CREATING AN AUDIO PODCAST WITH AUDACITY AND ITUNES

ABOUT AUDACITY

Audacity is free software for recording and editing sounds. It is available for Mac OS X, Microsoft Windows, GNU/Linux, and other operating systems and is installed in many computer labs across campus.



INSTALLING AUDACITY

To install Audacity, go to <u>http://audacity.sourceforge.net/</u>, choose the download tab and then follow the instructions for your operating system.

USING AUDACITY

CONFIRM SETTINGS

To confirm that Audacity is ready for use, check the program settings.

- 1. Choose File (PC) or Audacity (Mac) -> Preferences.
- 2. On the Audio I/O tab make sure the Playback and Recording Device selected is the one you will use to record and that Channels has 1 (Mono) selected.

Audio I/O Quality File Formats Spectrograms Directories Interface Keyboard Mouse	
Playback	
Device: C-Media USB Headphone Set	-
Recording	
Device: C-Media USB Headphone Set	-
Channels: 1 (Mono)	•
Flay other tracks while recording new one	
🔲 Software Playthrough (Play new track while recording it)	

CREATE A PROJECT

5.

Begin by saving a project. Remember, your project file (.aup) can contain multiple tracks with effects applied that can be easily modified as you edit, but this file only works in Audacity. These instructions will cover a method that creates a standard audio file (WAV) as well as an MP3 file (which is what you'd need for podcasting). Be sure to review *all* the instructions.

- 1. Choose File then Save Project As...
- 2. Create a **New Folder** somewhere memorable like the desktop and name it something you can remember, like the course name.
- 3. Select the new folder.
- 4. In the File Name box, name your project something you will remember, like the topic of the recording.

Click Save.	File name:	InstructionalTechnology.aup	•	Save
	Save as type:	Audacity projects (*.aup)	•	Cancel

RECORD AUDIO

PLAY CONTROL BUTTONS



You can use the play control buttons located in the toolbar at the top of the screen to record and play back audio.

RECORDING A TRACK

You will probably need to start and stop recording several times as you create your podcast. Each time you start and stop a new track will be created by default. This is how you record a single track.

- Press the red Record button on the toolbar to start recording.
- Speak into the microphone.
- Confirm that you are recording by checking that a new track has appeared on the screen and that a visualization of your sound is registering.



Press the yellow Stop button — on the toolbar to stop recording.

EDIT AUDIO

EDITING BUTTONS



To perform these edits you will need to become familiar with the six basic editing buttons located to the left of the play control buttons.

COMMON EDITS

These are some common edits you may have to perform on a voice recording.

Delete

How to remove selected audio

1. Use the **Selection Tool** I to select the audio segment you want to erase.



2. Choose Edit -> Delete from the menu or press the delete key on your keyboard.

Trim

How to isolate selected audio and remove what is not selected

- 1. Use the **Selection Tool** I to select the audio segment you want to keep.
- 2. Choose Edit -> Trim from the menu.



Move

How to move an audio track

- 1. Click the **Time Shift Tool** \leftrightarrow button on the toolbar.
- 2. Click on the audio track you want to move.
- 3. Hold the left mouse button down while you side the audio track you want to move to its new area.



IMPORT ADDITIONAL AUDIO

To supplement voice recording, you may want to add additional audio, such as music to your podcast. To import external audio, follow these steps.

- 1. Choose Project -> Import Audio.
- 2. Find the audio file you wish to add.
- 3. Click Open.

APPLY EFFECTS

APPLYING A FADE

One way to make an audio transition less abrupt is to apply a fade. Try applying a fade out to make the end of a piece of music seem to happen more gradually.

- 1. Select from the end of an audio segment back to the point at which the fade out should start to occur.
- 2. Choose Effect -> Fade Out



OTHER USEFUL EFFECTS

Amplify

Changes the volume of selected audio. +dB increases volume. -dB decreases volume.

Change Pitch

Changes the pitch of a sound making it either sound deeper or higher depending on settings.

Change Tempo

Changes the pace at which the track occurs, making the audio either shorter as you speed it up or longer as you slow it down, without effecting the pitch of the audio.

Noise Reduction

Meant to remove a repeated noise throughout a track.

Normalize

Increases the volume of all tracks, making them as loud as possible without introducing clipping or distortion.

EXPORT YOUR FINISHED AUDIO TO A STANDARD WAV FILE

As mentioned above, Audacity saves your project in its own format – great for editing again, later, in Audacity, but not compatible with other audio programs. That's why it's a good idea to export the final version of your audio project to a standard audio file format that other programs can open. You'll need this to convert your audio to a podcast-friendly format, as well.

- 1. Save your Audacity project again, just to ensure you've safely preserved the editing work you've done in Audacity.
- 2. On the File menu, choose "Export as WAV...", then give your file a suitable name (we recommend the same name you use for the Audacity project file), and choose the location to save the file.

Your finished WAV file is ready to convert to MP3. It's also compatible with a wide range of computers, software, and even some portable audio devices. WAV files are too large, however, for podcasting, so read on to learn how to convert them to MP3.

CONVERTING YOUR AUDIO FOR PODCAST

The iTunes program, free for Mac and Windows users, can convert WAV files to the MP3 format most suitable for podcasting at Georgia State. If you use a Mac, Audacity can export MP3 files, but we recommend using iTunes for better flexibility and support. The iTunes method is the same on Windows and Mac computers:

- 1. Set iTunes to export to MP3:
 - Open iTunes. If you're on a Mac, click the iTunes menu, in the top left corner of the menu bar. Choose "Preferences...". On a PC, click the Edit menu at the top of the iTunes window. Choose "Preferences...".
 - Find the "Import Settings..." button, and click it. It's in the same location for Mac and PC versions, as of iTunes version 8. Here's a screenshot of the Windows version, to help you locate the "Import Settings..." button (right).
 - c. In the topmost pulldown menu, choose "MP3 Encoder".

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	Library Name	Administra	Administrator's Library				
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		🗹 TV Sho	OWS	🗹 Radio			
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- d. In the "Setting" pulldown menu directly underneath, choose a quality setting that suits you. The "High Quality" setting (160kbps) should be fine for most needs.
- e. Click the OK button, then the remaining OK button on-screen. You've successfully set iTunes to export to MP3.
- 2. Drag your WAV file into iTunes.
- 3. Right-click your WAV file, and choose "Create MP3 version" (the same command is also found on the "Advanced" menu, by the way).
- 4. Your audio podcast is ready for upload! Further documentation and support for using iTunes and iTunes U is available on our Support and Training page of our iTunes U site (<u>http://www.gsu.edu/itunesu/28420.html</u>). See the links under the heading, "Using iTunes U", where you'll find step-by-step instructions on uploading your files to iTunes U.

Help via email, for Georgia State University users, is available at podcasting@gsu.edu.

Bonus tip: if you have several WAV files to convert, iTunes can do all of them in one batch. Create a new playlist, drag your WAV files into it, and select them all. You can right-click on the selected files and choose "Create MP3 version" or use the menu item described in step 3, above. iTunes will convert all the selected files, one after another.

BEST PRACTICES

To avoid potential issues such as dropouts (unexpected silences in your tracks) consider keeping your files small and simple. Dropouts are generally caused by a combination of a too full hard drive, inadequate RAM (memory available for running programs), or not enough CPU (program processing) power. To keep your file from pushing the limits of the program or the computer:

- Combine voice tracks: if your recording has more than a few tracks, consider combining multiple voice tracks together, in Audacity, as you edit. Select the tracks you'd like to combine, and use "Mix and Render" on the Tracks menu. This frees up memory and saves disk space.
- Make more, shorter files: if a podcast becomes too lengthy to follow easily, you might look at breaking your podcasts into smaller ones (arranged by topic, for example).

ALTERNATIVES

- GarageBand (Mac only) You can record directly into GarageBand, which comes standard on newer model Macintosh computers, and can be purchased from Apple, but is *not* available for Microsoft Windows. The Exchange, for faculty, contains a recording studio that makes GarageBand available with other recording equipment.
- Wimba Voice Tools Allow you to record and embed simple vocal interactions directly into the page level of uLearn.
- Pro Tools The Digital Aquarium maintains an audio suite with more complex audio recording tools available, including Pro Tools software.

FURTHER SUPPORT

Further documentation and support for using Audacity are available online under the Help tab at http://audacity.sourceforge.net/