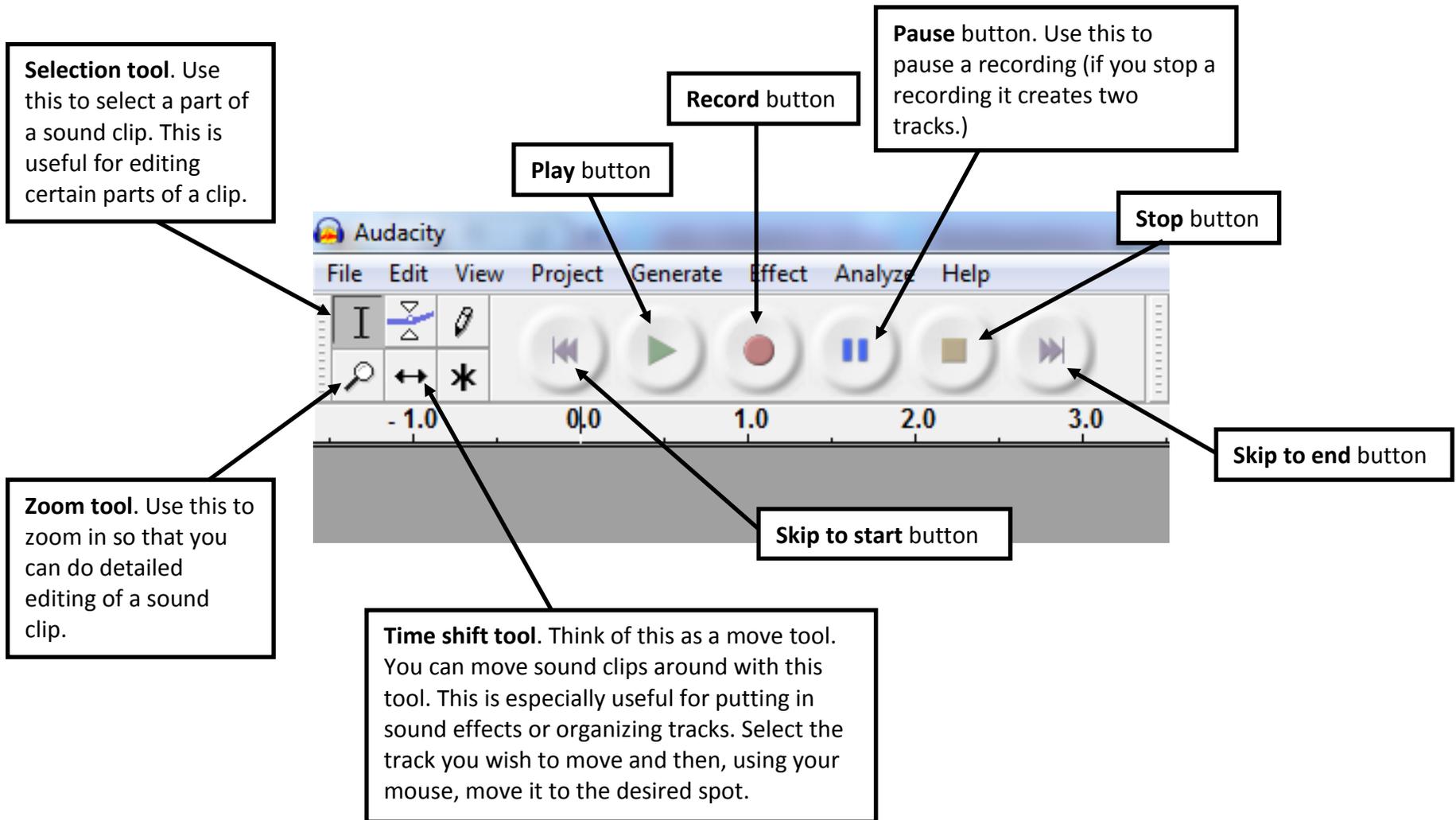


AUDACITY TUTORIAL

Audacity is a free, open source, cross-platform software for recording and editing sounds. If you wish to download Audacity for your own personal use, go to <http://audacity.sourceforge.net>

To make a basic podcast, here are the functions you need to know:



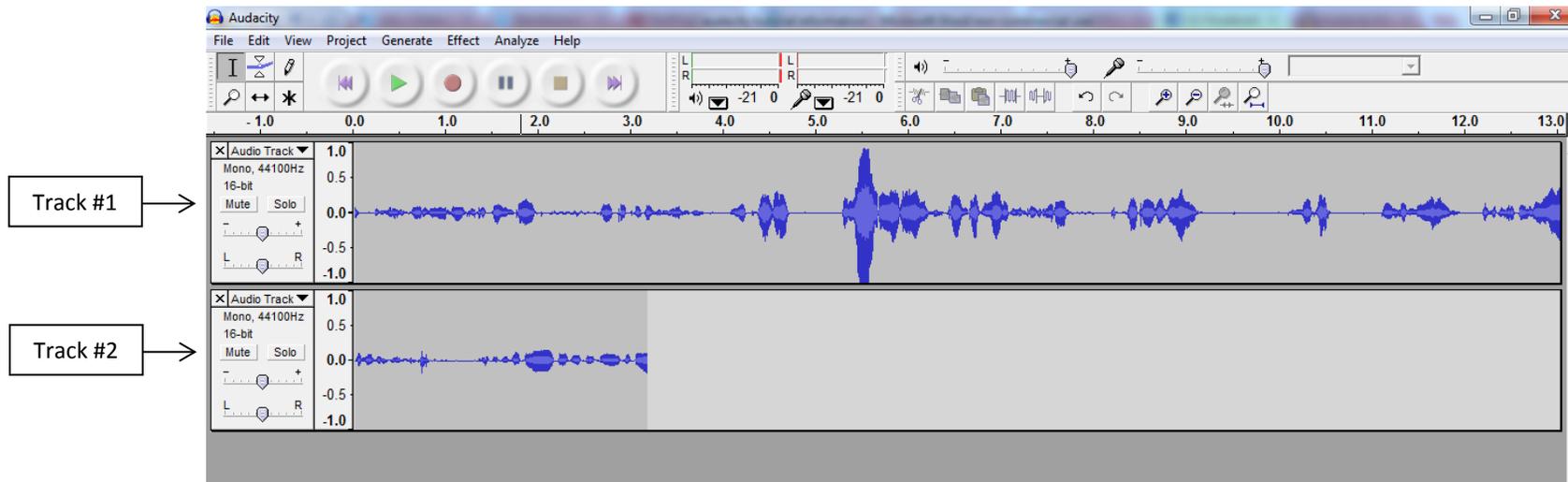
There are other functions available in Audacity, but you can make an adequate podcast just by knowing these tools.

When you press the record button, it generates a track. The blue waves you see are your sound waves. The bigger the wave, the louder the sound you have generated.

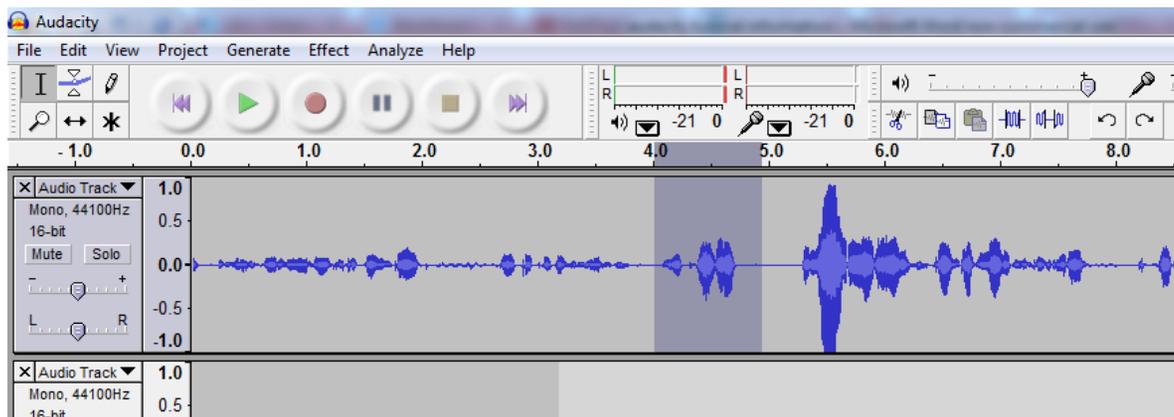
If you want to keep your recording to only one track then make sure you **PAUSE** during a recording session as oppose to **STOP**. Each time you press the stop button and then record again, it generates another track that will, by default, overlap with the first track.

(You can change this however by moving the second track using the time shift tool. Select the time shift tool, click and hold on the track you wish to move, and then use your mouse to move it to the spot that you desire.)

Below is an Audacity recording with two tracks:

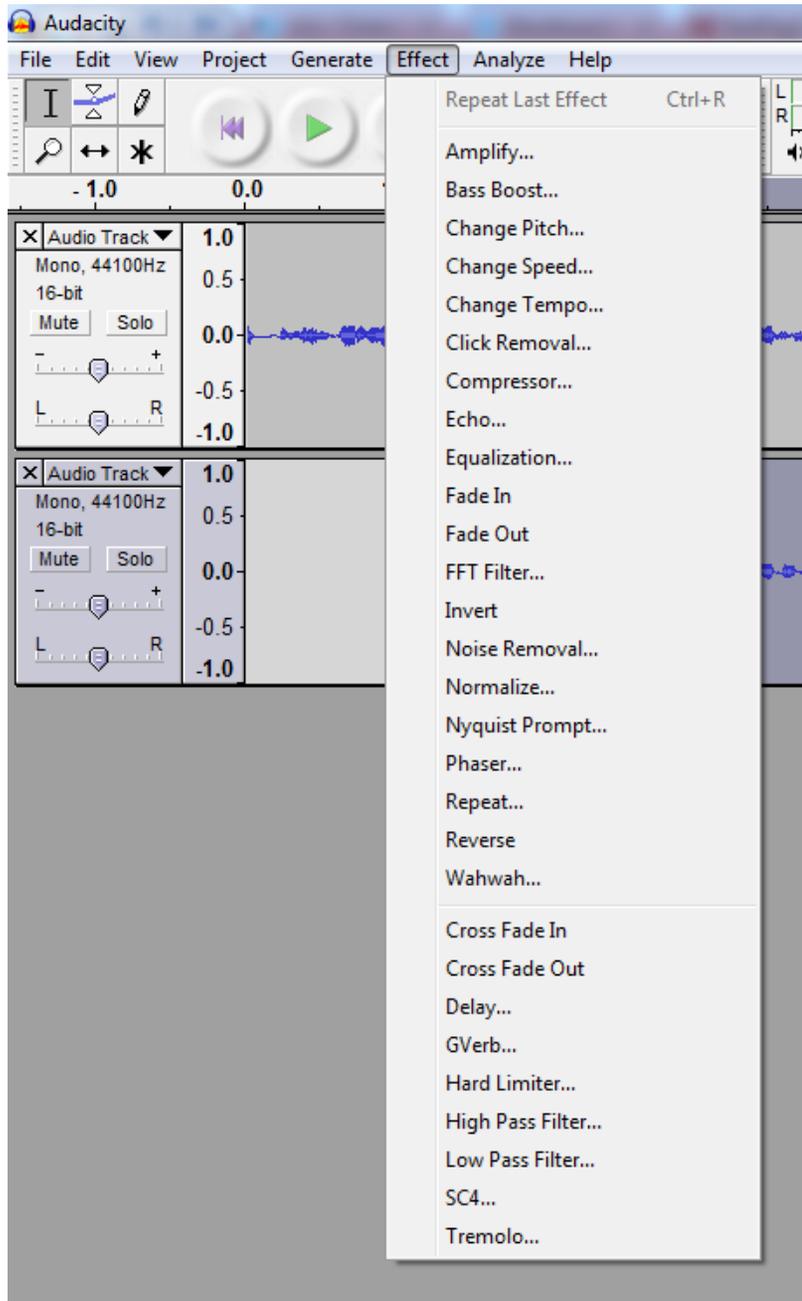


If you are not happy with a specific part of a sound track, it is very easy to delete only that part. Simply use the selection tool to select a part of the sound track you don't want and press the delete button on the keyboard.



Here is a partial screenshot of how selecting a part of a sound track will look like. Note how the selection appears in a darker highlight. Pressing the delete button on your keyboard will get rid of only that part of the sound track.

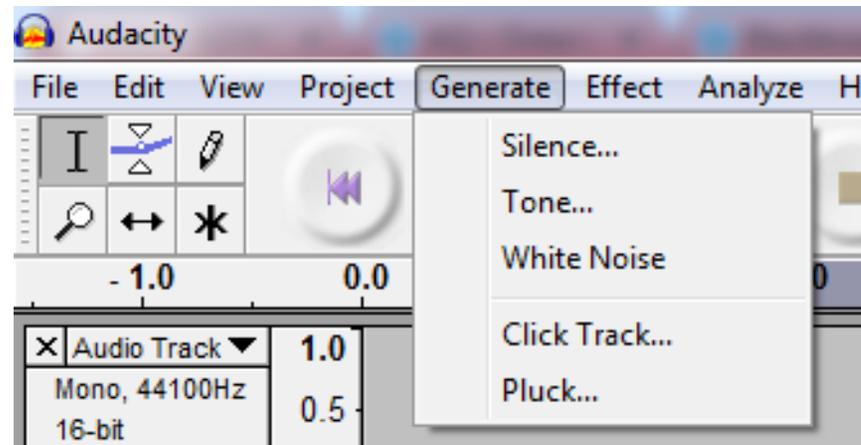
But I want to make my podcast sound better! Then here are more tools you can use:



The Effect menu has a huge selection of possible sound editing effects that you could use for your recording. Simply select a portion of the sound clip (using the **selection** tool) that you wish to apply the effect to and select the specific effect.

Some good effects to explore:

- Amplify** → Allows you to control the volume of a sound clip.
- Fade in/Fade Out** → Allows for a clean start and finish.
- Noise Removal** → Can be used to reduce background news.
- Change Pitch** → Can be used to change the pitch of your voice. Great for creating the illusion there are multiple people in an interview.



You can also use the Generate menu to create specific effects like silence.

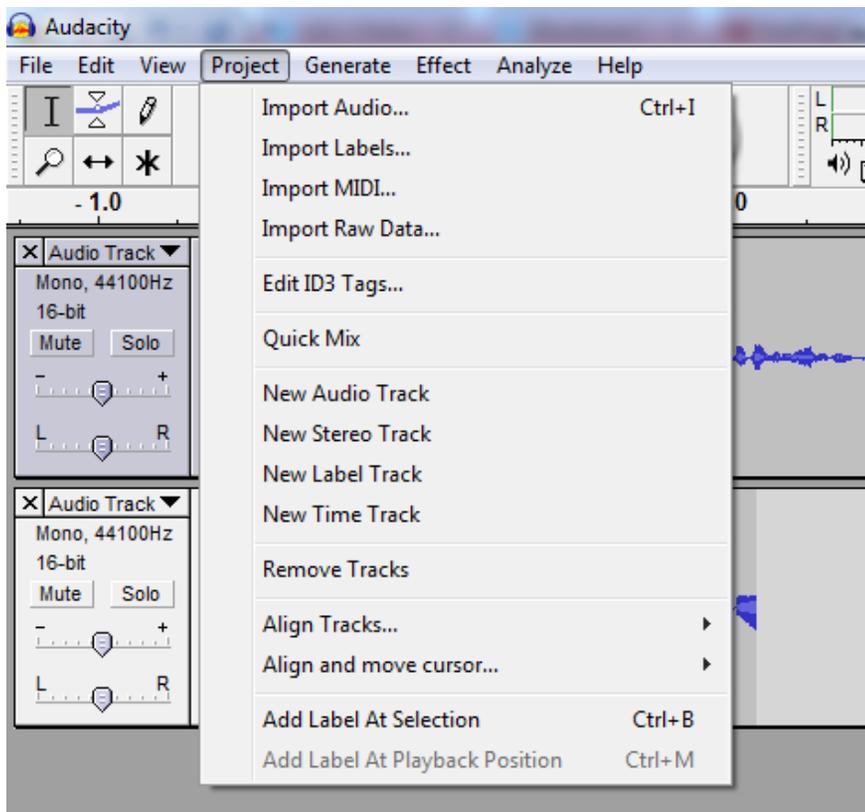
But I want to use sound effects or have music playing in the background!

Then you want to do the following:

You will need audio files that you want to import into your recording. Audacity is capable of recognizing multiple music file formats, but if you want to play it safe, then uses either .wav files or .mp3 files.

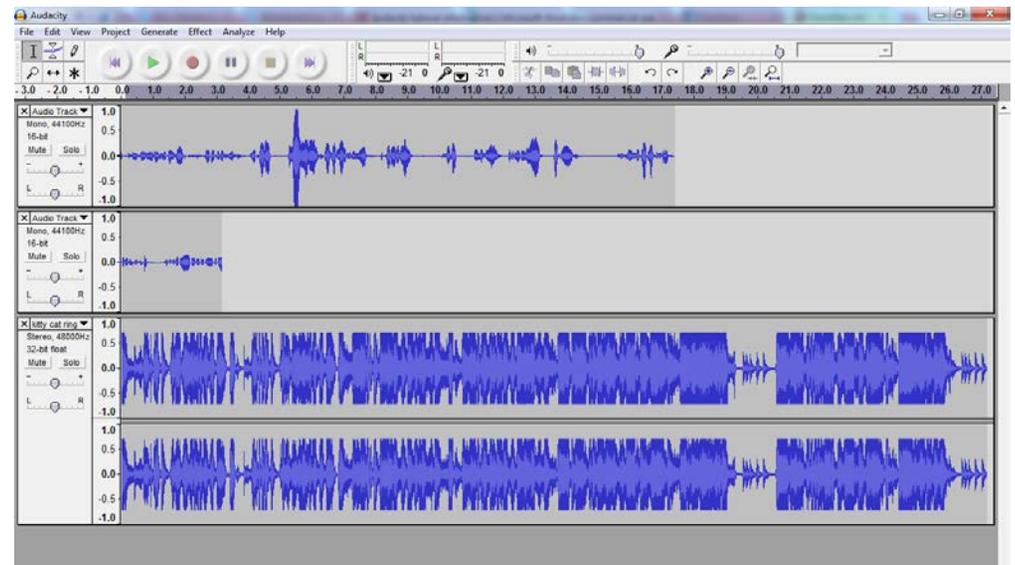
If you are looking for sound effects, a good place to try is SoundJay. SoundJay is a website full of royalty free sound effects and music tracks. (<http://www.soundjay.com>) There are other royalty free sound effects websites out there beside SoundJay such as SoundBible.com and Freesound.org. Explore and find what you like before proceeding forward.

Once you have your sound files saved in a place that you will remember proceed with the following:



1. Go to Project menu
2. Select Import Audio
3. A window will pop up. Find your audio files and click open.

When you import an audio file, it will appear as a new track. If you wish to make your audio file as background music, simply play with the volume using the Amplify effect.



I'm done! How do I put it all together?

Follow the steps below to ensure that your project is submitted correctly to your teacher.

If you go to Save Your Project, you are saving the Audacity file project. This is great for saving your work so that you can go back and do more editing and special effects later on. However...

DO NOT SEND YOUR TEACHER YOUR AUDACITY PROJECT FILE. YOUR TEACHER WILL NOT BE ABLE TO HEAR YOUR RECORDING IF YOU DO SO. Instead send a .MP3 or a .WAVE file.

You will know that it's an Audacity file if the file name ends in .aup

Unless your teacher has direct access to your computer and the specific sound files you used, your teacher cannot play your Audacity project file.

Instead you want to EXPORT your recording as an .MP3 or . WAV file.

1. Go to the **File** menu
2. Click on **EXPORT AS MP3** or **EXPORT AS WAVE** (just pick one)
3. If any warning boxes pop up, read it. However generally it is safe to proceed.
4. A window will pop up. Select a place to save your audio file.
5. Submit your exported audio file to your teacher.

TIP: The name of your audio file should contain your name. That way your teacher will know that's your podcast.

