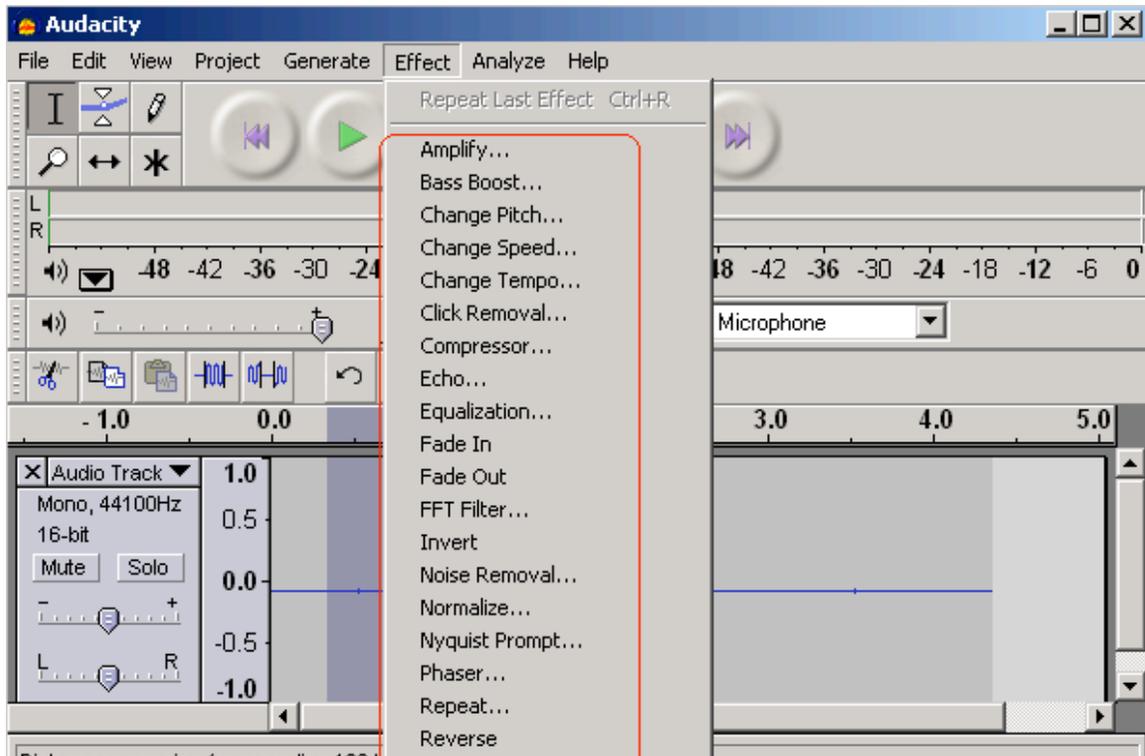


Zoom in tool to allow more precise editing of your podcast.

1. Open your audio podcast file in Audacity (File -> Open). Select any part of your podcast using the cursor tool. When a portion is selected there will be a shadow over the selected portion.
2. You may now **Cut and Paste** just like text in a word document or formulas on a spreadsheet. Under the **Edit menu**, you will find the basic commands.



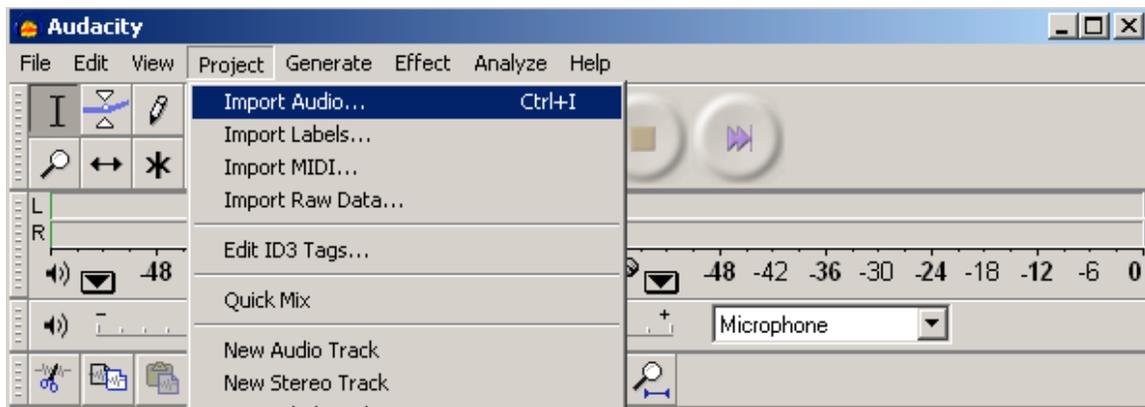
There are also advanced effects that you can choose to apply to any portion of your podcast using the selection tool. These effects are found under the **Effect Menu**. (see next page)



### III. Adding music to your podcast

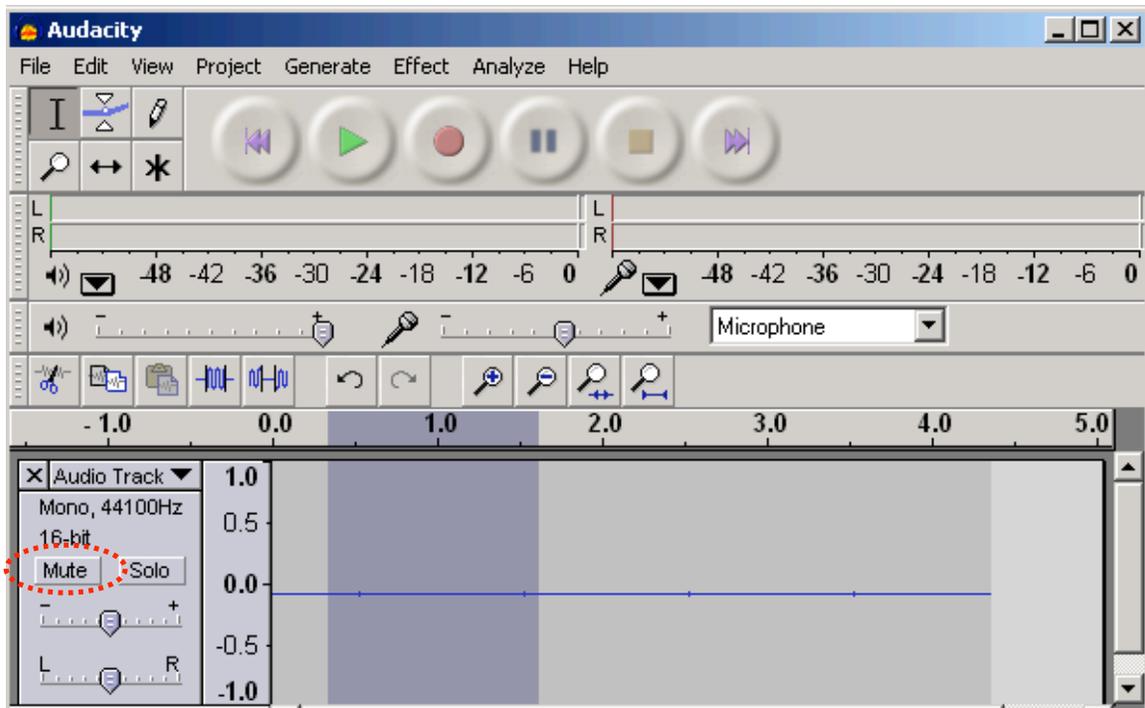
First, you must have a music file to import into Audacity. Audacity will save it as a separate track which you can then edit and incorporate in to your podcast. It is assumed here that your podcast track is already open in Audacity.

1. To import music, under the **Project Menu**, select **Import Audio**.



A second audio track will now appear on the screen and you can edit this track to select a portion of the music, adjust the volume, or any other effect you choose. Continue to edit until you are happy that the soundtrack and your audio are what you would like to hear.

Note: If you would like to listen and edit one track at a time, you may choose to mute the other tracks with the **Mute** button located to the left of each audio track. (*see next page*)



### ***Saving your podcast***

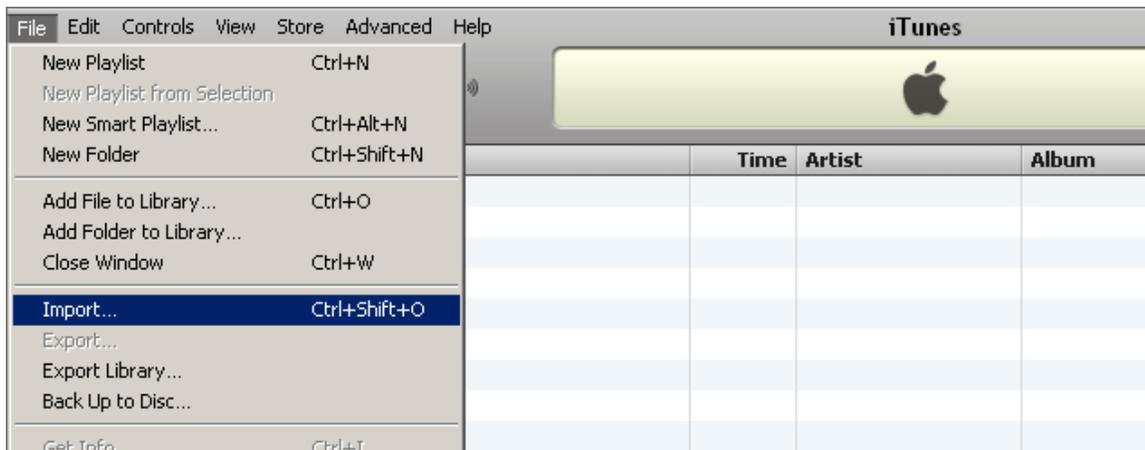
If you use the File → Save command, Audacity will save your podcast as an .AUP file. In order for others to listen to your podcast or post it on the MyMHCC Portal or iTunes, you must save it as an .MP3 file. Please be aware that once you save your podcast as an MP3 file, if there were multiple audio tracks, they will be combined into one single track, so any additional editing will be *extremely limited*.

1. Select **File → Export as MP3**. It will ask you for the LAME Encoder the very first time you save a file. After that, it will never ask you again. *Instructions on how to download and install the LAME encoder can be found here:* <http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>

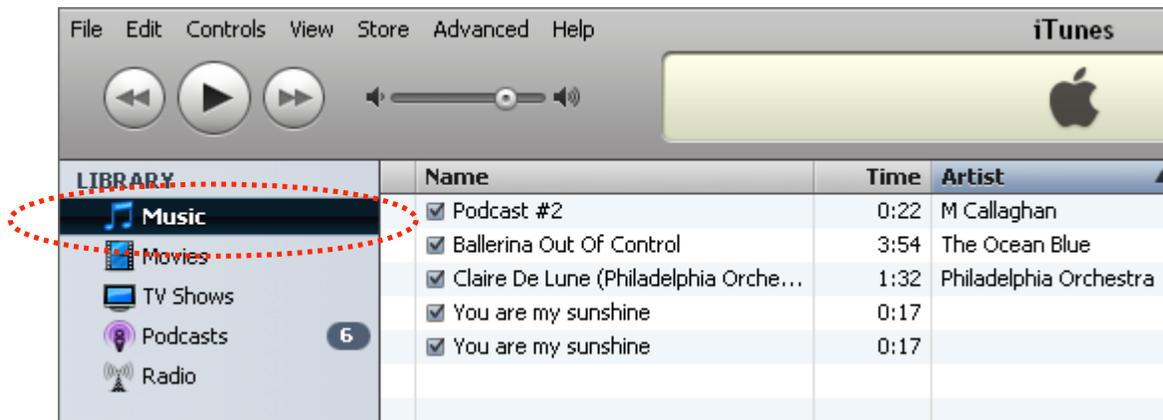
## **IV. Adding pictures to your podcast**

To add pictures into your podcast, you can use iTunes.

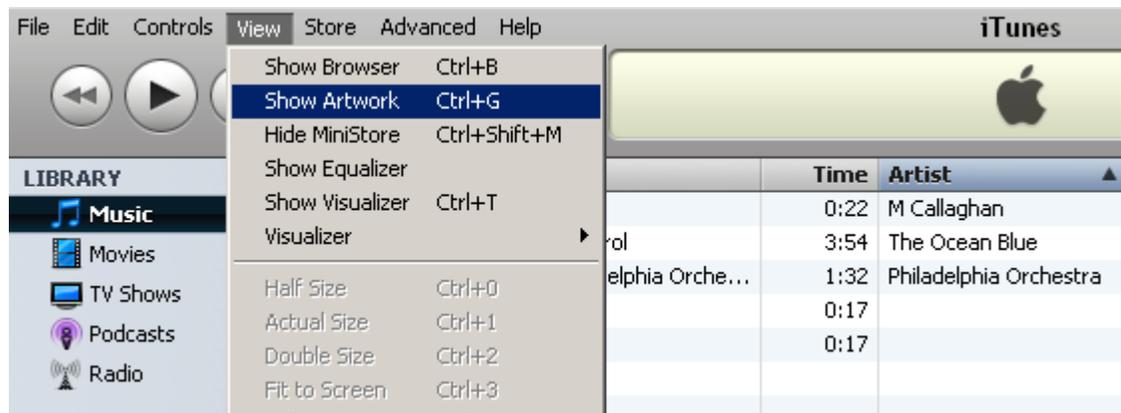
1. Open or Double Click iTunes. Once iTunes is open, select **File → Import**. You will then have to browse to the directory or desktop or flash drive or wherever you saved your MP3 file.



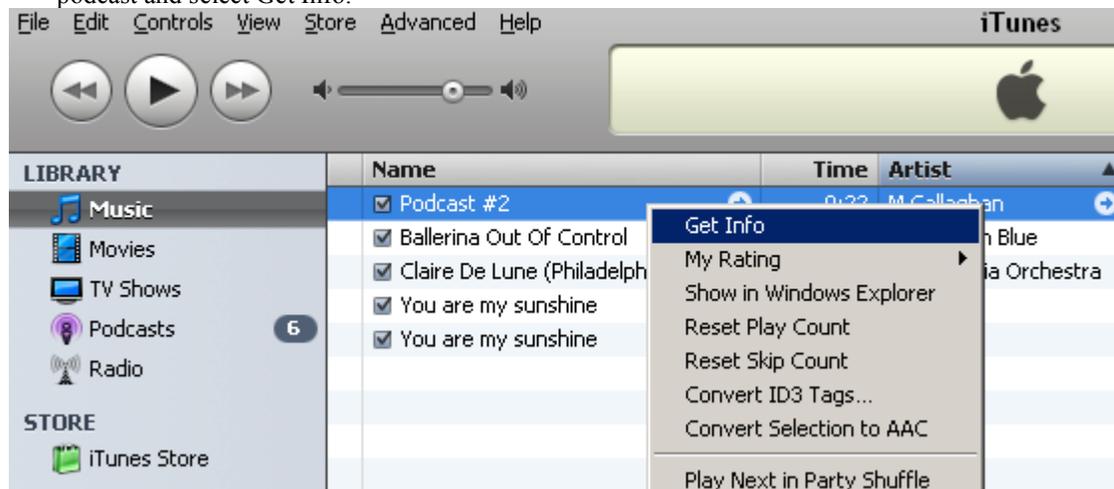
- Most likely, iTunes will automatically put your MP3 file into the Music folder, not the podcast folder. If you cannot find it, you can use the iTunes search to locate it.



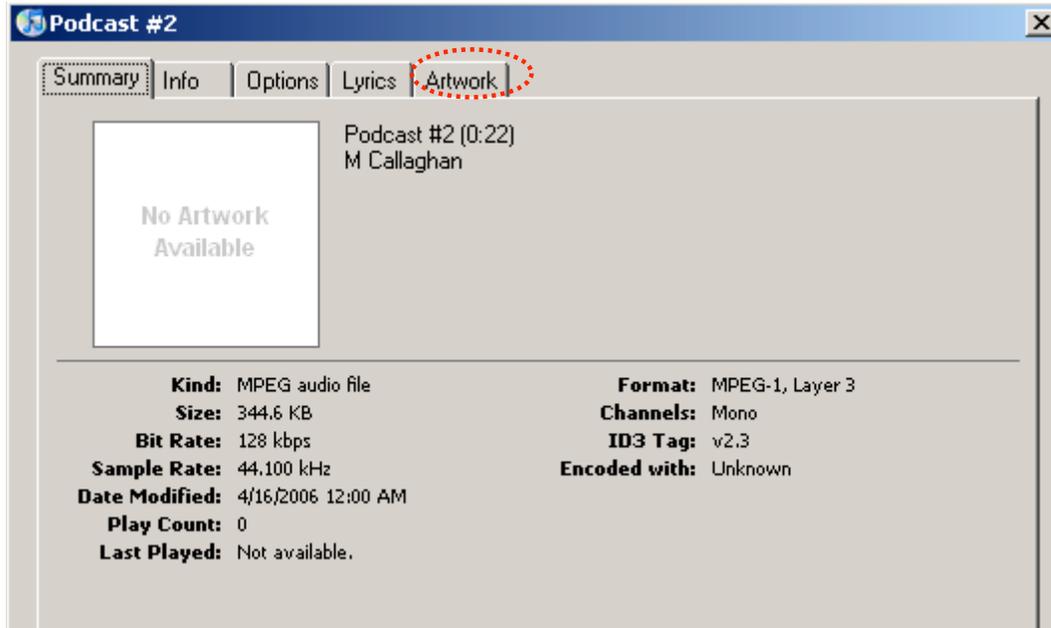
- Make sure the Artwork window is open so you can view your pictures. This is under the View Menu. Select View → Show Artwork. If you have done this correctly, you will see a small square appear in the lower left corner of iTunes.



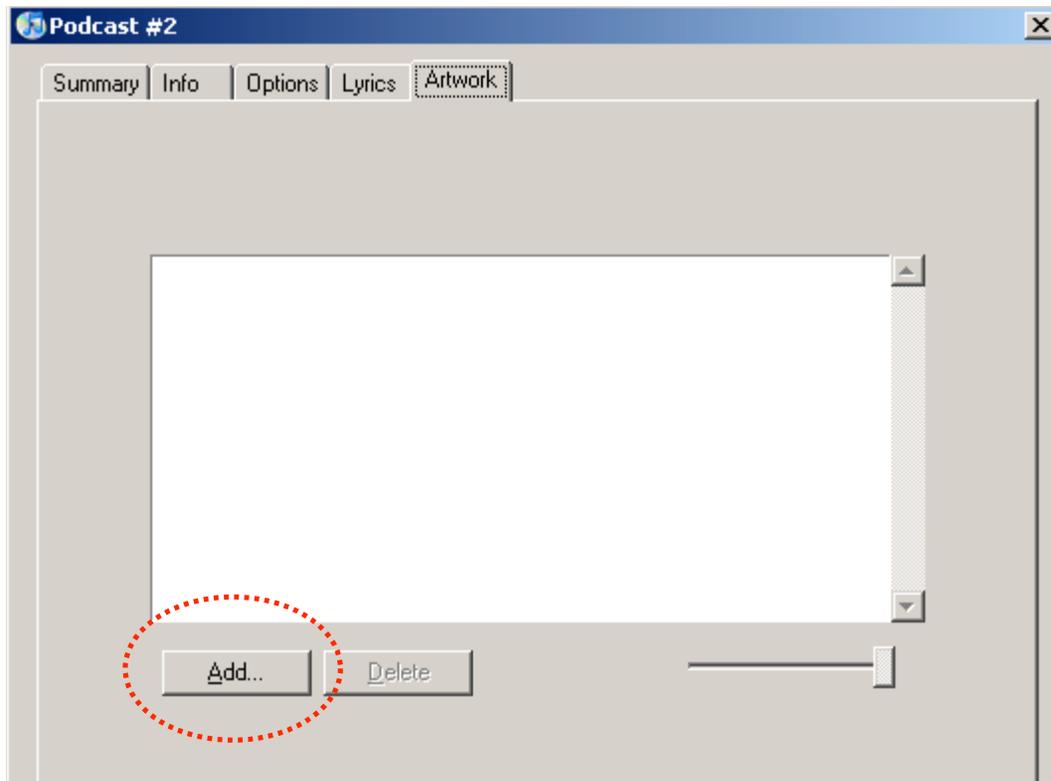
- Highlight the file name of your podcast. Right-click (Ctrl-Click on the Mac) on the file name of your podcast and select Get Info.



5. A new window will appear with all the details of your podcast. Select the Artwork tab at the top right.



6. Select or Click the Add Button and then browse to the directory or desktop or flash drive or wherever you saved your picture. JPEG, PNG, and PDF files all work in a podcast.



You can add one or more pictures to your podcast. If you add more than one picture, the user will have to be cued when to advance the picture to stay in sync with the narration. This process can be automated on an Apple computer.

7. When you are through selecting pictures, select or click OK. You could now post this podcast on iTunes University or another podcast hosting site and the listener could see the pictures while they listen to the podcast.