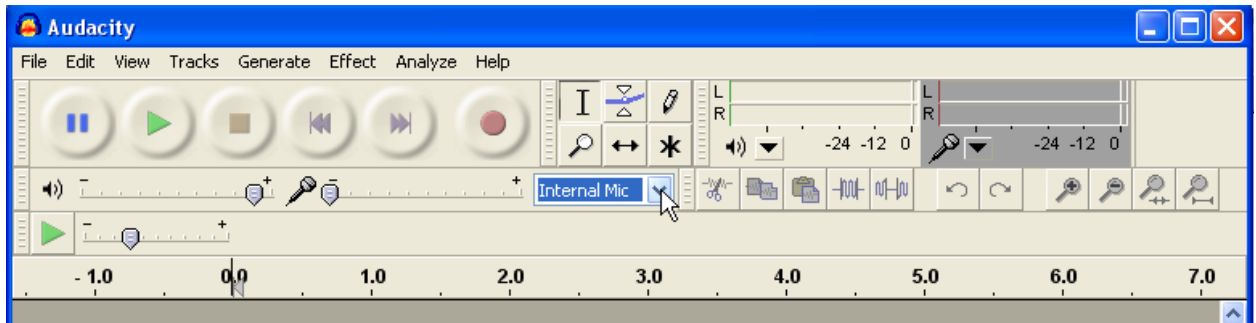
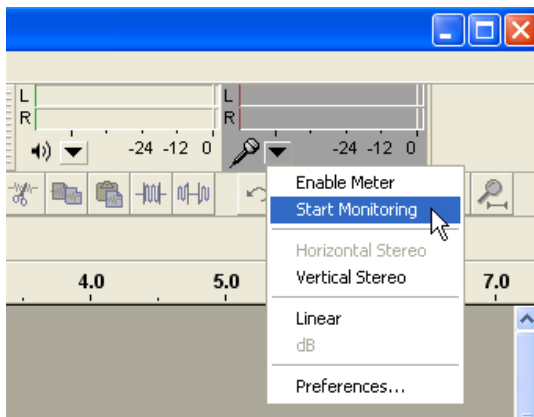


Audacity Tutorial – Podcasting Production Basics

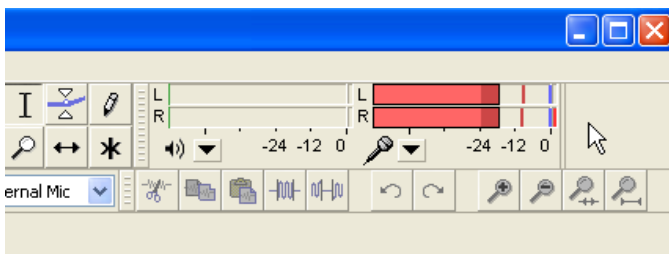
1. Open Audacity
2. Make sure appropriate **Mic** is selected



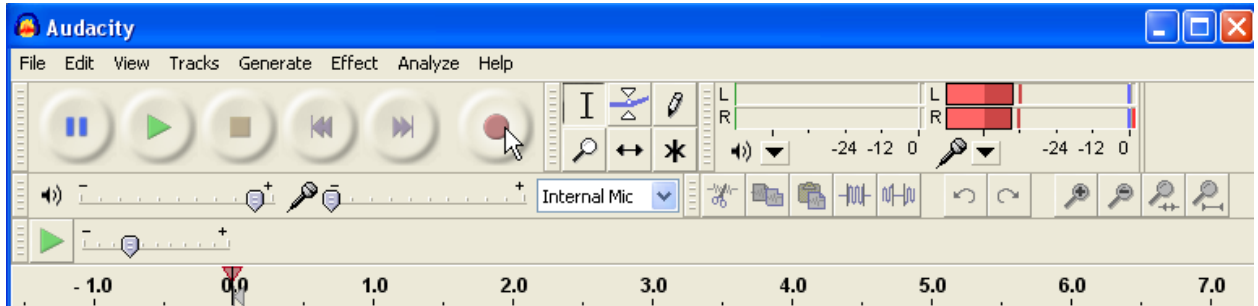
3. Turn on **Start Monitoring**



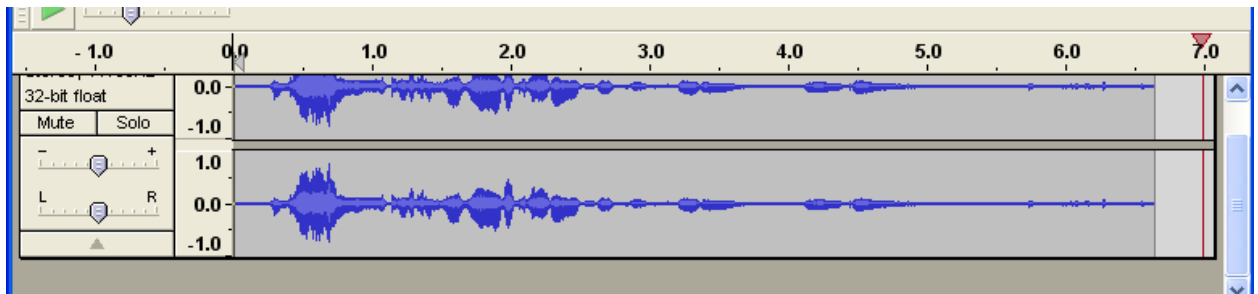
4. Talk loudly and observe red meter bars respond accordingly to your voice. If meters don't respond, double check that your microphone is connected and turned on (not muted) and review audio settings for your computer.



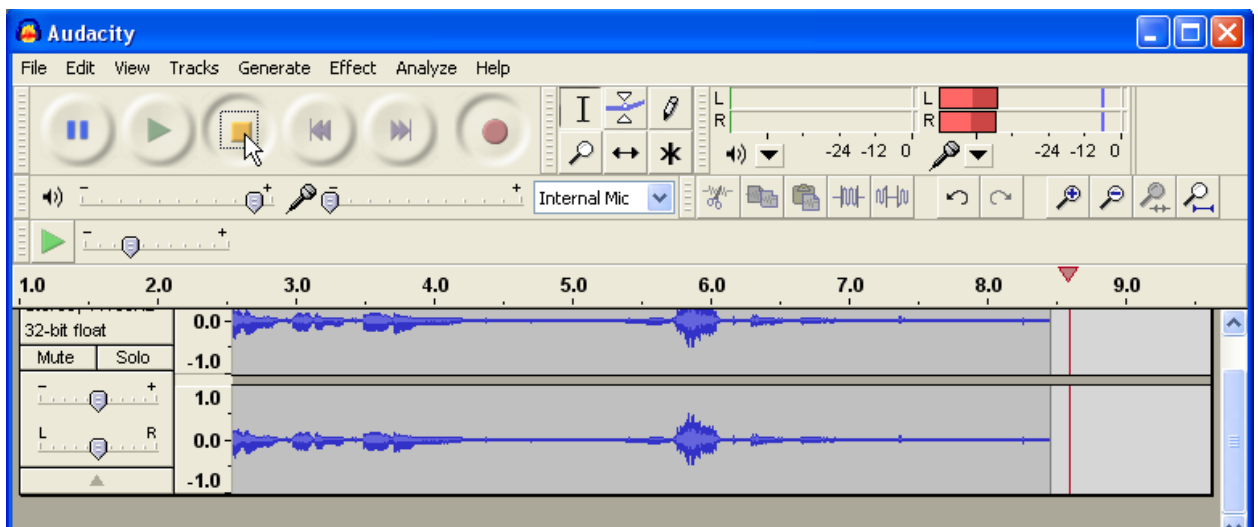
5. Click on **recording button** to begin recording. Perform your voice-over for your podcast.



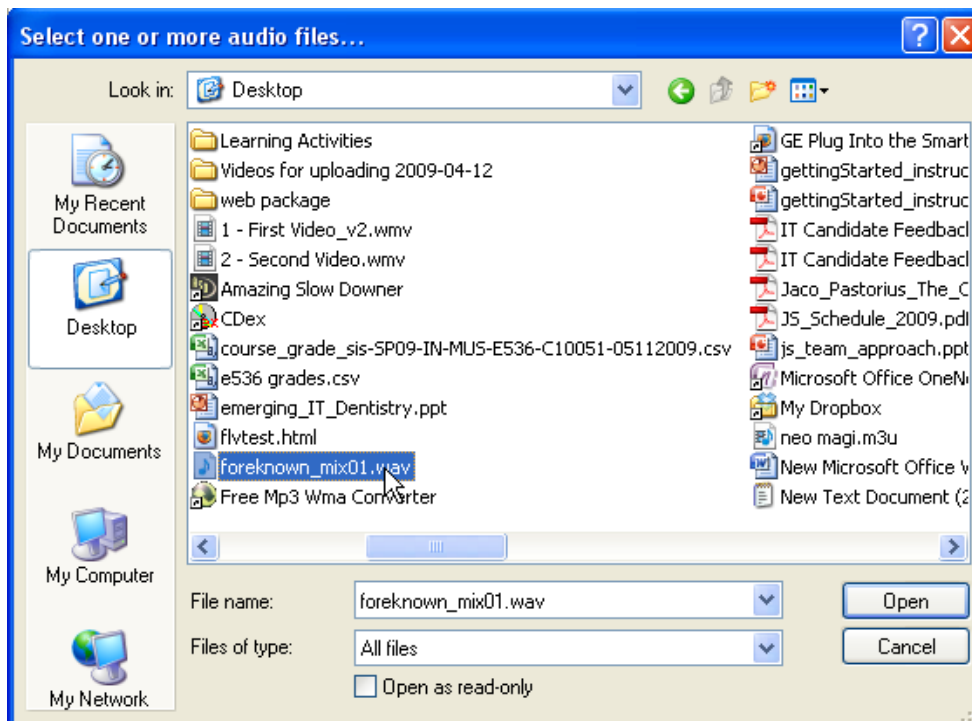
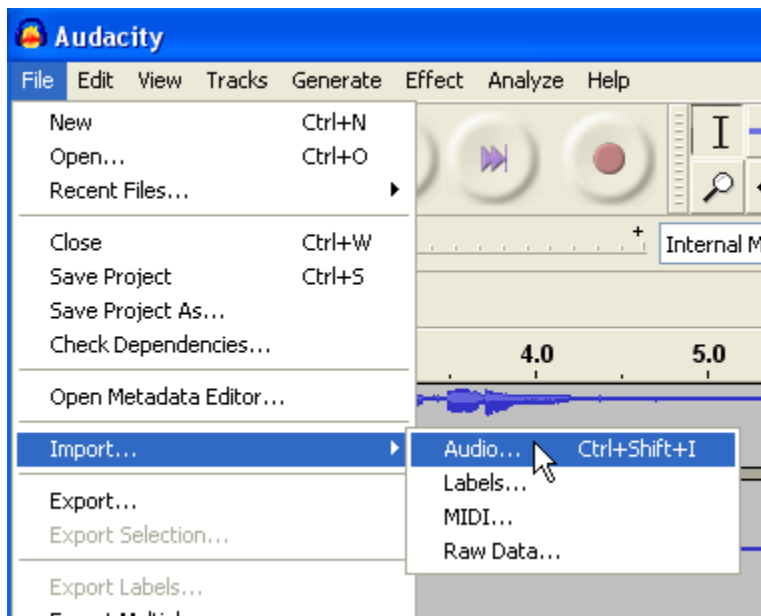
6. As you speak, observe digital wave form being created



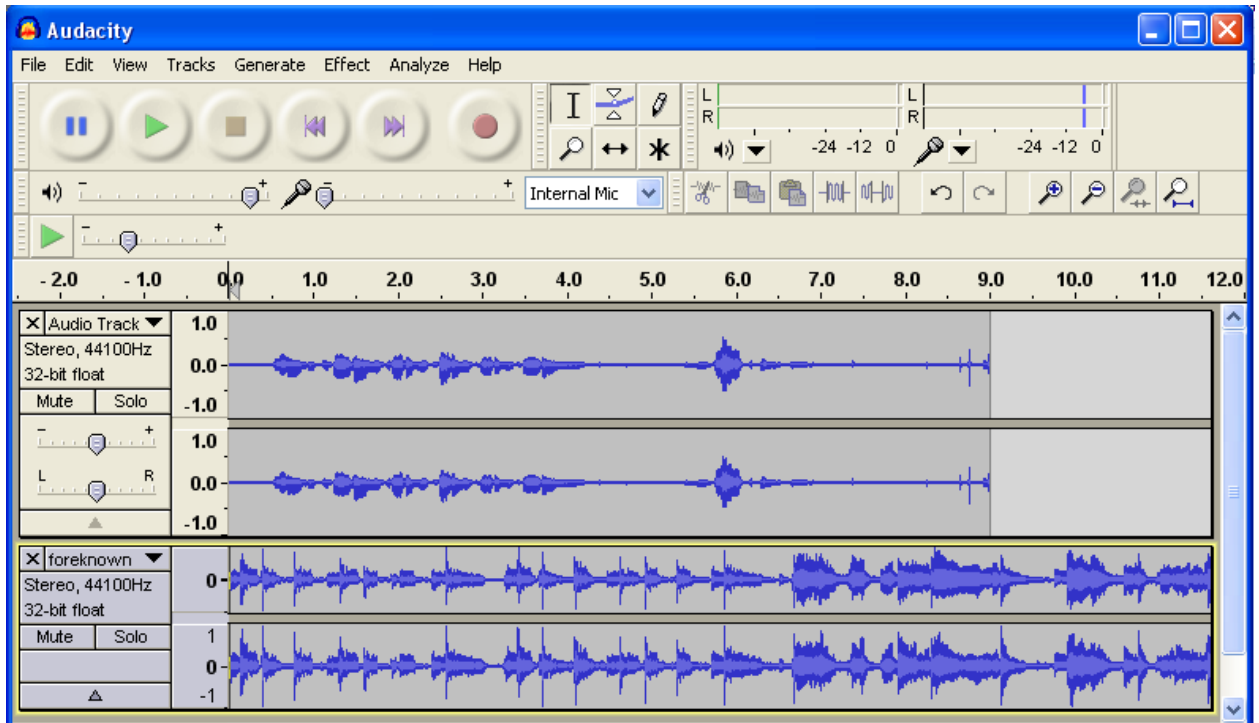
7. Press yellow **stop** button when you have finished recording your voice



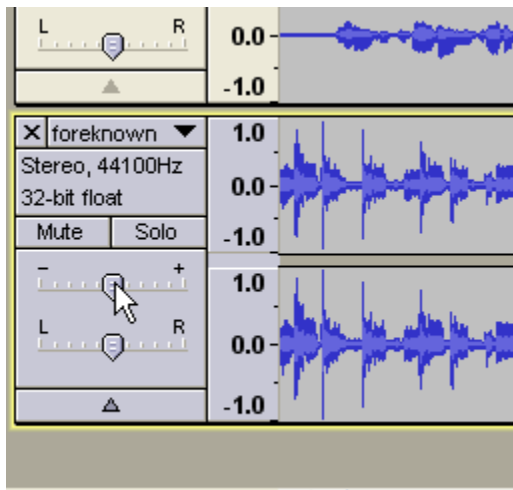
8. Select **File**→**Import...**→**Audio** to browse for and add an audio file to your audacity project (such as background or intro music)



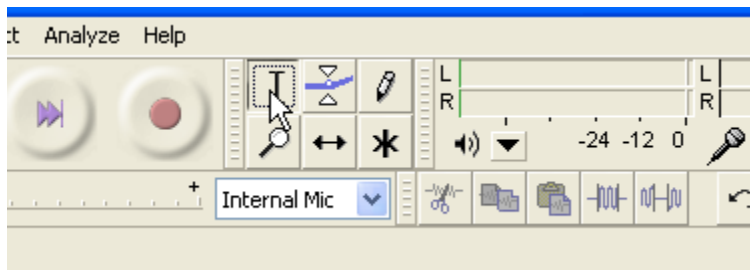
9. Observe newly added audio track beneath voice track



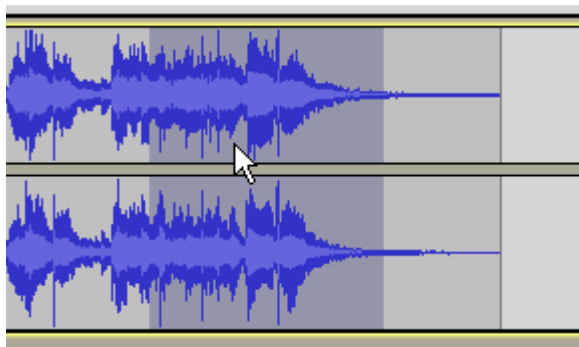
10. Adjust overall track volume with slider control



11. Make sure "Selection" tool is selected before you make edits.



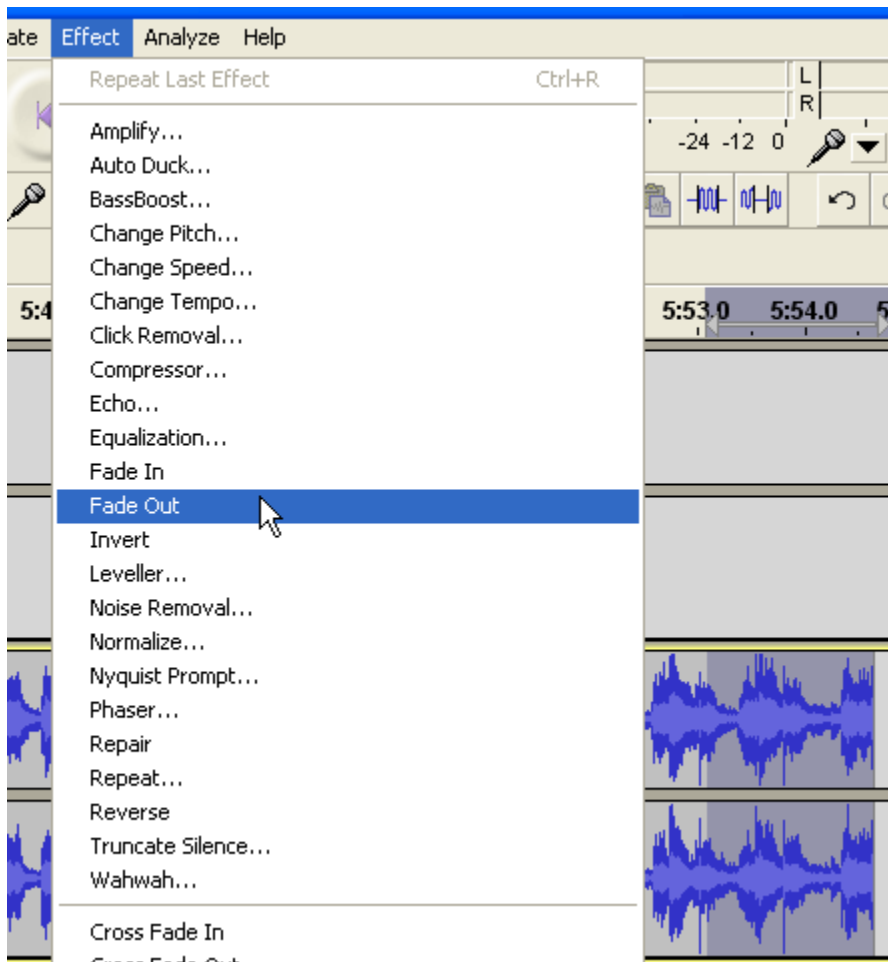
12. Use selection tool to click and drag on a portion of a wave form to make selections.



13. Press **delete** to remove the selected portion of the wave form.



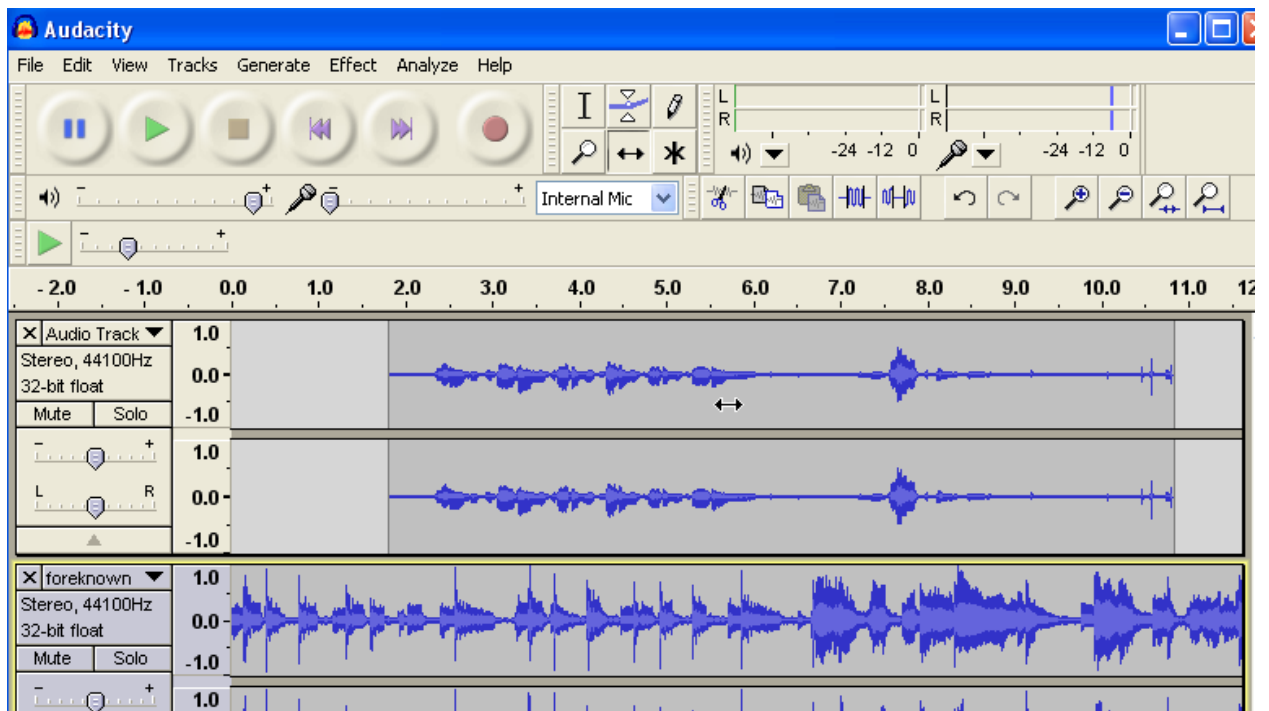
14. Or, apply effect from **Effect** menu item such as **Fade In** or **Fade Out** to selection.



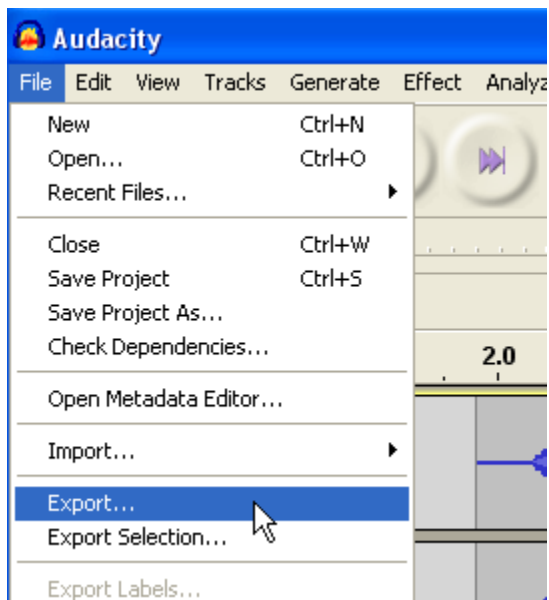
15. Move an audio clip along the timeline by selecting the **Time shift** tool



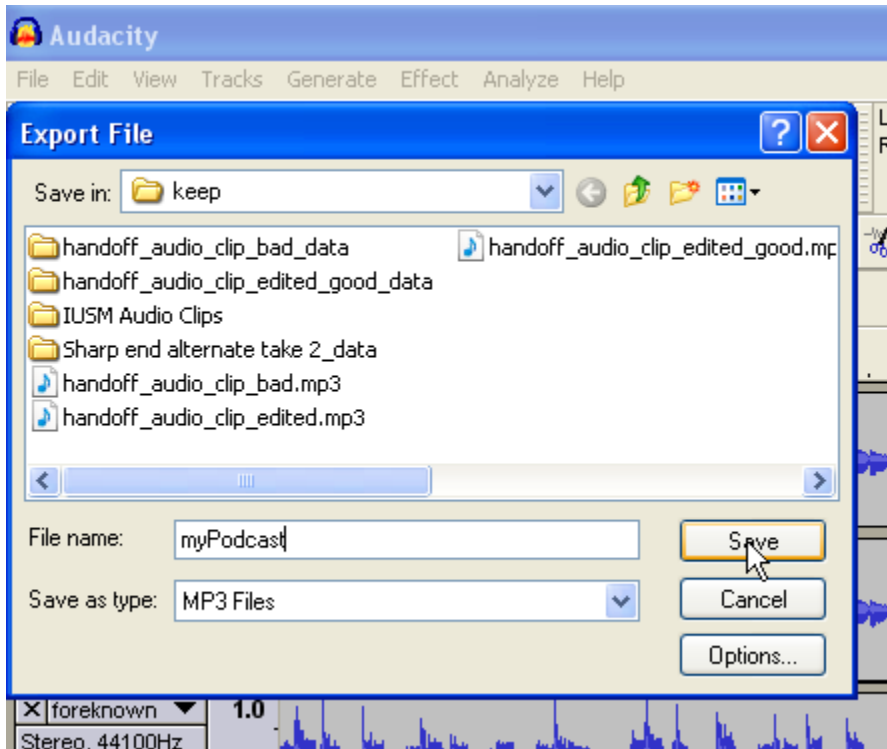
16. With **Time Shift** tool selected, left click and drag on an audio track to adjust its location on the timeline.



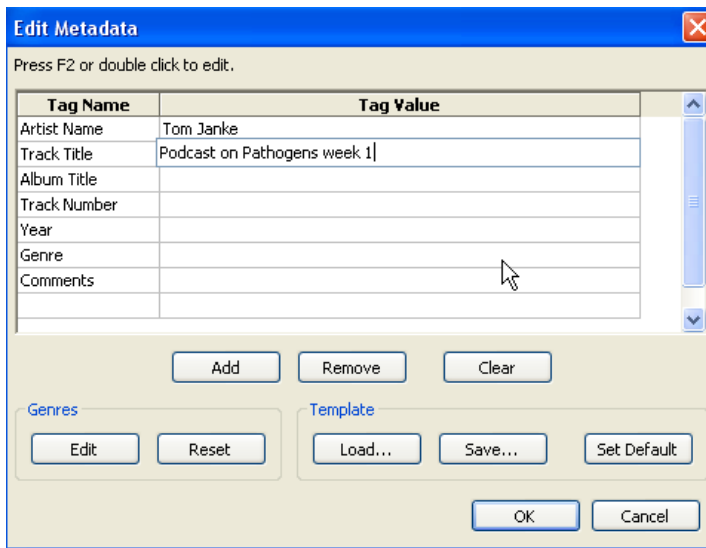
17. Export audio as an mp3 file, by going to **File**→ **Export (or Export as mp3)**



18. Name the file with no spaces or special characters and click on **save**



19. Add metadata to the mp3 file and click **OK** when finished.



20. You have completed editing and producing your audio podcast file and are now ready for publishing.