

Using Audacity to Podcast: University Classroom Version  
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Audacity is available for the Mac and PC. It is free. (That's right, FREE!) You can find it at <http://audacity.sourceforge.net/>. If you don't feel comfortable downloading it and installing it yourself you can call user support at 2400 and ask them to install it for you.

Audacity lets you create and edit audio files or Podcasts. You can save your Audacity file and work on it over time. However if you want to distribute your Podcast you need to export it as an .mp3 file. To export an .mp3 file Audacity needs an external file. You will need to download this file separately and save it to the Audacity folder of your Mac or PC. When you export as an .mp3 file for the first time, you will need to locate the file the first time. (The software does prompt you to do this.) Once you do it, you will never need to do it again. Never. That is a really long time, when you stop to think about it. The table below shows you where you can find the files on line. I have them as well and would be happy to send them to you as an email attachment.

Windows: lame_enc.dll Available: <a href="http://spaghetticode.org/lame/">http://spaghetticode.org/lame/</a>	Macintosh lameLib Available: <a href="http://spaghetticode.org/lame/">http://spaghetticode.org/lame/</a>
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I have also prepared a Podcast and an accompanying PowerPoint Presentation on some definitions, issues, and strategies for using Podcasting in university classrooms. You can find these at:

<http://coe.winthrop.edu/jonesmg/lti/podcasting/default.htm>

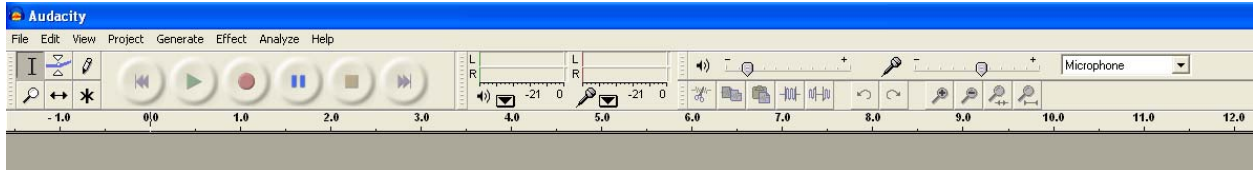
There is a nice tutorial online as well that you might want to look at. It can be found at:

<http://www.how-to-podcast-tutorial.com/>.

You are free to use my handouts and my materials with others. If you do, please let me know that you are using them (it is nice to know these things, plus it helps on my annual report), and please leave my name and copyright information on the handouts as well.

## Section One: Overview of Audacity

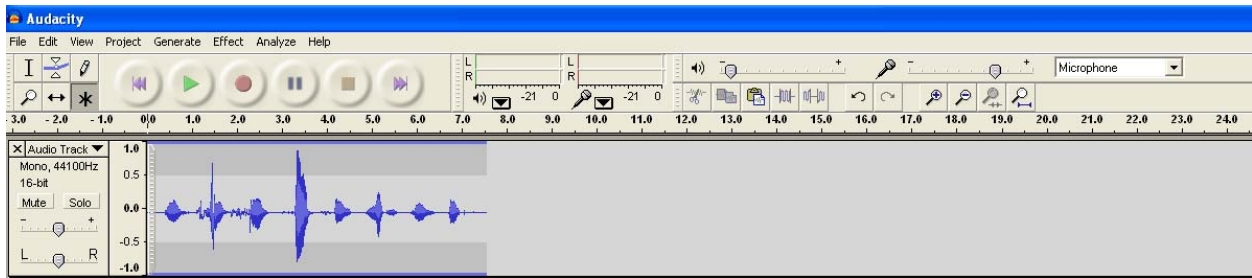
The software looks like this when you open it:



The Table below will review what each part does.

<p>The screenshot shows the Audacity menu bar with the following options: File, Edit, View, Project, Generate, Effect, Analyze, and Help.</p>	<p><b>The Pull Down Menu.</b> Find familiar controls, such as new, save and open under the <b>File Menu</b>. You will find copy, paste, and cut under the <b>Edit Menu</b>. Use the Project menu to import background music. The <b>Effect Menu</b> will let you add professional sounding fades, reverb and echoes to your project.</p>
<p>The screenshot shows a section of the Audacity toolbar containing three tools: the Select tool (I), the Zoom tool (magnifying glass), and the Time Shift tool (double-headed arrow).</p>	<p><b>The Tool Set.</b> The three we will work with are the <b>Select</b> tool  , the <b>Zoom</b> tool,  and the <b>Time Shift</b> tool </p>
<p>The screenshot shows a section of the Audacity toolbar containing six playback controls: Rewind, Play, Record, Pause, Stop, and Skip Forward.</p>	<p><b>The Control Pad.</b> This is where you control the software to record, play, pause, stop, rewind and skip forward. These should look familiar to you.</p>
<p>The screenshot shows the output volume meter for the left (L) and right (R) channels. The scale ranges from -21 to 0, with a speaker icon and a mute button.</p>	<p><b>Output Volume Meter.</b> This meter provides visual feedback on how loud your file is. Of course, you should be able to tell how loud it is by listening to it too. Keeping your file between <b>-21 and 0</b> will help make the audio levels consistent.</p>
<p>The screenshot shows the input volume meter for the left (L) and right (R) channels. The scale ranges from -21 to 0, with a microphone icon and a mute button.</p>	<p><b>Input Volume Meter.</b> This meter shows you how loud you are registering when you speak. Try to keep your voice level between <b>-21 and 0</b>.</p>
<p>The screenshot shows the output volume slider, which is a horizontal scale from - to + with a speaker icon and a mute button.</p>	<p><b>Output Volume.</b> This controls the volume of your recorded file.</p>
<p>The screenshot shows the input volume slider, which is a horizontal scale from - to + with a microphone icon and a mute button.</p>	<p><b>Input Volume.</b> This controls the microphone level when you are recording. To get the voice levels between <b>-21 and 0</b> you will need to move this control to the <b>-</b> or <b>+</b>. You can also sit closer or further away from the mic.</p>

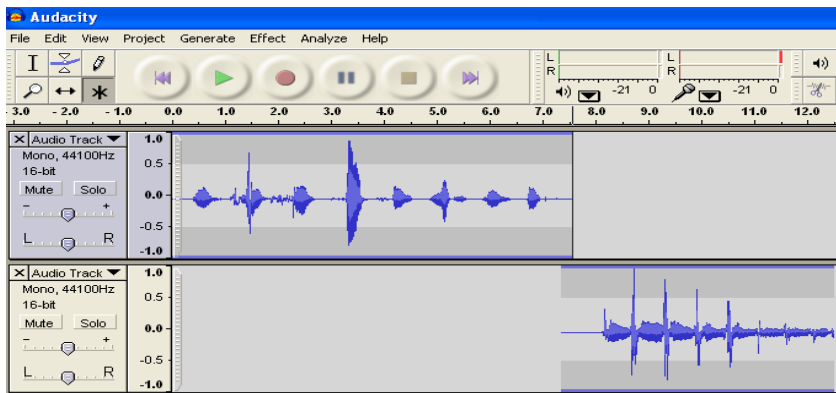
When you are recording an audio file, it will create an Audio Track and the software will look something like this:





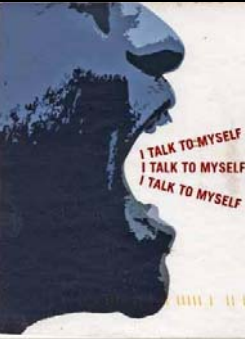



The table below explains what all of this mean.

	<p><b>An Audio Track.</b> When you are recording, your voice print will look like this. The louder your voice is further it will be from the center line. You control the input volume by sliding the <b>Input Volume</b> control (see page 2) or by sitting closer or further from the mic. You can edit the sound much like you edit text in a word processor: Highlight it with the mouse, then copy, paste, or delete as needed.</p>
	<p>The numbers above the Audio track represent time in seconds. This is the time scale. This audio file is 7 seconds long. Noting where you are in the terms of minutes and seconds will help you edit your sound file later.</p>

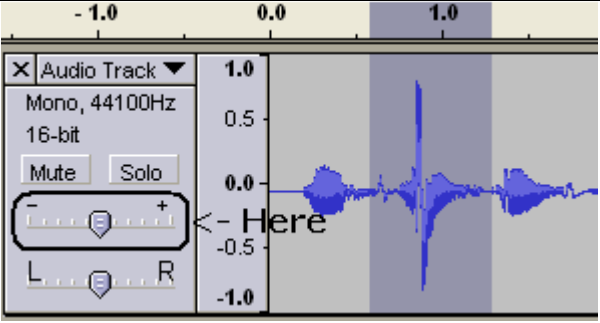
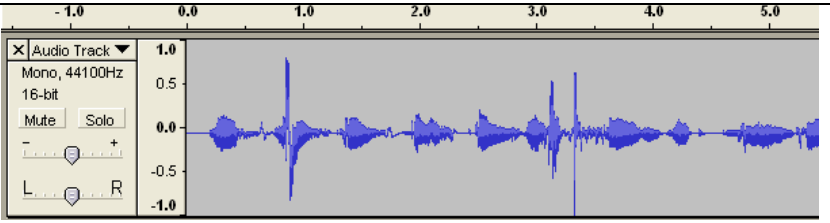

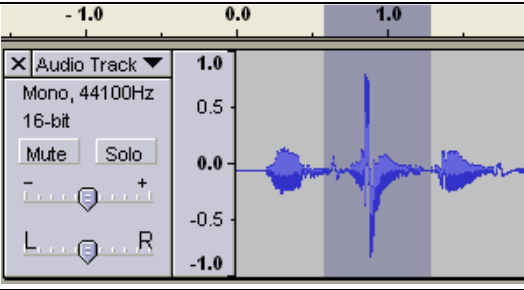
As you record you will get multiple tracks. This may be music playing behind your voice, or it may be another piece that you are speaking. It will look like this if you record at the end of the first audio track:



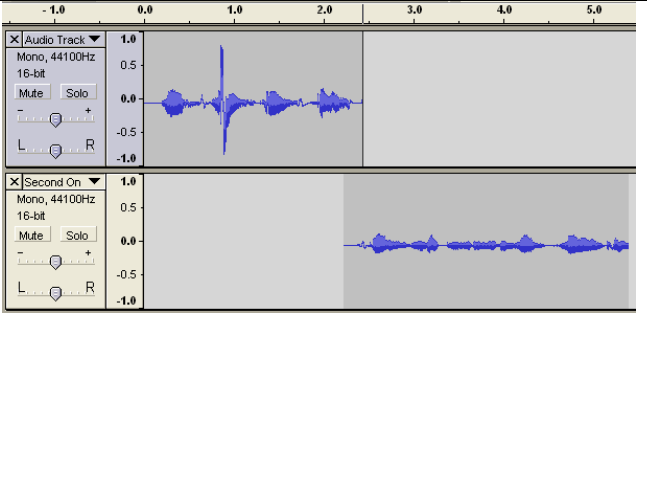

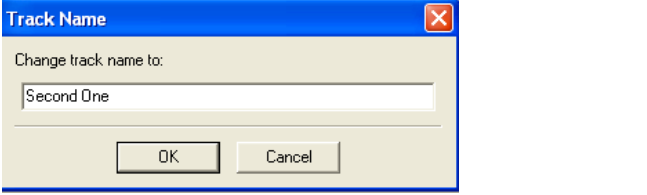




## Section Two: Audacity Quick Start

<p>1. Double click on the Audacity icon</p>	 <p>Audacity</p>
<p>2. Click on the Record button</p>	
<p>3. Start Talking</p>	
<p>4. Press Pause. This will pause the recording and allow you to catch your breath and compose your thoughts. Pressing pause also means that you will still be recording in a single Audio Track.</p>	
<p>5. Press Pause again and continue talking. Repeat as needed. Remember: you will stay in the same audio track as long as you are using the pause button. As soon as you hit the stop button you will create a new track.</p>	
<p>6. Press Stop when you are done.</p>	
<p>7. Edit and Save. Export as mp3 when you are done.</p>	<p>File name: <input type="text" value="Podcast_ONE.mp3"/> Save</p> <p>Save as type: <input type="text" value="MP3 files (*.mp3)"/> Cancel</p>

## Section Three: Editing A Single Track Audio File

<p>1. Listen to your sound file. Use the times above the audio track to note where you might need to edit. You can delete “ums” and “uhs” if you need. You can also increase or decrease the volume of the audio track by sliding the gain control towards the <b>- or +</b></p>	
<p>2. Record a file (I know, this seems obvious)</p>	
<p>3. Use the Select tool  to highlight a section you wish to delete.</p>	
<p>4. Press the delete key on the keyboard and what you have selected goes away. This is much like word processing at this point. This means, of course, that you can copy or cut the sound from one place in the track and paste it somewhere else in the track. Use the Time Scale to help you figure out where you need to be to edit.</p>	

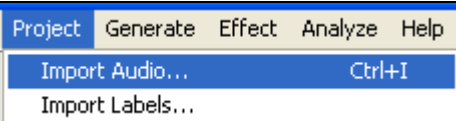
## Section Three: Creating a Multi Track Audio File

<p>1. When you record a track and press stop, that track is done. The next time you click the record button a new track will be created. The new track is created at whatever point on the timeline the original audio track is at. In the example on the right you will see that the second track (the one on the bottom) will play after the first track (the one on the top). This difference is only visual. You will not hear a difference when you play the tracks back.</p>	
<p>2. Multiple Tracks can be confusing. You can name the tracks to make it easier to keep up with them. Click on the “Audio Track” button.</p>	
<p>3. A pop up window will allow you to name the track.</p>	
<p>4. You can move tracks around using the Time Shift Tool . Simply select the tool  and you can move the entire contents of a track</p>	<p>I can't really illustrate moving here, but if you go to the How To PodCast tutorial at: <a href="http://www.how-to-podcast-tutorial.com/">http://www.how-to-podcast-tutorial.com/</a> you can see some nice animations of it.</p>
<p>5. It is possible to take the contents of one audio track and copy it and paste it into another audio track. Use the Select Tool  to highlight the contents of one audio track. Copy the selected items, then click your mouse in another audio track at the point you would like to paste. Then paste. You could then delete the file you copied from by clicking on the small “X” in the upper left hand corner of the Audio Track window.</p>	

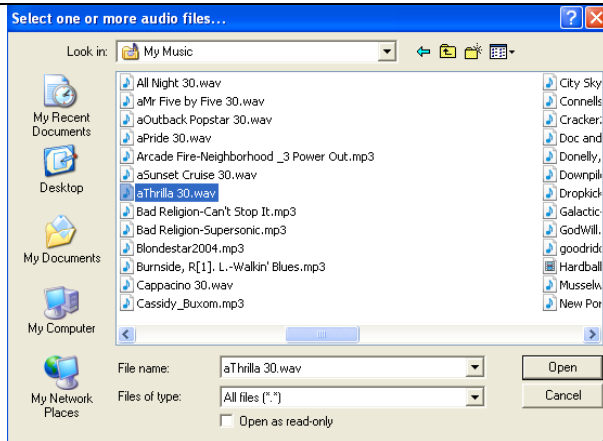
## Section Four: Adding Background Music

1. You will need to have some music to put into your project. While it is technically possible to use commercially produced music (like from CD's you own) you can only use approximately 30 seconds of that sound file without violating copyright laws. I recommend that you look at the music collections at FreePlay music (<http://freeplaymusic.com>). This instrumental music works well as background or intro music. This site provides complete songs as long as three minutes or as short as 10 seconds. Plus, if you are not commercially broadcasting or selling your content you pay no royalties to use the music and those rights are granted to you in perpetuity. A pretty good deal. So, get some music, save it to your computer.

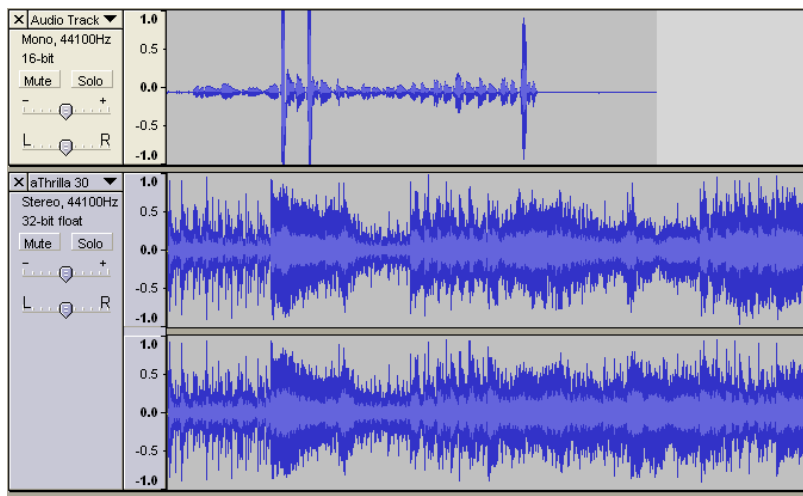
2. Record your voice tracks, and save them. Go to the **Project Menu** and drag down to Import Audio.



3. Navigate to the folder your music is in, select your music, and click on the Open Button.



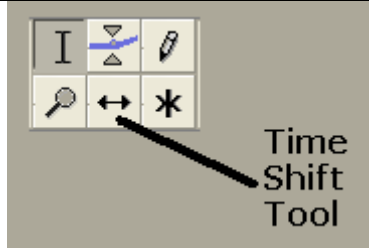
4. Your music will show up as an Audio Track below your Voice Audio Track. You will see a right and a left channel because most music is recorded in stereo.



5. You will likely need to edit your music at this point. Your music may be too loud and may be drowning out your voice. You can control that by turning the volume up or down on a particular track as needed using the slider control for Gain. Often it is necessary to turn your voice up and the music down. Listen to the file to make sure your volume is where you want it.

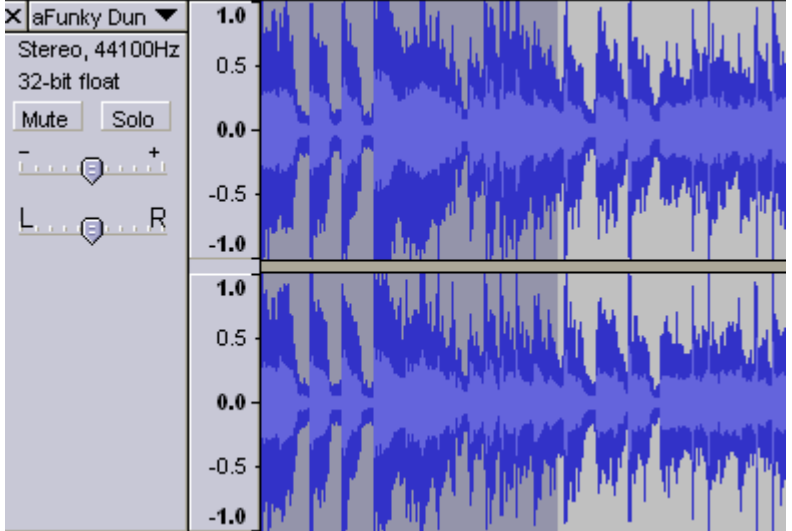
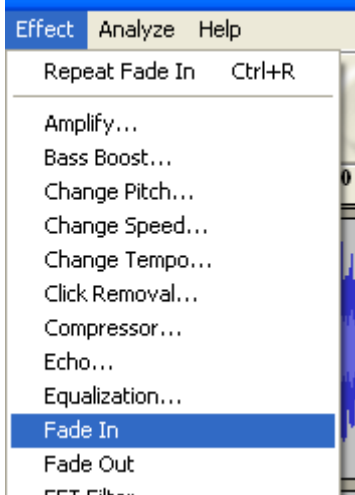
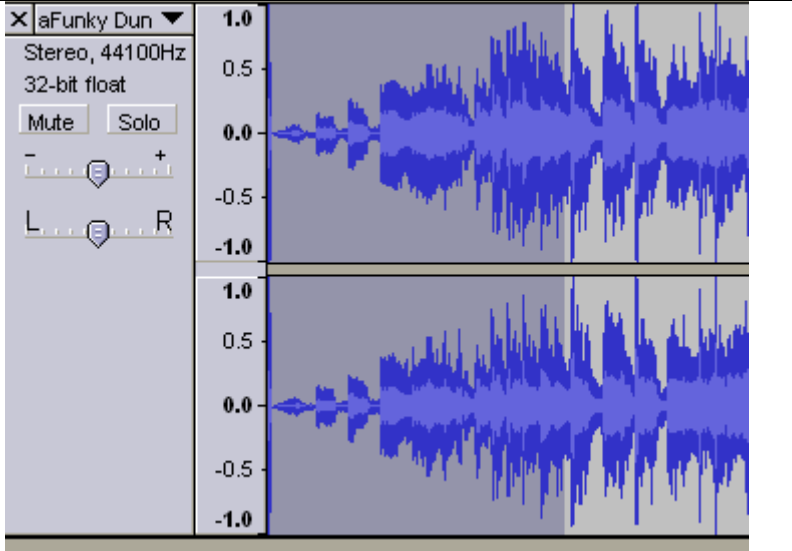


6. Remember that you can move your audio tracks around as needed. Select the Time Shift Tool and you can move your Voice Track over to allow for an audio introduction.

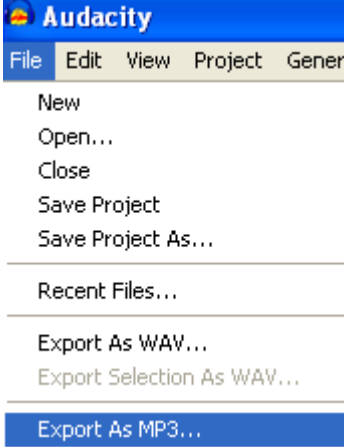
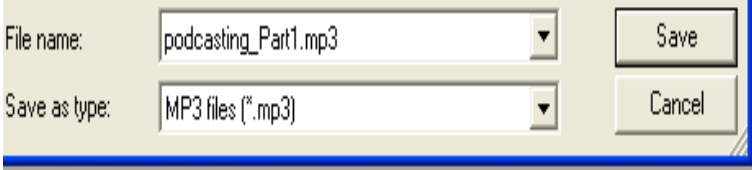


7. If your music is too long, you can delete parts you don't want by highlighting them and deleting them. If your music is too short, you can loop it by highlighting a section, copying it, and pasting it at the end of a track.



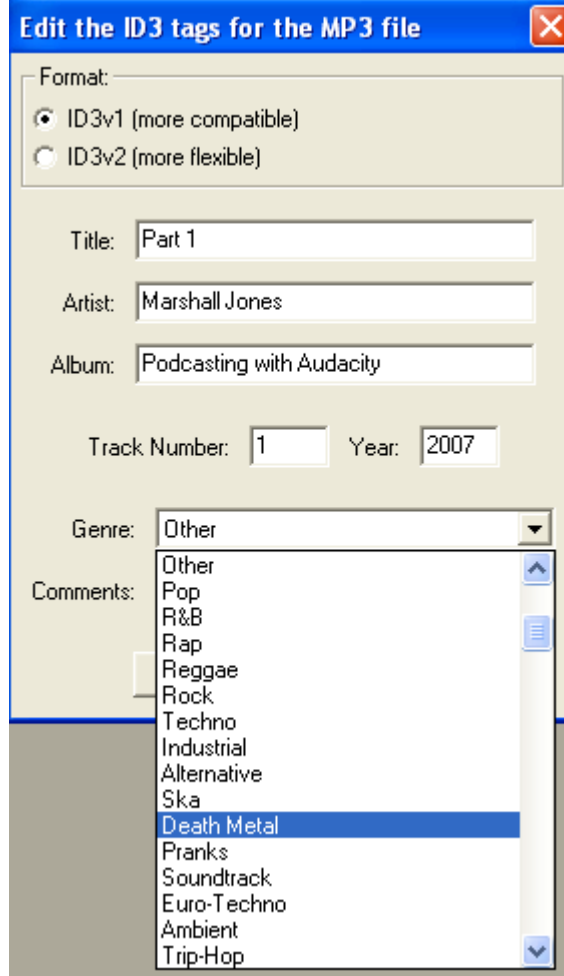
<p>8. You may want to have your music fade in (or crescendo for you music people) or fade out (decrecendo) as needed. To do this, select the section you wish to fade in.</p>	
<p>9. Go the Effect Menu and select Fade In.</p>	
<p>10. If you compare the graphic in step 8 (where you select) to the graphic in this step you will notice that now the selected part of the track visually appears to fade in. If you listen to it, it will fade in. Fade Out would look, obviously, the opposite.</p>	

## Section Five: Exporting Your File as an MP3

<p>1. When you are ready to finish your project, you will want to Export it as an MP3 file. You can do this by going to the <b>File Menu</b> and Dragging down to Export as MP3...</p> <p>The software will likely give you a warning that your file will be mixed to a single track. And that is fine, so click OK.</p>	 <p>A screenshot of the Audacity application's File menu. The menu is open, showing options: New, Open..., Close, Save Project, Save Project As..., Recent Files..., Export As WAV..., Export Selection As WAV..., and Export As MP3... The 'Export As MP3...' option is highlighted with a blue background.</p>
<p>2. If you are saving the file for the first time, you will need to locate the lame_enc.dll (for Windows) or the lameLib (for Macintosh). See the instructions on the first page for what this means and where to get them.</p>	
<p>3. Name the file appropriately and make sure you notice where you are saving it. When I podcast, I will try and keep my audio files between 3 and 10 minutes long. This helps in organization, and most people don't want to listen to a full hour of me talking (imagine that). This might mean that I end up with multiple files. So what I like to do is name them with the title and part number. The example on the right shows you what I mean.</p>	 <p>A screenshot of a file save dialog box. The 'File name:' field contains 'podcasting_Part1.mp3'. The 'Save as type:' dropdown menu is set to 'MP3 files (*.mp3)'. There are 'Save' and 'Cancel' buttons on the right side of the dialog.</p>

4. The next step is to add the ID3 tags. ID3 tags are containers that hold information about an MP3 file. The containers hold the artist's name, the album name, and the track title. You see these when an MP3 file plays on your computer. Additionally, it will become possible to search your computer for these files by these tags later.

- Select ID3v1 (more compatible)
- **Title** = Title of the current podcast
- **Artist** = you
- **Album** = The name of the full lecture
- **Track number** should correspond to part number
- **The Year** would be the current year.
- You will likely not find the **genre** you want on the list, so choose other, unless you are recording "Death Metal" music.



5. Voila. You are done, baby. Adam Curry has nothing on you. You will need to decide what to do with your files. You can place them on a website or store them in WebCT for students to access. You could burn them as a standard audio CD as well. For an example of what I do with these, take a look at the Reusable Learning Objects I use with my EDUC 275 Class at: [http://coe.winthrop.edu/educ275/06\\_ROLO/](http://coe.winthrop.edu/educ275/06_ROLO/)