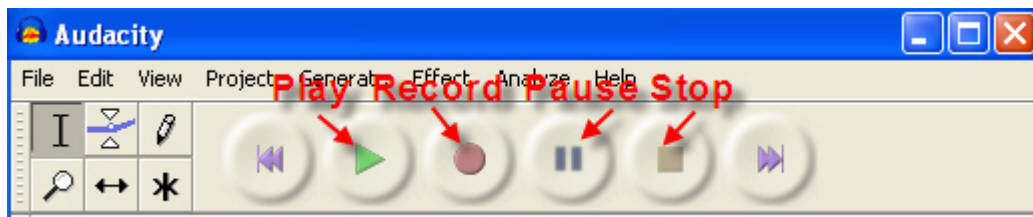


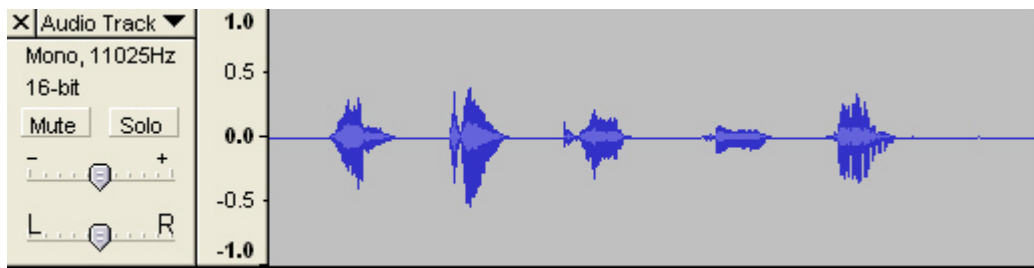
Recording Your Podcast with Audacity

A Quick Tutorial

When you open Audacity, you will see a tool bar along the top. The buttons may remind you of the buttons on a tape recorder or VCR. The four buttons are shown below.

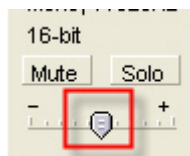


Click record and count to five. **TIP:** Wait until the recording window shown below appears before you start counting. After you have counted to five, **click the stop button**. If everything worked correctly you should see an audio track that looks something like the one shown below. You should have “bumps” in the audio. If you have a flat line, you will need to see the page on adjusting your audio. If it looks like the image below we are ready to move on with our lesson.



Click the play button to hear your recording.

Volume: Notice the arrow below the words Mute and Solo on the audio track. You can adjust the volume of the recording higher or lower by sliding the middle arrow towards the plus (+) or minus (-) sign. (See below.)As you increase the volume, the background noise will also be amplified. You will need to practice recording to see how close you need to be to the mic and how loud you need to talk.



Recording a second track:

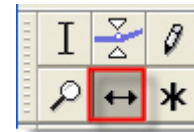
Now we are going to add a second track to our recording.

1. **Click on the mute button** in the first audio track. This will prevent the first track from playing while we record our second track.
2. **Click the record button.** Wait until a new audio track appears and count from 6 to 10. **Click stop.**
3. **Un-mute the first audio track.** To do this just click the mute button and the mute will be turned off.
4. **Play your recording.** You should hear yourself counting 1-5 and 6-10 at the same time.



Now we want to shift our audio so we hear 1 - 10 in order.

1. **Click on the Time Shift Tool** (Shown on right.)
2. **Click** on the recording of counting 6-10.
3. **Drag the audio (6-10) to the right** so it is just beyond the counting of 1-5.
4. Later you will use the Time Shift tool to move your recording and music to the order and timing you want.



Adding Music

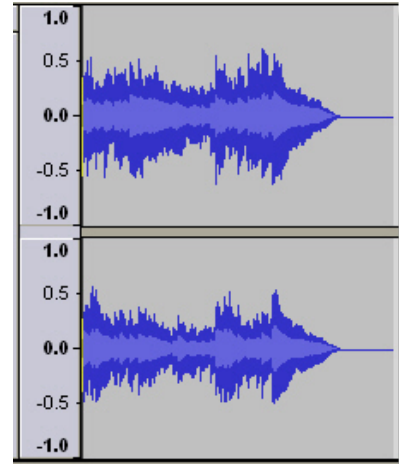
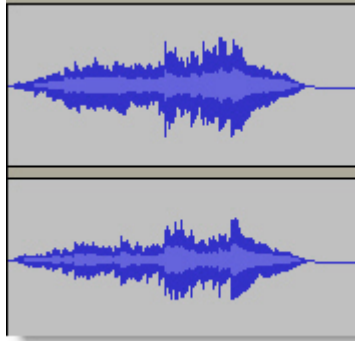
Now we are ready to add some music to the start and end of your radio show. If you don't have music downloaded go to <http://freeplaymusic.com> and download some ten second clips.

1. From the **Project Menu choose Import Audio.**
2. Navigate to where your music file is saved.
3. Shown below is the wave pattern for some imported music. Notice that the music starts loud and then fades. We would like the music to both fade in and fade out. There are at least two ways to fade the music in or out.

Fading Music:

Method One:

1. **Highlight 3 to 5 seconds of music** using the selection tool.
2. **Choose Fade In** from the Effect Menu. The result is shown below.



Method Two:

This method takes more steps and can be a little tricky. However, you have more control.

1. **Choose the Envelope Tool.** It is the vertical tool with the two small white triangles.
2. **Click at the far left end of the music file.**
3. **Click about at the 5 second mark** of the music file. Wherever you click, small white dots will appear on the top and bottom edge of the sound file some of these are shown at right.
4. **Using the Envelope Tool drag the far left dots toward the center.**
5. This will create a fade in effect like the one shown below. You can adjust the fade by dragging the “white dots” towards the center for softer or towards the edge for louder. You can use this technique to make one part of the audio softer or louder than other sections.

