



Step 1: Download and install Audacity from <http://audacity.sourceforge.net/>

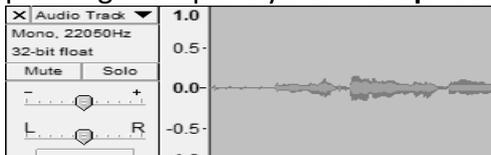
The menu:



Step 2: You will need a Microphone. You may need to click on the dropdown box by the Microphone to select yours from the list (if more than one)



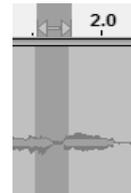
Step 3: Record - Click the round (red) "Record" button and begin talking in a normal voice. Say a few sentences and stop it by pressing the square yellow "Stop" button. You should see your voice wavesound as you talked.



Step 4: Playback your recording. Click the green triangle to "Play" and listen to your voice. Check with your teacher if your volume levels need to be adjusted.

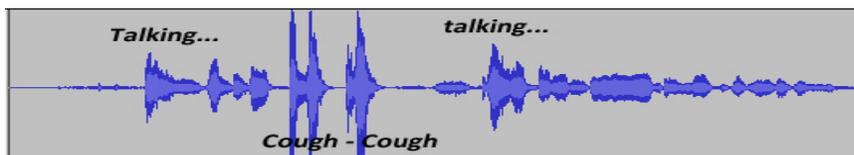
Step 5: Record-Pause-Pause-End practice. Select a favorite short poem, short story, or your own writing for this step. Practice speaking using the pause button when you need to take a breath or turn a page and then continue recording using the Pause button again to continue until you are done.

Step 6: Mistake – Cough or sneeze practice. This time you will read a few sentences and cough or sneeze in the middle. Don't stop recording when this happens, just keep recording until you are done. You should see your voice wave pattern distort when you sneeze or cough.

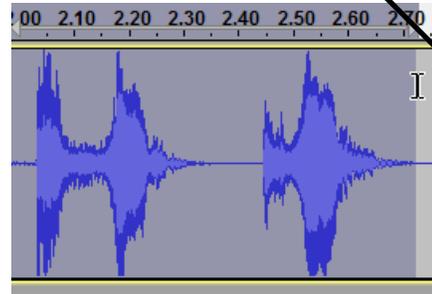


Step 7: Editing

a. Locate your "mistake," the sneeze or cough on the wave pattern of your recording. An example is shown below.



b. Use the Zoom In button to see the cough close up. Click on the track (your mouse will be an "I beam") and hold down your mouse to drag across the cough area. Click the scissors (CUT tool) to delete it.



c. Skip to the start using the "Skip to Start" button.

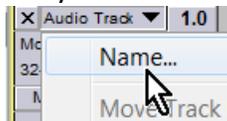


d. Press play button (or your space bar) and see if you fixed it. If not, you can UNDO, or cut more out.

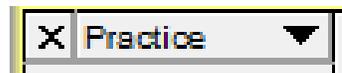


*****Recording and Editing tip:** If you make a mistake or cough while recording, just stay silent a moment then begin that part again and keep going. It's easier to edit out the error parts later than keep recording over and over again to get it perfect.

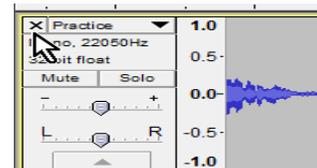
Step 8: Name your track. On the left where you see the words X Audio Track, click on the small



triangle and name this track "Practice".



Step 9: Delete this practice track by clicking on the small x box so that you are ready to create a new track.



Step 10: Select and download some very short music clips to your folder space.

Check with your instructor on which of the following sites you have access to and, can use, or if you have your own recorded music. Remember copyright rules and copy the credits for the musician, title of the music, and publisher in to a document to add to the script you will write and record in the next steps.

Free Music sites:

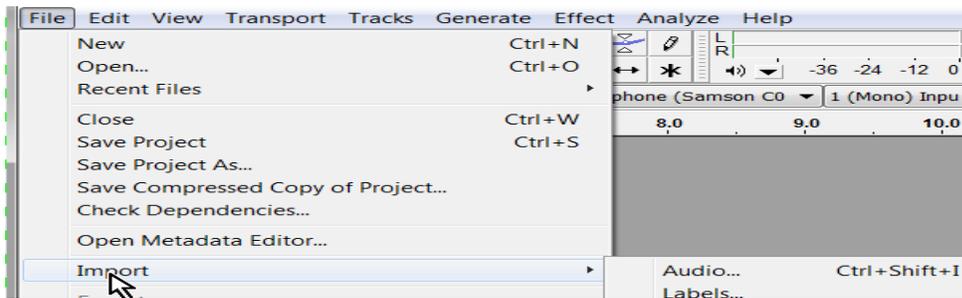
1. Free play music <http://www.freeplaymusic.com>
2. Free Music Loops http://www.partnersinrhyme.com/pir/free_music_loops.shtml
3. Public Domain Music <http://www.pdmusic.org/>

Watch the video provided on how to navigate, preview, and download a short music clip from the freeplay music site.

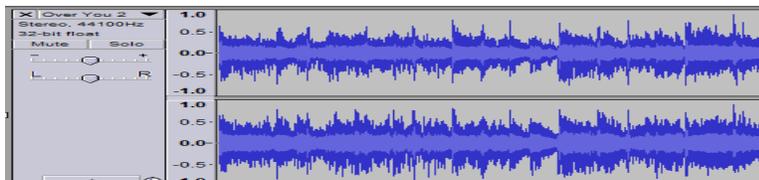
Step 11: Now that you have your music selected, write a short script, just a few sentences for this example on learning how to add music at the beginning (called Intro) and at the end (Outro). You can use the following sentences if you want, filling in the details left blank.

Welcome to my podcast! This is ___ (your name or show title) with two quick tips of the day. When you make an audio recording – practice, practice, and practice, and remember to save your work. The Intro music was by ___ and the Outro music .Thanks for listening. This is ___ signing off.

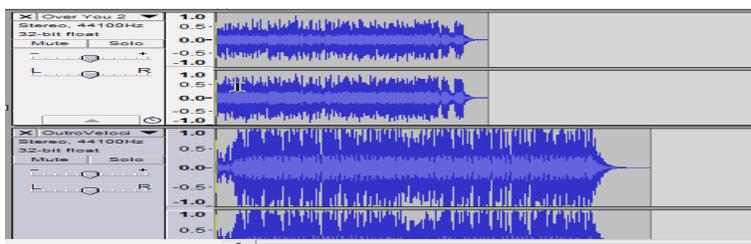
Step 12: Start this next project (Audacity should still be open) by importing your two music files, one at a time.



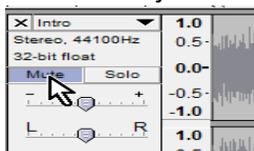
Select File > Import > Audio and navigate to one of the downloaded music files. It will appear on two tracks (stereo)



Do the same for the second audio file (now you will see two pieces with four tracks total).



To listen to just one at a time, you will need to use the Mute button to mute one of them.



It will now appear grayed out.

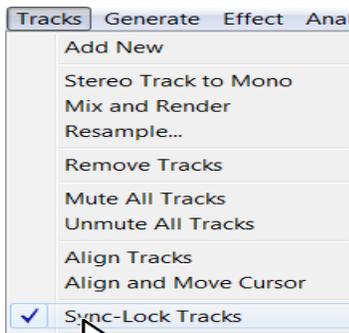
Decision Time: Decide which track you will use to Introduce your recording, and which one will be the ending music. **Name the tracks** as shown in step 8: **Intro** and one **Outro**.

Shorten your Intro music track to only 4-5 seconds long. Highlight across the section to be removed and use the scissors (cut) tool. Shorten the Outro music track to be only 14-30 seconds long (you can shorten it later as desired).

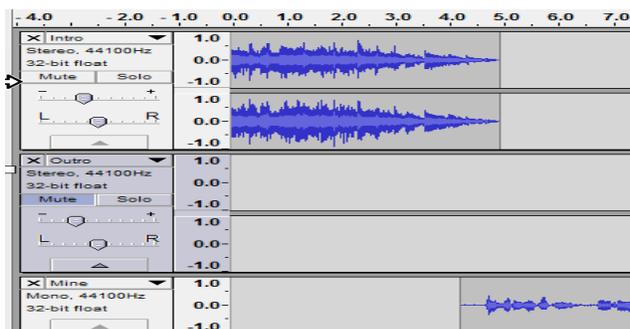
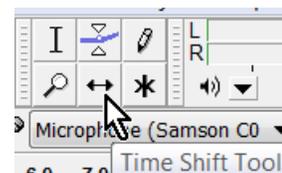
Step 13: Mute both music tracks. Now **record your script**, and **edit it as needed** (if you practiced, you may not need any editing!). Your voice will appear on a new track. Give a name to your own track.

Step 14: To see all your tracks, go to the **View** menu > **Fit Vertically**.

Step 15. To be able to move your tracks to begin at different times, you need to **unsynchronize** them. Click on the menu **Tracks > Sync-Lock Tracks** so the check mark disappears.



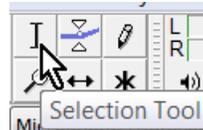
Step 16: Now click on the **Time-shifter** tool (double-headed arrow) to move your voice recording to the right so that some 2-3 seconds of the Intro music will overlap when your voice recording begins.



Step 17: Listen and adjust the overlap and volumes.

- Use the Skip to Start (double left arrow button) to move your play head to the beginning.
- Unmute your Intro music track
- Listen for 10 seconds and stop
- You will probably have a hard time hearing your talking over the music.

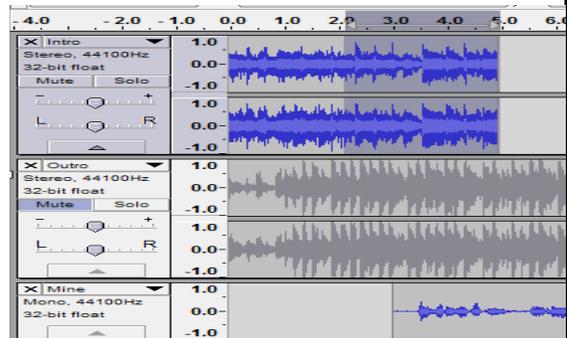
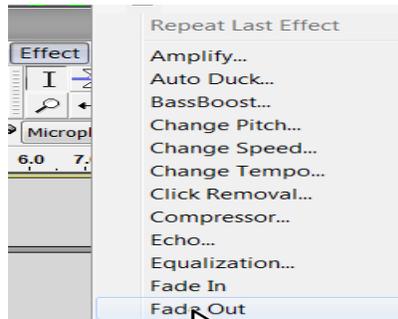
Step 18: Fades: We will **Fade-out** the music track before you begin talking.



Click on the “I beam” (selection tool) to make sure the **time shift** is turned off.

Highlight (click and drag) across the Intro music track from right to left to at least one second before you begin talking.

Click on the **Effect menu** and select **Fade Out**.



Go back to the beginning and play the first 10 seconds.

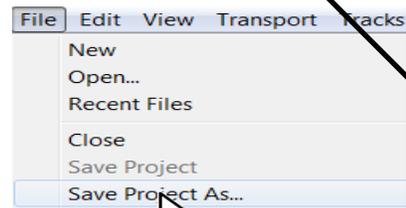
Step 19: Volume adjust: You can adjust the volume of the music track using the “**gain**” controls. Move the slider to the left to lower the volume. You can also use the **timeshift** tool to move your audio track over, to begin at the end of the Intro music as desired.



Step 20: Outro Music Fade In and Out: Do these same steps for your Outro music, use the **timeshift** tool to move it to overlap the end of your audio track. Remember to **unmute** the music track. Use the **Effect** of **Fade In** as your talking is ending, and **Fade Out** at the end of the piece. The music can extend beyond your audio file for several seconds.

Step 21: Saving your Audacity Project:

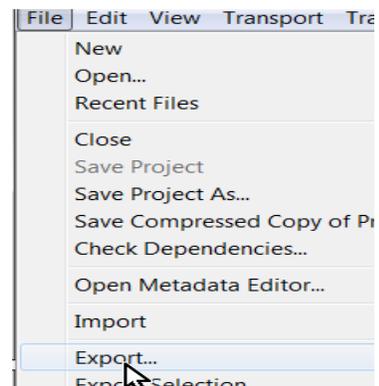
Click on the File menu > Save Project As... (so you could go back to it later and change the music, or edit it).



Step 22: Export MP3 file! Almost done. (Way to go!)

Click on the File menu > Export...

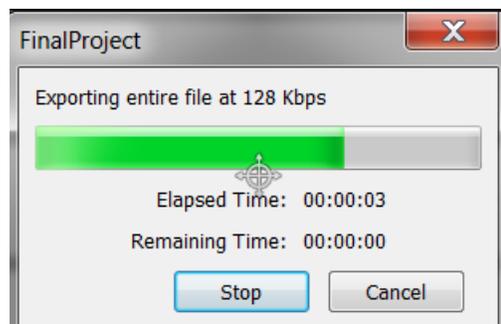
Notice it automatically saves it as an MP3 file.



Step 23: Metadata! It will automatically show the Artist from freeplay music and the composers! You can add your own information (check with your teacher).

Click **OK** to save your mp3 file now. You will see a warning box indicating it will merge all of your tracks down to 2 stereo channels, click **OK** again.

You will see your project being processed and saved.



Step 24: Sharing your file. You will want to post your file on line to share it. Check with your teacher. You can upload it to SoundCloud, iTunes, PodOMatic, your blog or Weebly page.

Congrats!

Here are a few ideas for working in a group, or for other types of audio files you might want to make in the future.

<p>Name of Podcast _____</p> <p>Jobs or roles:</p> <ul style="list-style-type: none">○ Introduction and Ending effects○ Main speaking part○ Music selector or creator○ Technical recording and editing○ Script writer	<p>Ideas:</p> <ul style="list-style-type: none">✓ Book reports✓ Foreign language words✓ Spelling words/vocabulary✓ Tell a story/read one out loud✓ Word problems✓ Daily/weekly classroom newscast
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