

Recording with Audacity

1. Plan your script prior to recording the audio. Find any music or sound effects you need and create

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Review the proper use of all copyright materials at

<http://www.broward.k12.fl.us/learnresource/pdf/Copyright.pdf>

2. Record the audio.

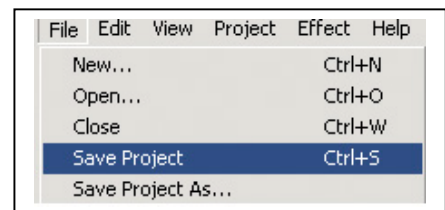
Attach recording devices.

Connect a microphone to the microphone-in connection (if computer does not have built in microphone or you wish to use a different microphone.)

Connect headphones to headphone jack.

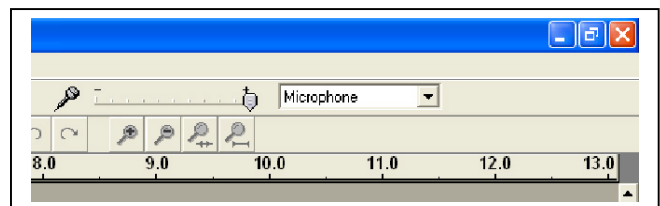
Open Audacity.

Name the project and save it. (Note: Only "Save as" is available after startup.)



Check Audacity Settings

Check to make sure microphone is selected as recording source in drop-down menu of mixer toolbar.

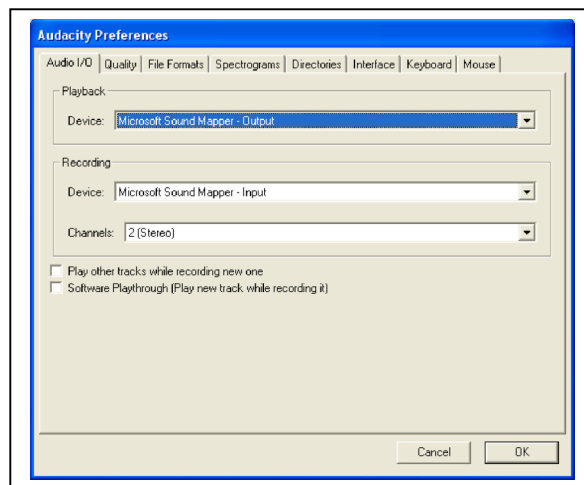


Open the Audacity preferences under the Edit menu. (After first use of Audacity, these preferences will probably not need adjustment.)

On the Audio I/O tab

- Verify the Playback device and the Recording Device are properly selected.
- In the channels dialog box, select 1 (Mono) or 2 (stereo).

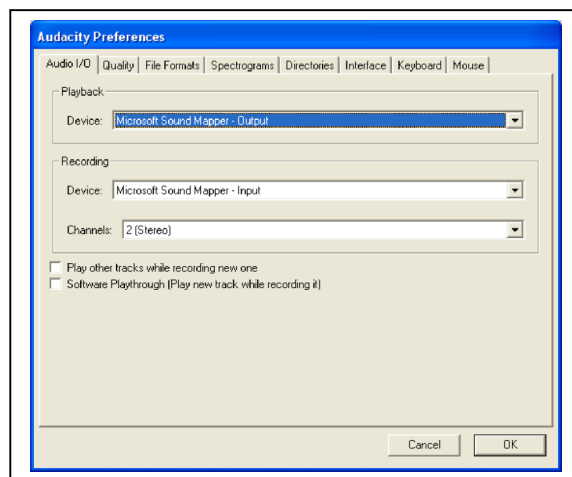
Some resources suggest using 1 (Mono) unless you are using two microphones.



On the Quality tab,

- Choose 44,100 Hz as default sample rate.
- Choose 32-bit float as default sample format.

(Some resources state that you may choose 16-bit float when recording voice without lose of quality.)

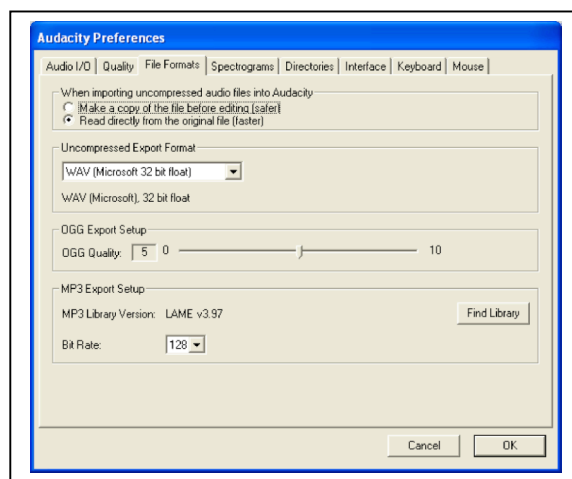


On the File Formats tab,

Choose WAV as uncompressed format with the default sample format the same as chosen on the Quality tab.

Check the MP3 Export Setup. If the Lame codec is not listed, click Find Library to find the locations of the Lame codec.

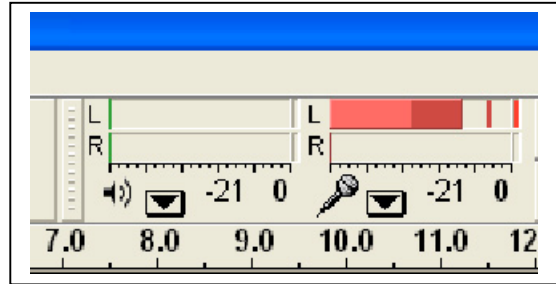
Click OK.



Adjust the microphone recording volume.

Click the microphone icon on the meter toolbar.

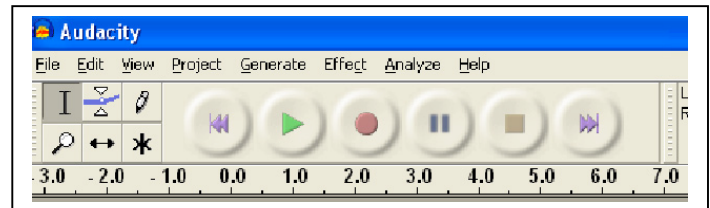
Adjust the volume until the level rises close the right edge of the meter without turning the far-right section solid red. (Recording done at this level will be distorted)



Record

Push the round red Record button and begin talking.

Press the blue Pause button to pause the recording. To resume, press the Pause button again. This will keep the audio all on one track. For ease in editing, record in short segments.



When you are done recording, press the square yellow Stop button to stop recording. Audacity will create a new audio track when you click the record button again.

Rewind the audio clip and replay to check the sound volume and quality. Delete the track if you are not satisfied and record again.

Be sure to save often. Audacity will allow you to 'undo' even after a file has been saved.

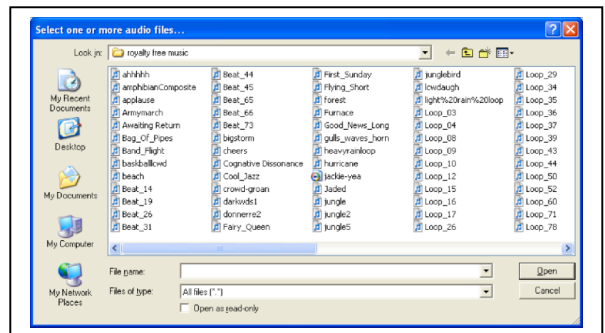
Add Music and Sounds

In adding music and sounds, remember sometimes, less is more!

Choose Import Audio from the Project Menu.

Navigate to the location of the audio files, choose a file, and click Open.

Once all sounds have been added, play the podcast; make sure your voice is heard over any added audio.

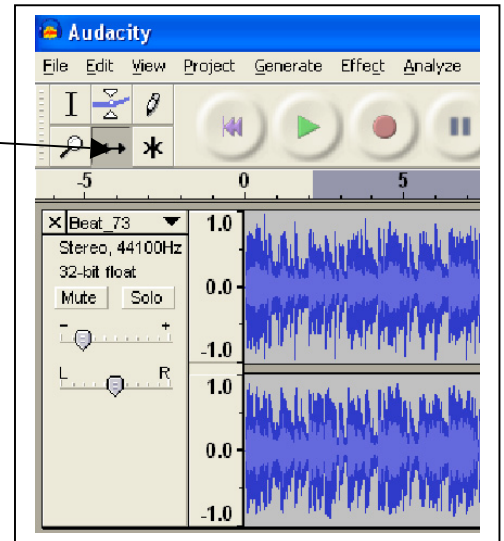


Basic Editing

Time Shift Tracks

To change where various tracks begin to play, choose the time shift tool.

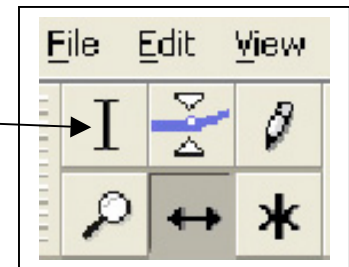
Select the track you wish to move. It will darken slightly. Move the track to the new location.



Copy/Cut and Paste

You may copy, cut, and paste sections of an audio clip.

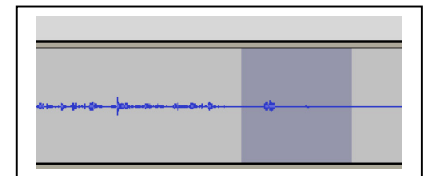
Click the selection tool.



Select the section to cut or copy. It will darken slightly.

Choose the desired command from the edit.

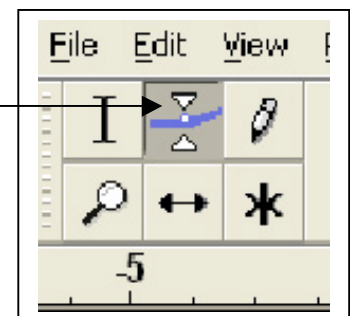
To paste, click area where you want the insert and choose Paste from the Edit menu.



Audio Fade In/Fade Out

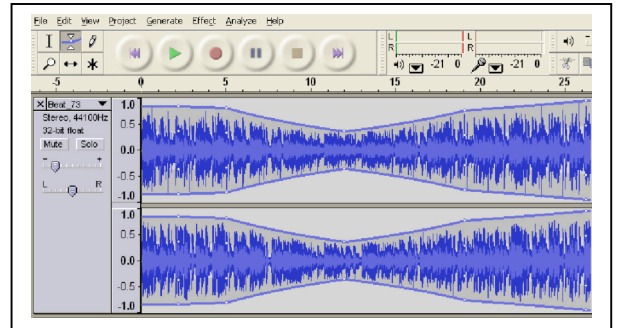
Select the track on which you want the volume to fade in/out.

Click the envelope tool and use control points to adjust the volume.



When the envelope tool is selected, the amplitude envelope of each track is highlighted, with control points at the beginning and end of each track.

- To change a control point, click it and drag it to a new position.
- To add a new point, click anywhere in the track where there is not already a control point.
- To remove a point, click on it and drag it outside of the track until it disappears, then release.

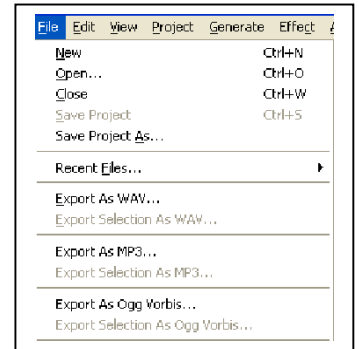


3. Exporting Your Audio Files

Files created in Audacity generally cannot be played in other software. Audacity files may be exported as WAV files, mp3 files, or Ogg Vorbis files.

Select the proper audio compression format from the File menu. Most podcast creators should choose WAV or MP3.

- WAV is a standard audio compression format. WAV files may be imported into iTunes or may be played in QuickTime, Real Player, or Windows Media Player.
- MP3 is an audio compression format that is smaller in size than WAV files. MP3 files may be played by and imported into iTunes. To create MP3 files you will need the LAME codec. This can be downloaded at <http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>
- OGG Vorbis is an open source audio compression format that can be compressed to small size without loss of quality. You will need to download an OGG Vorbis plug in to install in iTunes for OGG Vorbis files to play. http://www.vorbis.com/setup_osx/



Detailed Help with Audacity

Downloadable manual or Online Manual

<http://audacity.sourceforge.net/help/>