

## How to Create Voice Recordings or a Podcast Episode Using Audacity

### Plan: Script, Gather your Files, Check Permissions, and Personal Headphones

1. Prior to your Production Lounge reservation, make sure to gather all of your related scripts/storyboards, images, audio tracks, and necessary files in one location. You can use your [College Google Drive account](#) to help organize your project or an external drive.
2. Make sure you [request permission, provide attribution, and check the copyright information](#) for any media files you will use (for example background music).
3. A podcast episode generally includes the items listed below. Make sure to include finding media and scripting for these elements:
  - a. Pre-Roll
  - b. Music
  - c. Intro
  - d. Interview/topic 1
  - e. Interview/topic 2
  - f. Post-Roll
  - g. Outro
4. **Important:** You will need to bring your personal headphones to the Production Lounge.

### Getting Started in the Production Lounge

What you'll need to record audio in the studio.

1. You may wish to bring a microphone for recording your voice or check one out at Circulation if they are available. You will need to bring your College ID to check out equipment.
2. Plug in the microphone and your own headphones into the Mac.
3. Open the Audacity software. You can launch it from the "Launchpad" icon or by searching from Spotlight for Audacity.



## Select a Microphone

If you are using the Yeti external microphone remember to change your Audacity Preferences:

1. Open Audacity;
2. **PC Users:** Under the **Edit** Menu, choose **Preferences**
3. **MAC Users:** Under the **Audacity** Menu, choose **Preferences**
4. **Once in Preferences check your Audio I/O tab to make sure the Yeti microphone (or your microphone if you brought your own) is selected.**



When Audacity is open and a microphone is plugged in and ready to go, **click** on the red **Record button** on the Playback Control Toolbar.

This will automatically open a new track in the Track window and commence recording. You should, if all is going well, see some red lines appear in the Meter toolbar - indicating that recorded input is being received as well as some waveform appearing in the new track.

## Verify Settings and Test Audio Levels Before Recording

Before you begin recording, verify settings and test your audio levels.

1. **Check the Mute Button:** Ensure the Yeti isn't muted
2. **Adjust the Microphone Audio Levels:** The Yeti microphone has several buttons for adjusting. There is a knob on the back of the Yeti with 4 options for recording. Those options from left to right are -- Bidirectional, Cardioid, Omnidirectional, and Stereo. Each setting has a best use case scenario.
  - a. If you're recording your voice solo, the best choice is Cardioid ( shaped like a heart ).
  - b. The best setting for a group is Omnidirectional.
  - c. The best for two speakers sitting opposite is bidirectional.

There are also buttons on the front of the microphone for muting and volume.

Once you're comfortable with your audio settings, you can proceed with your podcast recording.

## Record your Audio

Below is a Basic Tutorial on using Audacity. If you need more assistance you can schedule a research consultation by visiting the One Button Studio Guide at <http://libguides.library.cofc.edu/onebutton> or the Production Lounge Guide at <http://libguides.library.cofc.edu/productionlounge>.

## Audacity Basics Tutorial


### 1. Create a new project

Open Audacity then IMMEDIATELY SAVE IT to your Jump Drive before recording or importing audio! *If you do not have one you can check out a jump drive from Circulation with your Cougar ID.*

Recommended: Create a folder on your jump drive for your Audacity project and save it into that folder. If you don't do this, your "Project" may not open on another computer unless you copy both the project file AND the project's "data" folder to your jump drive. *Warning.... Different versions of Audacity are not compatible with each other.*

### 2. Recording your Voice

Click on the red Record button  to begin recording.

Click on the blue Pause button  to pause the recording. Press it again to continue recording from where you left off.



Click on the yellow Stop button to stop recording. The cursor will return to its previous position, before the recording was started.

After you stop recording, before recording again, MUTE the previously recorded audio track(s). Each time you stop recording then start recording again, a new audio “track” will be created. Remember to “unmute” tracks to hear them play back!

### 3. Playback Audio



Click on the green Play button at the top and you will hear the file you have just recorded or imported.

**NOTE 1:** The audio will playback from the position of the playback head. You might either have to:

1. Click on the “Skip to Start” button on the toolbar to return the playback head to the beginning of the project or,
2. Use the “Selection Tool” to position the playback head at the position where you want to start playing the audio.

**NOTE 2:** You can playback just one audio track by selecting the “Solo” button on a track.


**NOTE 3:** Any time you can’t do anything. Hit the “Stop” button then try again.

### 4. Importing an Audio File

- Simply drag and drop the audio file in to the Audacity window. Or....
- Select *Import Audio ...* in the Project menu.

*NOTE: Version 1.2.6 CAN NOT import WMA (Windows Media Audio) files. If you have a WMA file, you can download and use the free Jodix WMA to MP3 converter to convert it. Download site: <http://www.wma-mp3.org/>*

## 5. Moving audio clips to another position on the timeline

Select the Time Shift Tool . It is used to move an audio clip to the left or right on its track.

## 6. Splitting a clip for editing

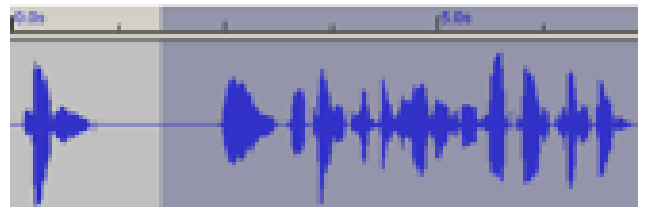
First we've got to select a portion of an audio clip on a single track using the


Selection Tool .

In the example below, we have a small sentence of speech, where the speaker made a pause after the first word. We'd like to eliminate that pause. The part after the pause is selected as shown (darker gray area):

**Select the area you want to “split”. Just click/drag over the area**

Now, use the **Split Function (Edit > Split)** to remove the selection area from the original track and move it to a new track as shown below:



Now use the Time Shift Tool  to grab the bottom audio clip and move it to the left as shown below:

When you play back both tracks, the audio now doesn't have as long a pause.



## 7. Use the Envelope Tool to fade audio volume down/up in the middle of a clip.

**Note:** If you want to fade the volume of a clip at the beginning or end, just use the selection tool to select the area of the clip where you want a fade

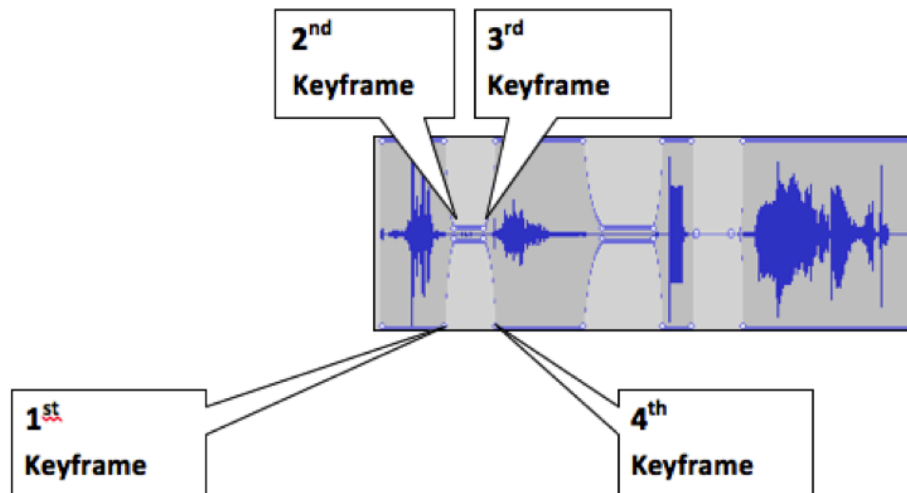
then choose the fade in or fade out filter to apply the “fade” to the selected area.

### Creating “Keyframes” to control the audio levels



1. Switch to the envelope tool
2. Click on the audio file to create a “**keyframe**” and “lock” the volume of the audio track at its existing volume level
3. Click to the right of the first keyframe to create a **2nd Keyframe** then drag down to reduce the volume level.
4. Click again to the right of the second keyframe to create a **3rd keyframe** that will lock the volume to the level of the 2nd keyframe
5. Finally, click to the right of the 3rd keyframe to create a **4th keyframe** then drag the envelope to up to increase the volume level.

An example of an audio clip that fades down then up, then down, then up, etc.:



### Save Your Work!

1. Make sure that you save your final recording to your Jump Drive. You will need these files to finish your post production work in the [Production Lounge](#).
2. You can transfer your recording folder from the Jump Drive to your Google Drive account. Remember to move your recordings to your personal USB drive or cloud storage.

## Exporting your finished “Audio” as an MP3

*NOTE: Unless you installed the LAME MP3 encoder, Audacity will only allow you to export WAV format audio files. See the Tutorial, [Downloading and Installing Audacity](#), for instructions about installing and activating the Lame MP3 encoder.*

1. Just click on **FILE > Export As MP3** You should be able to take it from here!
2. This file can be uploaded to the OAKS dropbox for an assignment, or uploaded to your [College Google Drive account](#). The file can be shared using the Google Drive settings.

**NOTE:** The MP3 file you EXPORT is the file you want to send to your instructor. DO NOT SEND the Audacity Project file (the one with an .aup extension).

## Distributing your Podcast Episode

After you have created your podcast episode you will need to do the following to distribute it:

1. add metadata.
2. add and/or create cover art.
3. create an RSS feed conforming to the RSS 2.0 specifications.
4. Post the RSS feed, podcast artwork, and your episode online on a publicly addressable URL/server.
5. For additional information on the requirements for distributing a podcast on iTunes see [Podcasts Connect](#).
6. For additional information on the requirements for distributing a podcast on SoundCloud see the [SoundCloud Creator Guide](#).

Make sure you request permission, provide attribution, and check the copyright information for any media files you will use on a podcast episode that will be distributed publicly.