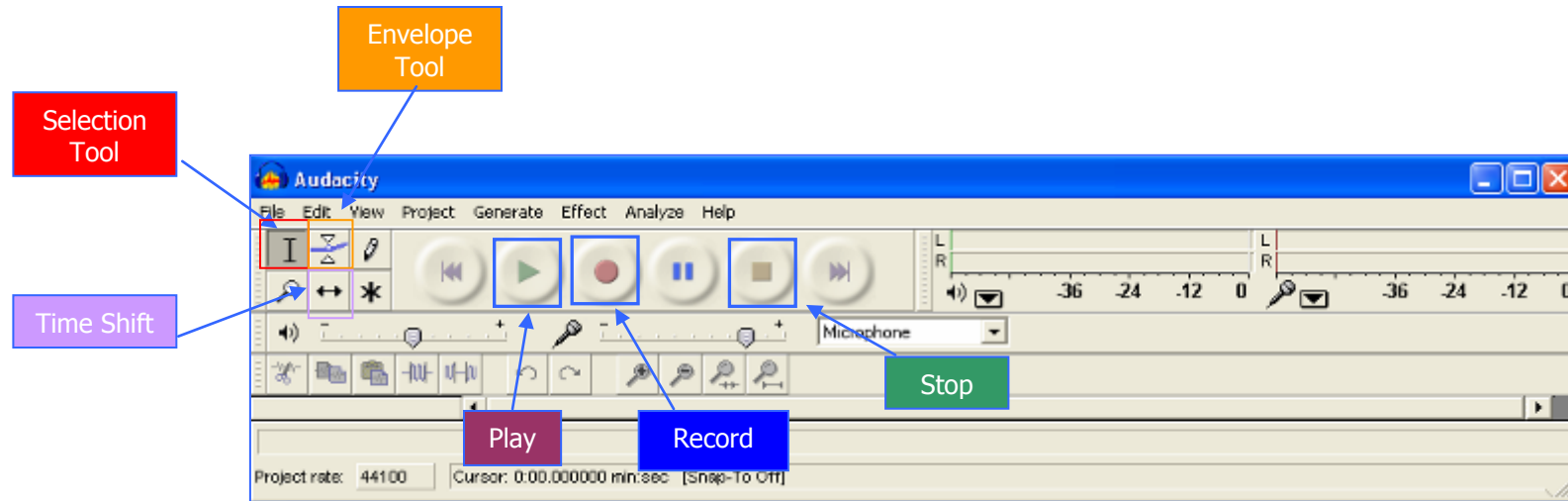


Using Audacity to Create a Podcast

Audacity is a free sound recording program. As of Sept 2009, it should be installed on all Shen teacher and student stations. To download and install Audacity at home, go to: <http://audacity.sourceforge.net/>

Note: In addition to the actual program, a small file called **lame_emc.dll** is needed when exporting sound files from Audacity to .mp3 format. The **lame_emc.dll** file is located on the S: drive at **Instructional Share\Software\Audacity**. No action is necessary until you actually export a file as .mp3. The first time you export a file to .mp3 format (see Step #6 on reverse) you will be prompted to navigate to this **lame_emc.dll** file. At that point, simply browse to the Instructional Share drive and select the lame_emc.dll file (should only have to do that once).

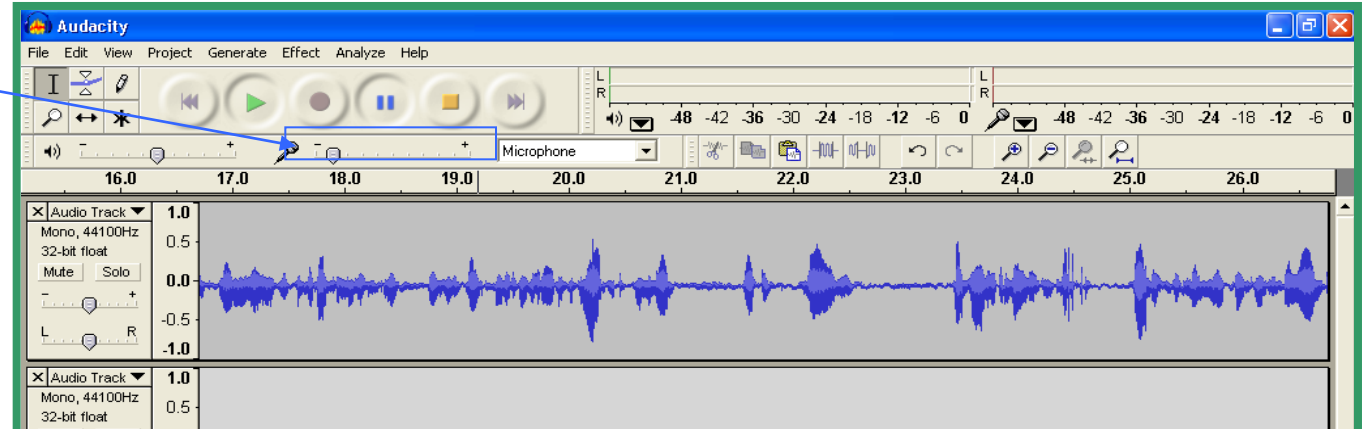
1. Familiarize yourself with the most important controls.



Play	Allows you to review material you have recorded	
Stop	Stops recording or playback	**You must select stop to apply any additional editing or effects
Record	Records audio from input	
Selection Tool	Allows you to select portions of the audio for applying effects or silencing or soloing sections	You must select the audio from within the waveform.
Envelope Tool	Allows you to place nodes on the waveform; to adjust volume of specific portions of the audio	First place the node, and then drag it up or down to increase or decrease the volume
Time Shift	Allows you to move entire segments of audio along the timeline	

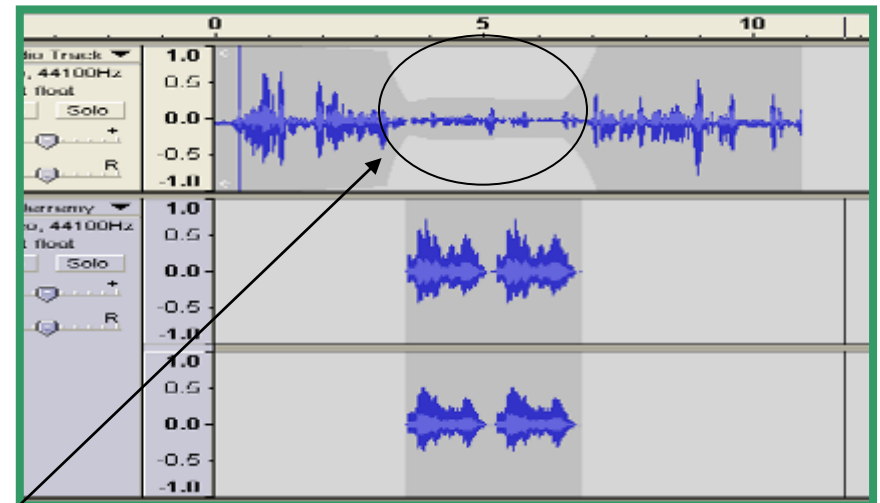
2. Record the vocal line: Connect a microphone, set your levels and then hit the **record** button.

3. Trim the Recorded audio: You can erase parts of the audio using the **selection tool** and the cut button or the trim buttons



4. Spice up your recording: Try adding some effects, by **selecting** the portion of the audio you would like to change, and selecting an effect under the effects menu. You can use some of the effects to create your own realistic sound effects, or import loops from a loop library. See below.

5. Add loops or a score: You can put music or sound effects under your recording. (all imported audio must be in .mp3 or .wav format). Go to **Project**→**Import Audio**. Use the **time shift** tool to correctly align your audio. Next, use the **envelope tool** to adjust the volumes to the correct level at the specific times you are adding music or sound effects.



6. Export your file as an MP3: **File** -> **Export as MP3**
The **FIRST** time you try to export/convert to .mp3 you will get an error message saying you need a **.dll** file. Navigate to the file and select **lame_emc.dll** (you should only have to do this **once**). When exporting you will have to navigate to the location where you want to save and you will also see a box titled **Edit the ID3 tags for the MP3** (you can fill in the title, artist, etc. info or just leave it blank and click **OK**).

