

# Getting Started With Podcasting With Audacity



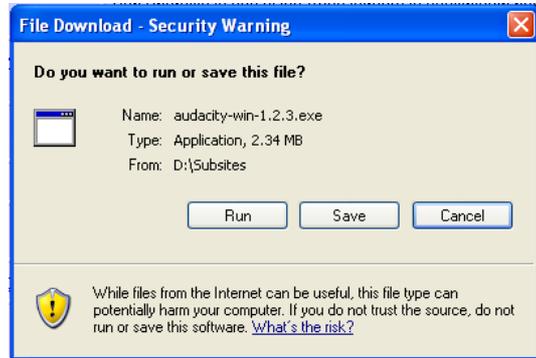
[jpearce@pipeline.com.au](mailto:jpearce@pipeline.com.au)

<http://users.pipeline.com.au/jpearce/default.htm>

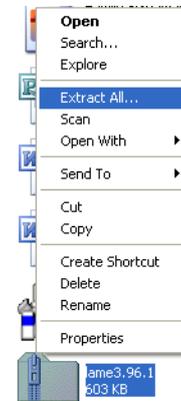
On the CD in the **Other** section, click on the **Audacity exe file** link and install the **Audacity** program onto the computer which you wish to use.

Audacity [Audacity](#) is a free cross platform application for compiling and editing your sound files. An [Audacity exe file](#) is on this CD.

Click on the **Run** button and follow the prompts to install the program.



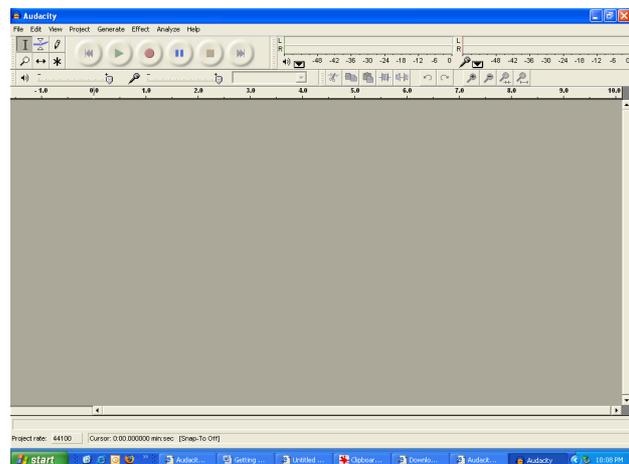
You need to extract the LAME encoder.



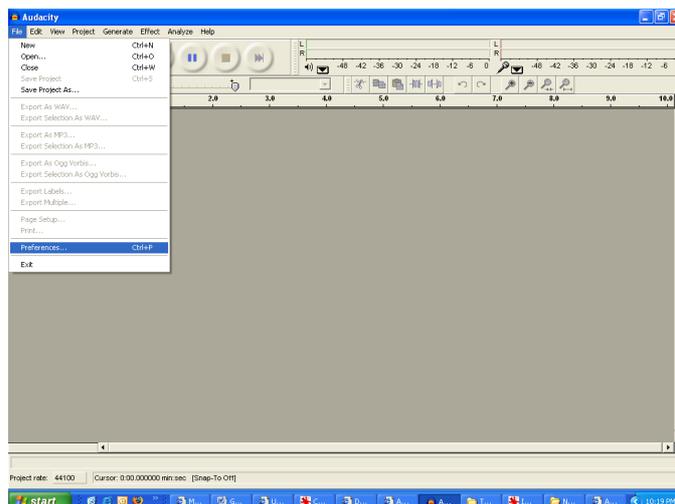
To open **Audacity** click on the **Audacity** shortcut.



The **Audacity** window will then open.



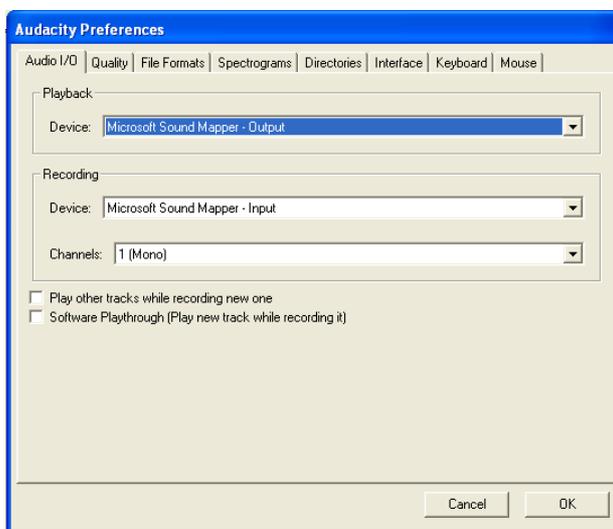
You first need to set the Audacity program up so that it will save and export your podcast files. To do this you need to go to **File** and the **Preferences**.



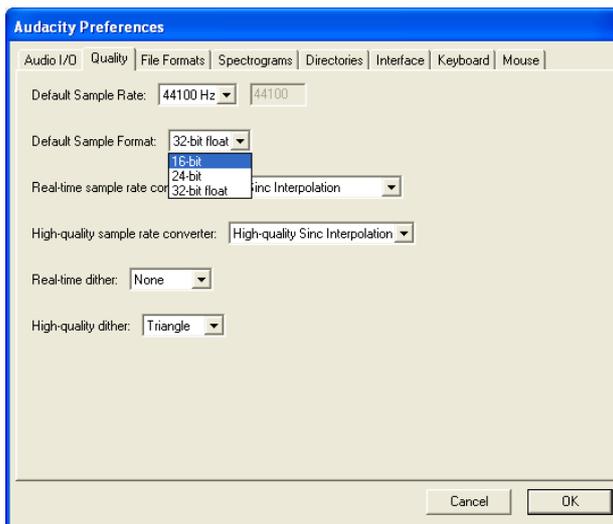
If you are going to record via your computer, you first need to make sure that the **Recording** and **Playback Device** is selected. This is usually the default card, however if you have other cards installed you may choose to select these.

The **Channels** selection should also be set to **1 (Mono)**

NB you can also select here to **Play other tracks while recording new one**

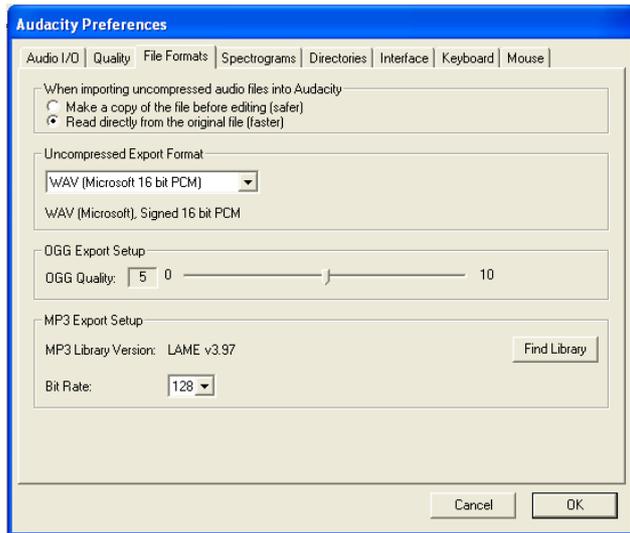


Under the **Quality** tab ensure that the **Default Sample Rate** is set to **44100Hz** and change the **Default Sample Format** to **16-bit**

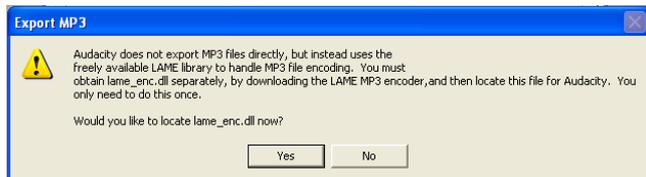


Under the **File Formats** tab ensure that the **Uncompressed Export Format** is set to **WAV (Microsoft 16-bit PCM)**.

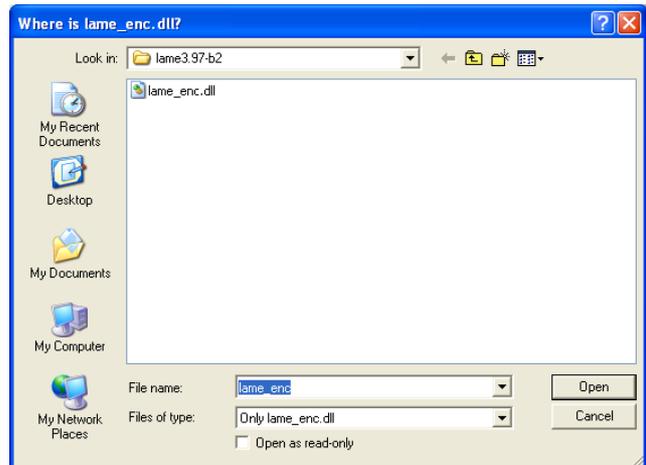
Next you will need to setup the LAME encoder by clicking on the **Find Library** button.



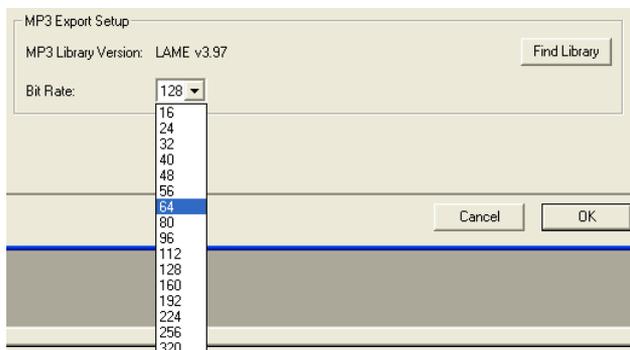
A warning window will pop up. You only need to click **Yes**.



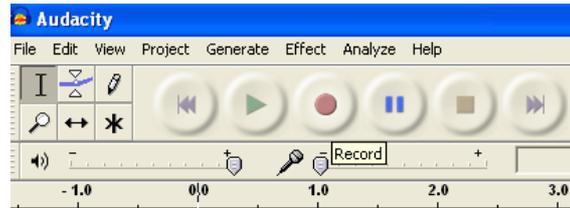
You may need to navigate to where the **lame\_ec.dll** file is or you may be lucky. Once the file has been located you need to click **Open**.



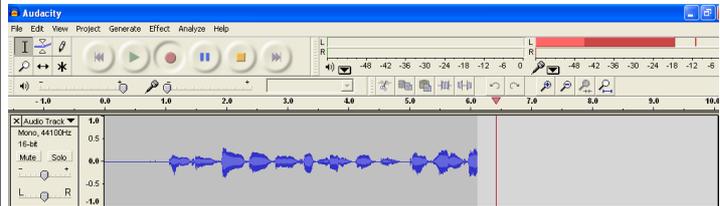
Once you have located the **LAME encoder** you can change the **Bit Rate** that the files will be exported into. The lower the bit rate the smaller the file but also the lesser the quality. Usually a file size between **64** minimum and **128** maximum is recommended.



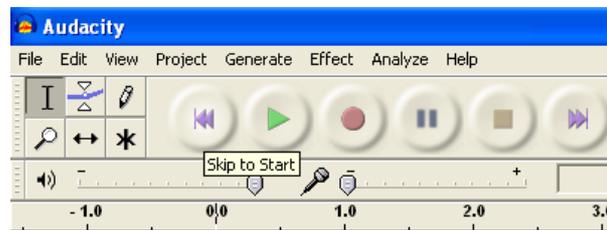
You are now ready to record. Plug in your microphone, or use the inbuilt microphone on your laptop and using the mouse click depress the round red **Record** Button.



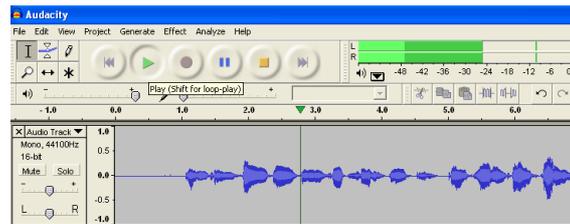
As you speak you will see the wave form of the **Audio Track** growing. You will also see the **Sound Level** in the top right corner.



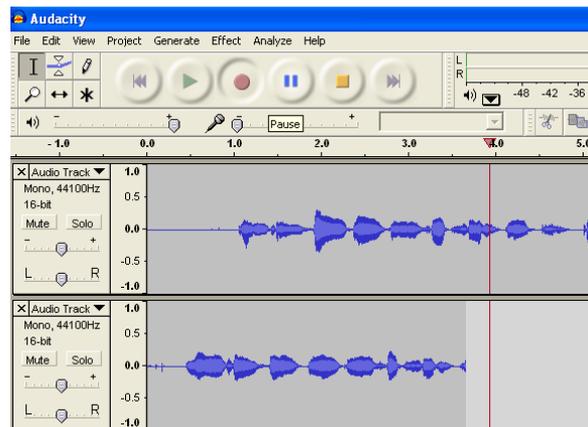
To review your recording you need to depress the **Skip to Start** purple button, before depressing the green **Play** button.



The green play head will then travel along your track and the sound level will show in green.



Once you have pressed Stop and you press the red Record button again, each new recording will be on a completely new track.



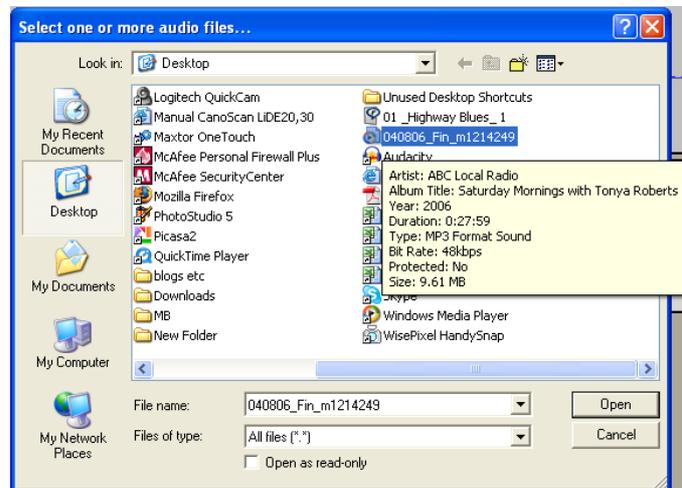
If you wish you can also **Import Audio** such as music or other vocal tracks. To do this you need to go to **Project** and then select **Import Audio**.

You can also Import Audio from devices such as an iPod or other MP3 recorders.

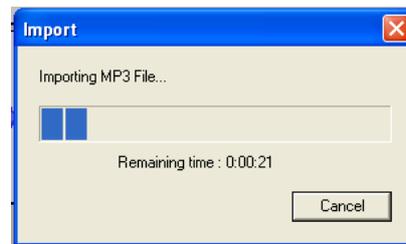


You can then navigate to the file you wish to import and choose **Open**.

NB it is best to Import MP3 files

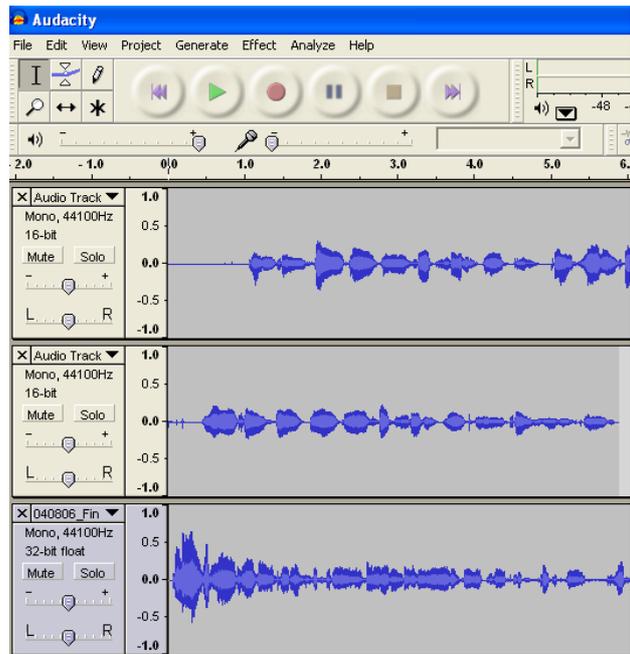


An Import progress window will open.



The new track will then appear in your window.

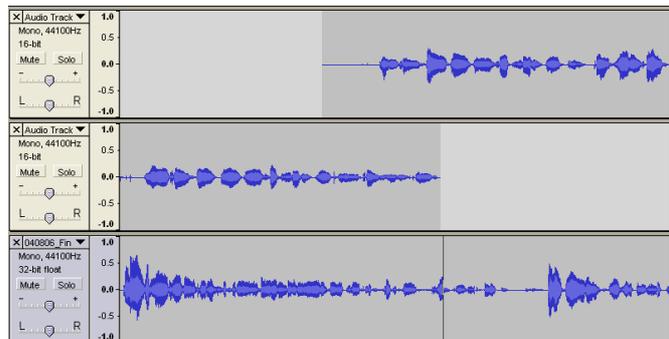
NB if you press play now there will be multiple tracks playing all at once which may not sound very good.



To move the tracks around you need to select the Time Shift Tool which looks like a double headed arrow.



Holding the mouse button down over the track that you want to move you can now move it further along to position it where you need to.



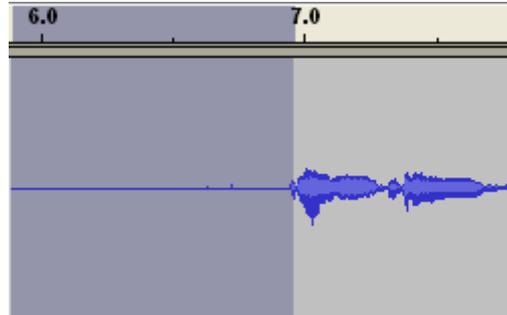
At this stage your work may span more than the screen. To see all of your work you can select the **Zoom Out** tool which is the magnifying glass with the minus sign inside. Note the **Zoom In** tool as well as the other **Fit** tools



You may wish to remove some of the sound track e.g. silences indicated by straight lines. To do this you need to engage the **Selection Tool**.



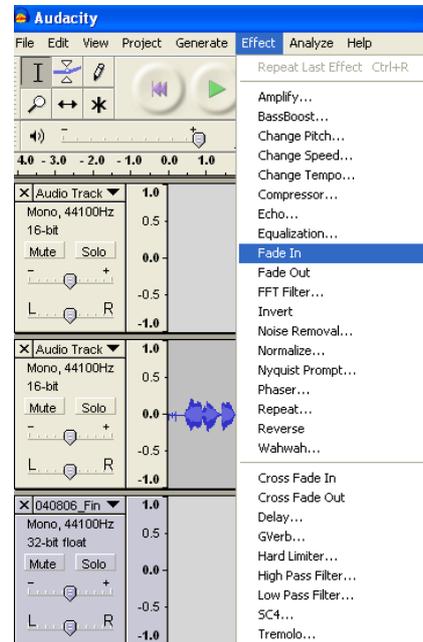
When you hold the mouse button and drag it over the track you can now select the portion that you want to work with.



In this case you want to remove the piece of track by clicking on the **Cut** button that looks like a pair of scissors. When you do this the portion of the track will disappear and the rest of the track will slide back to take its place. You can also use the **Delete** Key on your keyboard.



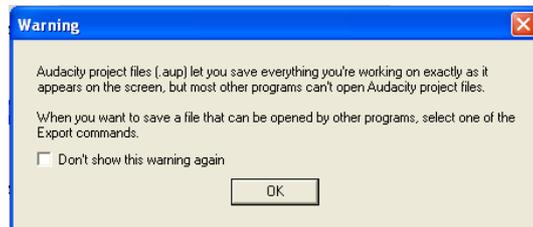
Once you have selected a section of track, there are numerous effects that can be applied to the section. The Fade In and Fade Out effects are particularly useful if you are using a mix of music and audio. The Amplify effect can be used to both raise and lower the amplification level of the track or part of a track.



Of course you should regularly save your work. This is done by going to **Save Project**, or **Save Project As** under the **File** menu. This will enable you to return to your work by first open



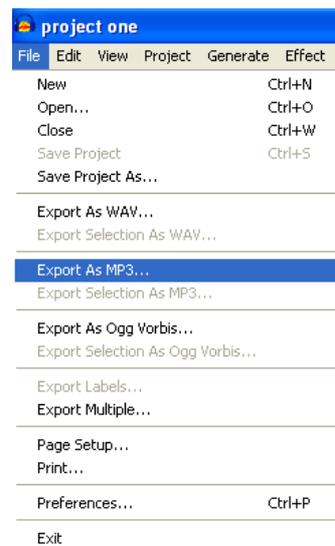
The warning message will tell you that only Audacity can open Audacity files. This message can be turned off by clicking in the **Don't show this warning again** box.



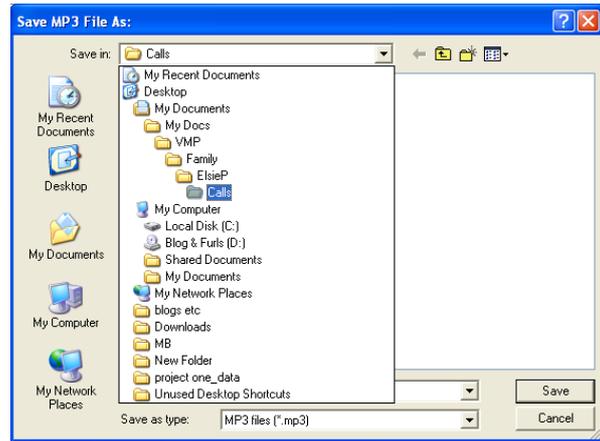
To open the project again you only need to find the folder where you saved the project and then click on the project you want.



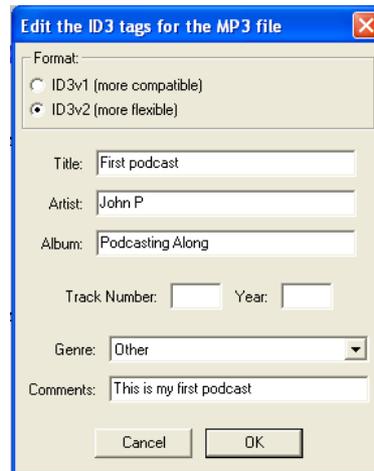
To **Export** your project in a format that can be easily played or used as a podcast then you need to go to **File** and select **Export As MP3**.



You can then navigate to the folder where you wish to Export your project.

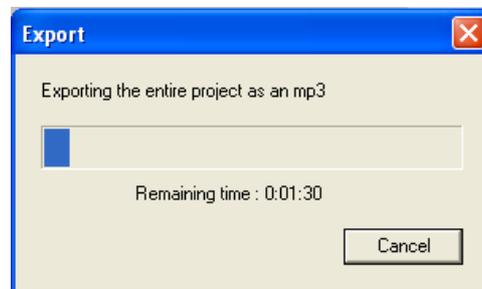


You will then need to enter the **ID3 tags** which are basically the information about the podcast that you have made.



The **Export** window will then appear and depending on the size of the file, it will run until the whole file has been exported.

Note the **Remaining Time** indicator.



Your Podcast file will then be ready to use.



Also have a look at <http://www.how-to-podcast-tutorial.com/00-podcast-tutorial-four-ps.htm> for some excellent Flash based tutorial movies and <http://www.dlsweb.rmit.edu.au/set/pace/podcast/guide.pdf> for another pdf guide. Both look further into uploading and setting up feeds for your podcasts.