
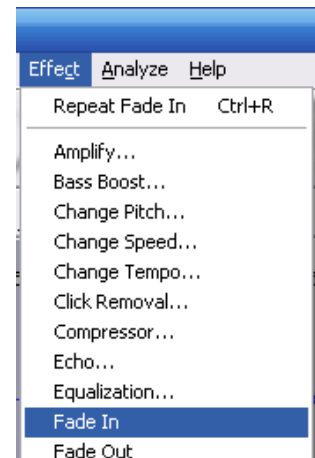
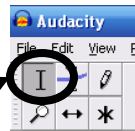


Using Audacity to record a file to be linked later as a Podcast

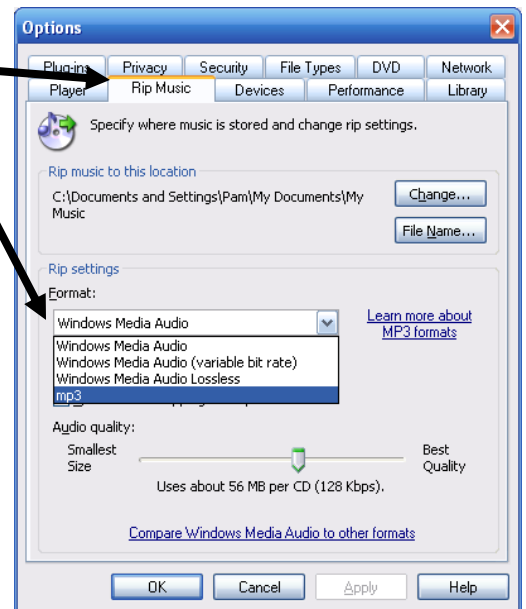
- First check to see that the drop down menu says "microphone"
- If you record your "Podcast" near your computer, you can simply use the internal microphone built in. If you are further away, you may want to acquire an external microphone that can be plugged into the computer to acquire a better quality recording.
- Click the red circle—record, whenever you want to record content to go into your Podcast.
- Click the brown box—stop whenever you want to stop recording.
- Everytime you stop and start, it will create a new "track" below the previous one.
- Once you are done recording, you can complete the following tasks for a basic Podcast:
 - **Trim unwanted text**—do this by highlighting the section of the recording you want to remove (hold the mouse down & drag to the left or right). Click on the scissors icon  to remove the section you selected.
 - **Fade in & out**—highlight the selection you want to fade. Choose Effect>Fade In (or Fade Out).
 - **Set up multiple tracks** to merge together into one audio file—Use the time shift tool to move another track right or left to have it play before or after another track. Line up all your tracks in order so that it plays continuously.
 - Use **Quick Mix** to combine all tracks into one—once you are ready to export the file as one audio file, use the selection tool & the CTRL button to highlight the recordings in all your tracks. Once all the tracks have been highlighted, go to Project>Quick Mix. A new track will replace your multiple tracks that in long continuous file.
 - **Export your project as an MP3**—Choose File>Export at MP3. Choose your location & name then click Save. You'll get the ID3 tag window—you can leave it blank or fill out the information. To understand the differences between ID3v1 and ID3v2, Google it or ask some time. Once you click ok, your file is saved.



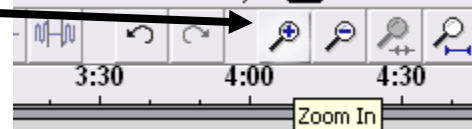
Using Audacity to Edit & Mix Music

- You must first make sure a setting is correct on your Windows Media Player. Open it up and go to: Tools>Options>Rip Music (tab)>MP3 (from format drop down menu)>Apply>OK
- Rip your songs into the Media Player. If it asks you if you want to change, tell it to keep the MP3 settings.
- Only songs imported into your Media Player in the MP3 format will import into Audacity

- In Audacity check to see that the drop down menu says "stereo mix."



- Import your songs by going to Project>Import Audio & navigating to location. Repeat with all songs to be mixed together.
- Use the steps above for trimming music in the beginning, middle or end, fade in/fade out, align multiple tracks, & quick mix.
- Use zoom in & zoom out to change the increments on the time line to be more exact.
- Export as an MP3 when done.



Tutorials on Audacity including the basics as well as advanced features:

(location on DentonISD Website:

<http://www.dentonisd.org/512498820325/blank/browse.asp?A=383&BMDRN=2000&BCOB=0&C=57513>)

- <http://www.how-to-podcast-tutorial.com/17-audacity-tutorial.htm>
- <http://digilogue.net/audacity/>
- <http://online.darton.edu/tutorials/audacity/tutorial.htm>
- <http://www.msiwebvideo.com/pod/pod.html>
- <http://curriculum.union.edu/tips/audacity.php>
- <http://audacity.sourceforge.net/help/tutorials>

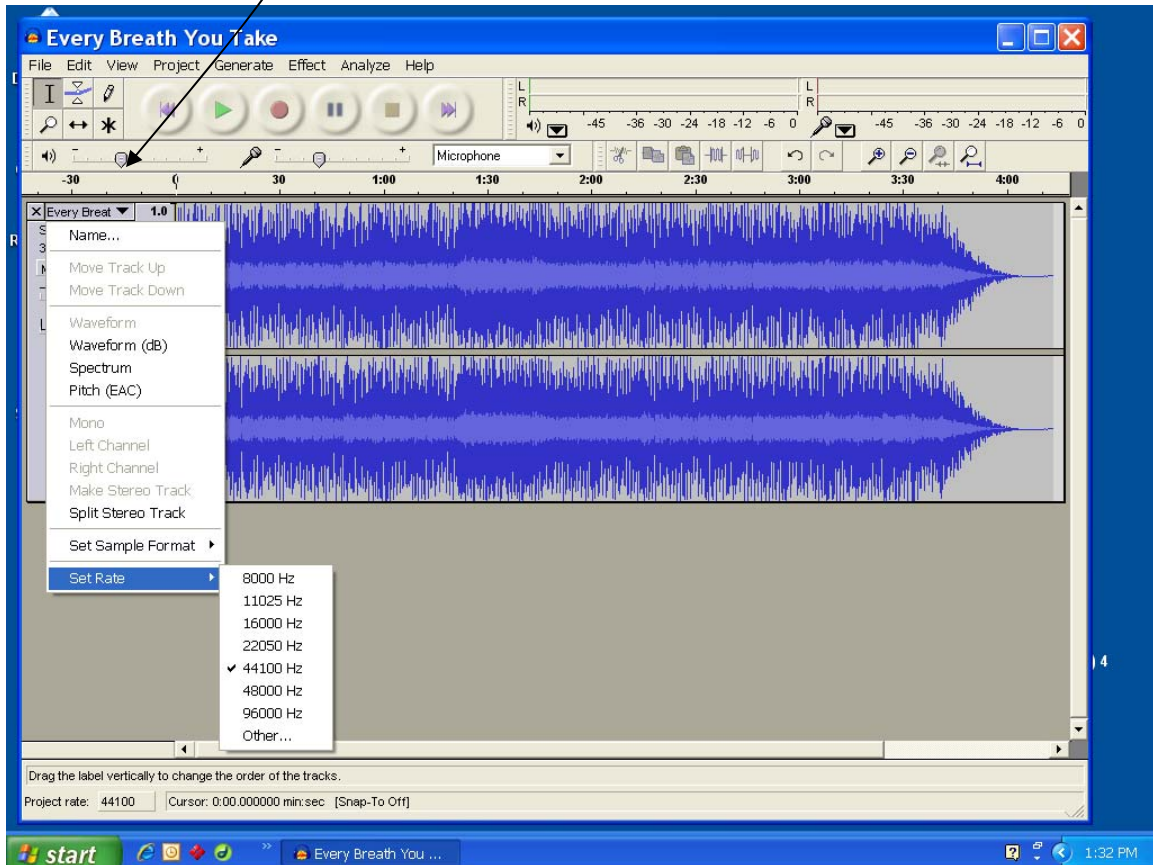
Troubleshooting tip—You can't hear your recording back or your voice is not getting recorded from the internal microphone. *Check to see that your sound cables are attached to both the back of the computer (pink and green) to the back or side of the monitor. Match the symbols on the computer or monitor to the symbols on the cables. OR Check to see that the monitor is not muted (orange light on the front on the left or for newer models, there is a toggle switch on the right side).*

Audacity Tip

In Audacity –
Import the file (either .wav or mp3)

Then check this:

You may have to select all (Edit>Select All) and then change the rate to 44100.



That allowed this song to play properly.