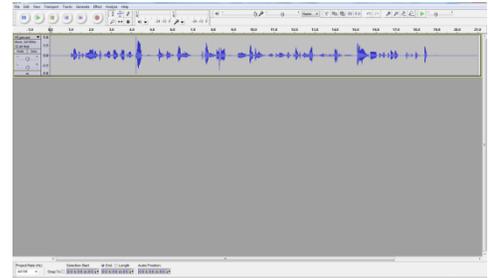


Before You Start

- Create a new folder on your usb/flash drive called “My podcast project”
- Move your MP3 audio files (voice & music if applicable) into this folder

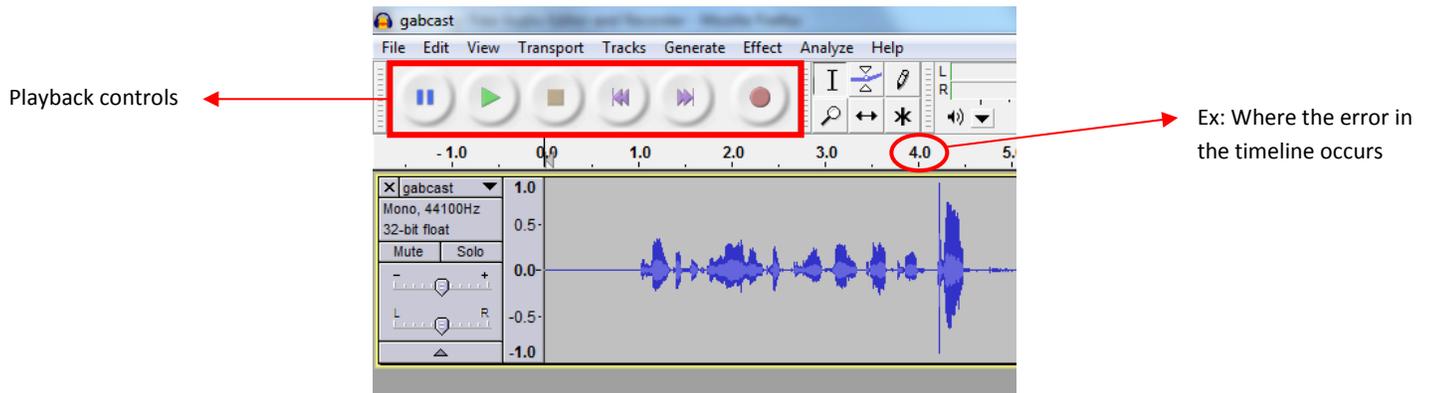
Import Voice Audio File in Audacity

- Open Audacity
- File >> Import >> Audio...
- Navigate to MP3 file and click Open button
- A sound wave image will appear in the timeline. This is called a “track.”
- File >> Save Project As
- Give a name to your project and Save in the “My podcast project” folder on your usb/flash drive
- Note: your project file will be separate from your input files (the ones you use to create the project) as well as the output file (MP3) that you turn in to your instructor



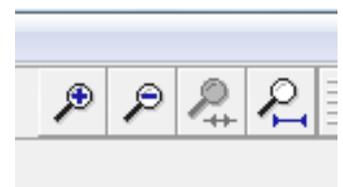
Listen to Your Recording

- Use the playback controls on the toolbar to listen to your recording ; note that spacebar is also play/pause
- Take note of any “dead” sound (long, unnecessary silences) and/or mistakes you will want to edit out. You will probably want to jot down where they occur in the timeline. For example, “at 4 seconds” would indicate that the mistake happens about 4 seconds on the timeline



Magnifying Glass Tools

- Use the magnifying glass tools to adjust how much or how little of the timeline you wish to view at once
- The +glass will zoom in—good to use when you are trying to make a precise edit
- The -glass will zoom out
- The |—| glass will fit the whole timeline on your screen

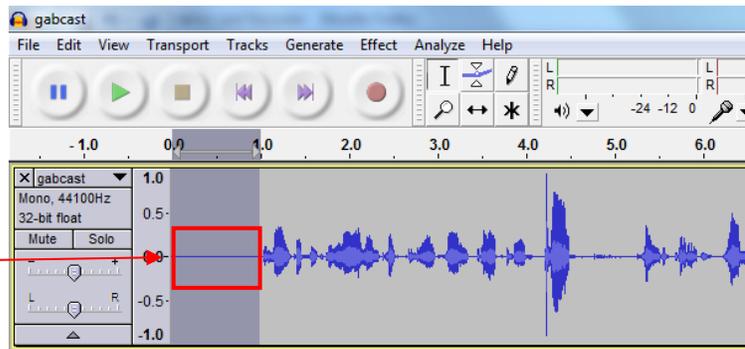


- The (--) glass is used after you have selected a specific section of the audio. It zooms into that section.

The Cut Tool

- Identify what audio you want to remove (mistakes or dead sound)
- Select the area of audio to be removed within your timeline by clicking and dragging the mouse over the area. The area behind the blue sound wave will turn dark gray.

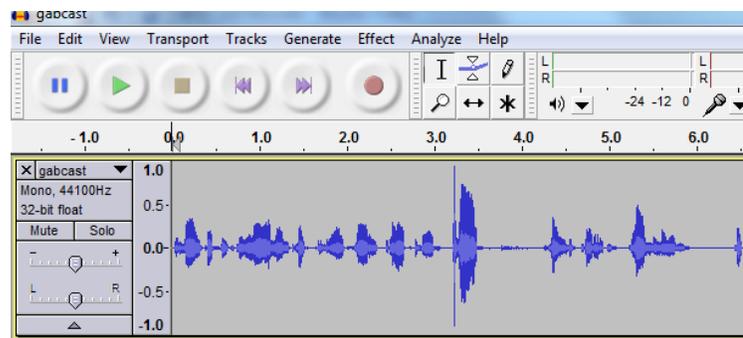
Selected: Dead sound to be removed



- Click the Cut button (scissors) on the toolbar. If you make a mistake, click the Undo button (arrow pointing to the left)



- The audio that you selected will be removed from the track



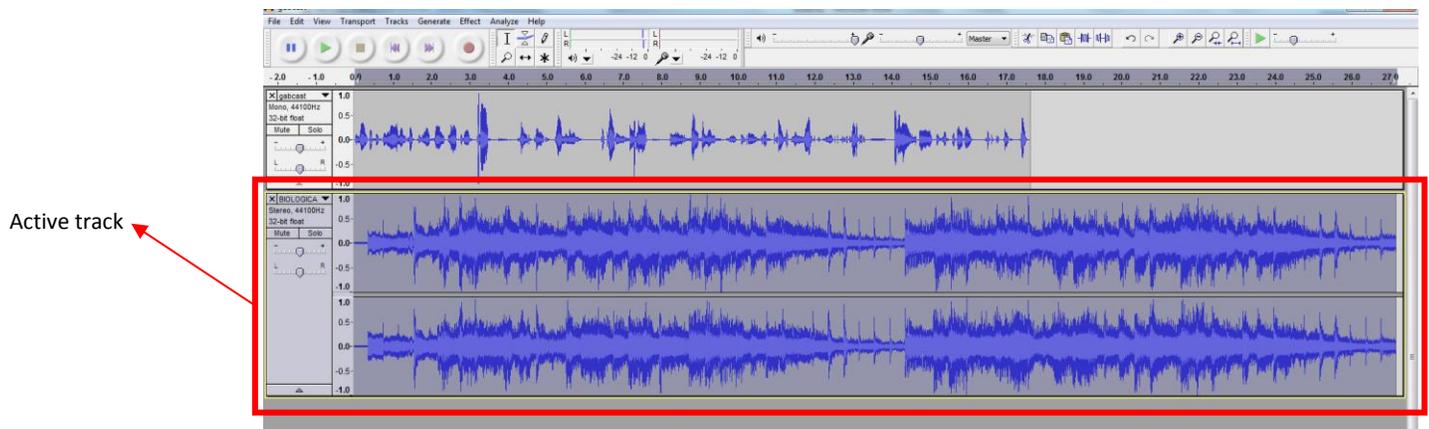
- Remember to save your work periodically
- File >> Save Project or Ctrl+S

Import Music Audio File in Audacity (if applicable)

- File >> Import >> Audio...
- Navigate to MP3 file and click Open button
- An additional sound wave image will appear in the timeline. Most likely, the music will be in stereo, meaning you will see 2 identical sound waves for one audio track.

Working with 2 or More Tracks

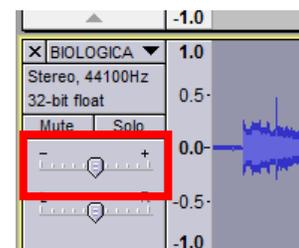
- The track you are working in, the active track, will have a yellow box around it and the box to the left of the sound wave will be a darker gray.



- You can use the Solo button to silence all tracks except for the one you are working with
- Click the Mute button to silence a specific track
- If you want to make a change to a track, it cannot be in Mute mode



- Is there a HUGE difference in the volume between your music and your voice? You might want to bump up the Gain on the voice or take it down on the music.
- Use the slider to make a change to the volume that will affect the whole track. In the direction of +, gain will increase. In the direction of -, gain will decrease.

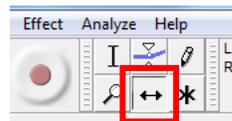


Tools for Mixing Your Voice and Music Tracks

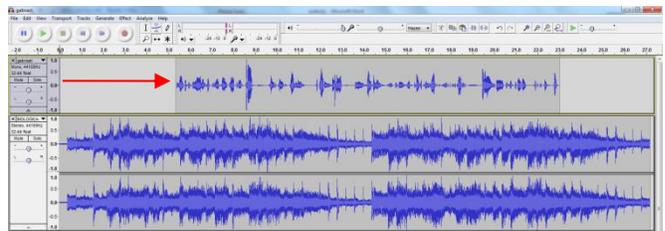
You should have some idea as to how you want to use your voice track and the music track in combination with one another. Do you want to fade the music in/out at the beginning and end of your piece? Do you want the music playing behind your voice for the duration of your piece at a lower level? Do you want your voice to come in at a certain point in the music?

Here are some tools and effects that can help you to accomplish some of these things.

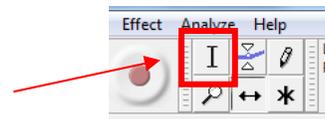
Timeshift Tool



- This tool shifts a track backward or forward in time in relation to another track.

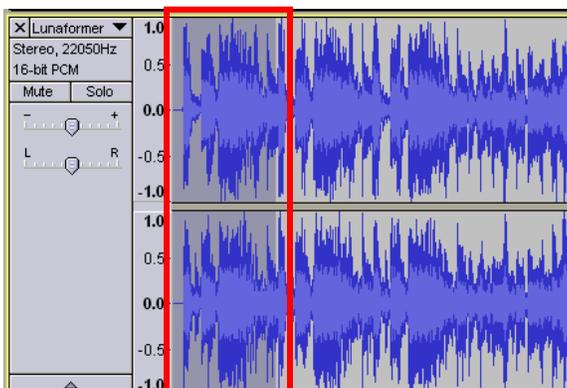


- Select the track you want to shift
- Click the Timeshift button
- Click and drag to move the position of the track
- Click back on the Selection tool when you are finished

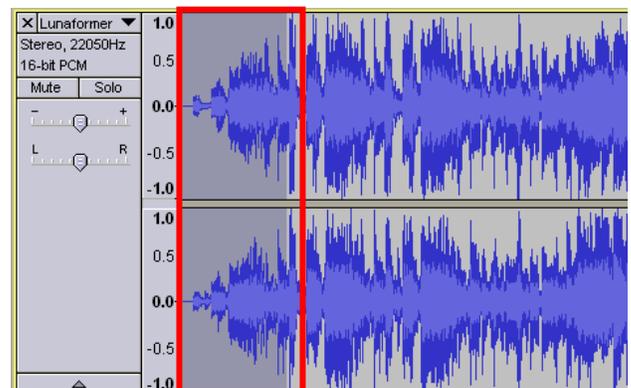


Fade In/Out Effect

- Select the part of the track you want to fade in or out
- From the Effect drop-down menu, choose Fade In or Out

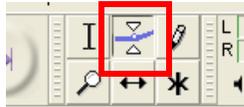


Ex: Selected part of track to be faded in

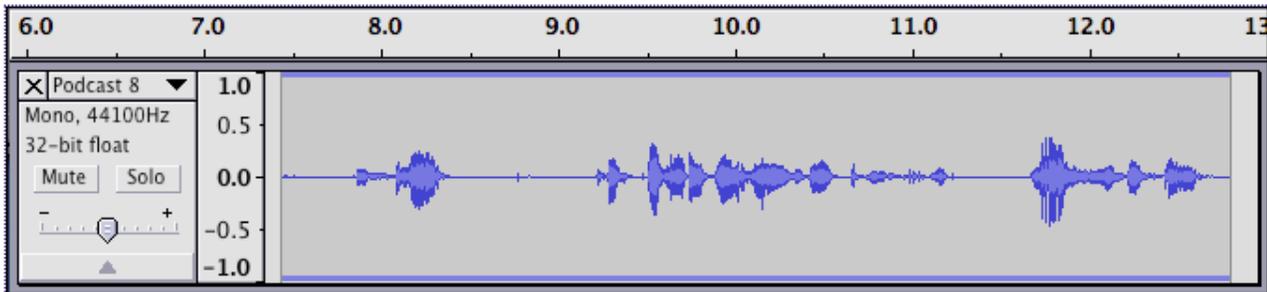


Ex: Selected part of track that has been faded

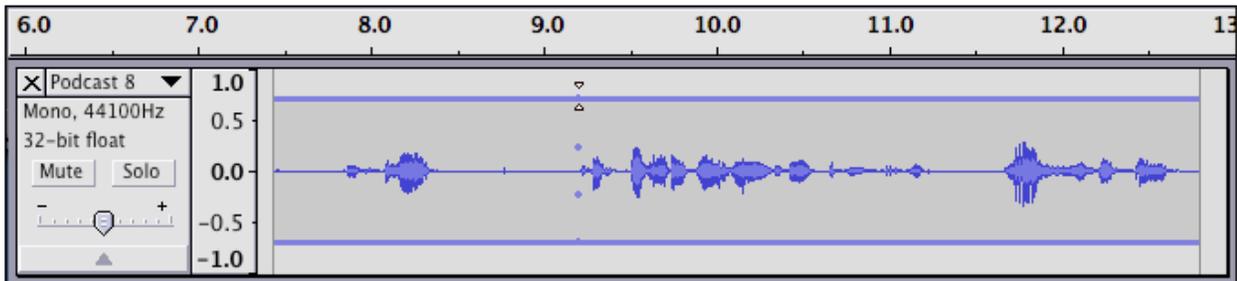
Envelope Tool



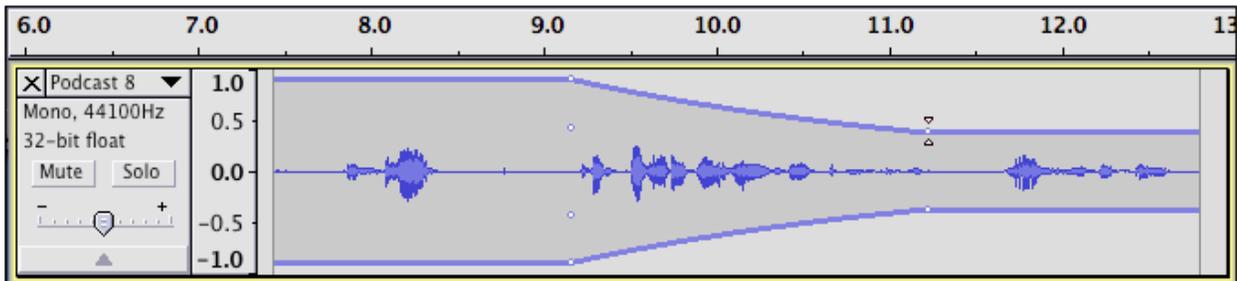
- This tool allows for smooth shifts in volume on a track
- Select the track for which you want to alter the volume
- Click the Envelope Tool button
- You should now see a thick blue border at the top and bottom of the blue sound waveform



Just click the mouse button anywhere in a track to create a new control point.



The entire track follows your new control point until you add another one. Click in a different spot to add a new control point.



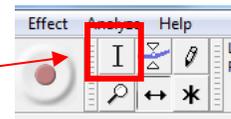
The audio will always change smoothly between each control point, so you only need to add as many as are necessary. You can click in either the top or bottom half of a track to create a new point. If you have a stereo track, the same envelope will apply to both channels.

If you want to place a new control point very near an existing one, Audacity might get confused and try to move the existing one rather than create a new one. It's sometimes easier to click farther away from the existing one and then drag it closer.

To remove a control point, click on any one of its control points and drag it outside the track. Remember, you can also use Edit >> Undo to undo your envelope changes in sequence.

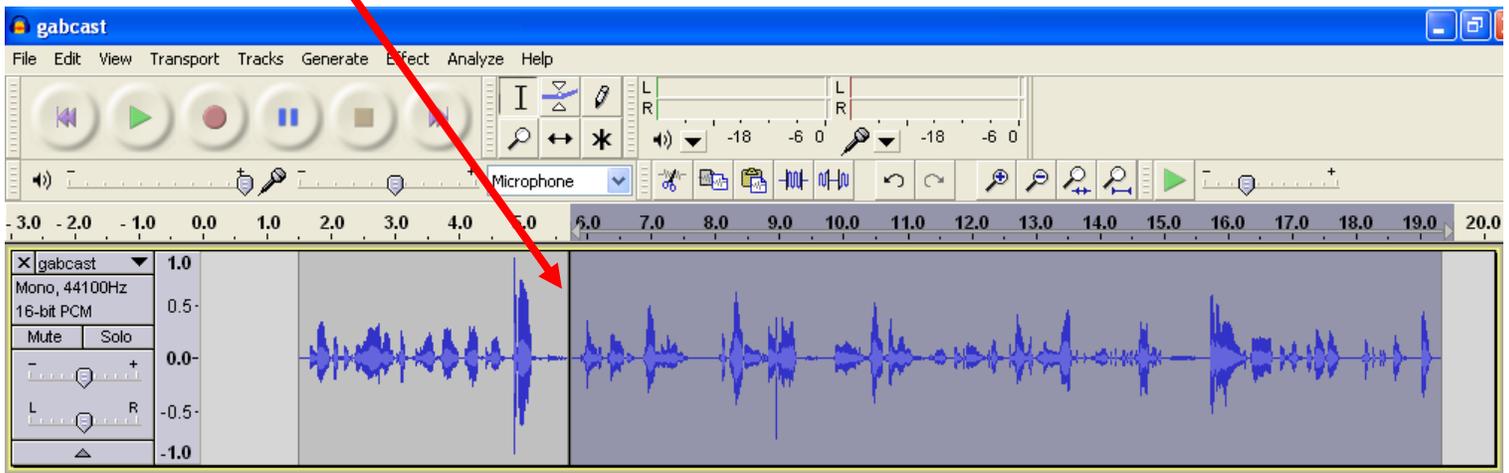
For more info on this tool, please see: http://manual.audacityteam.org/index.php?title=Envelope_Tool

- Click back on the Selection tool when you are finished



Split

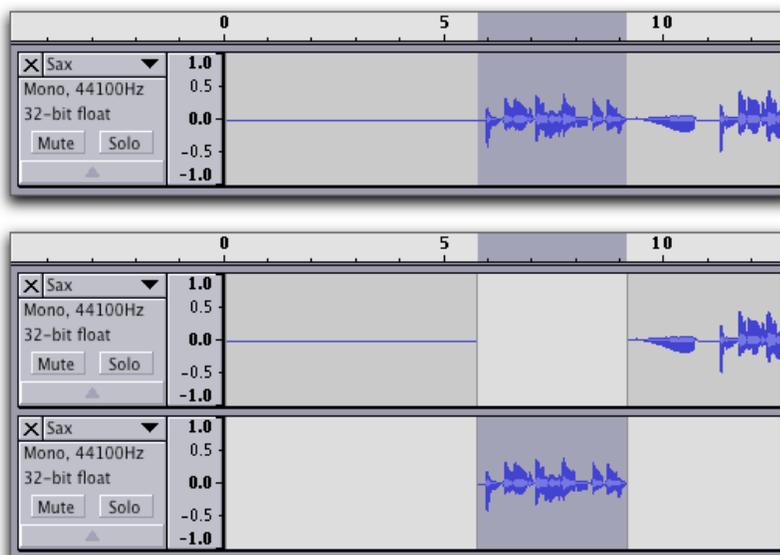
- Split allows you to split your track into separate parts
- Select the part of the track you want to split off from the original
- From the Edit drop-down menu, choose Split
- You will see black line where your track is split



- You can now make different edits to each section of the track

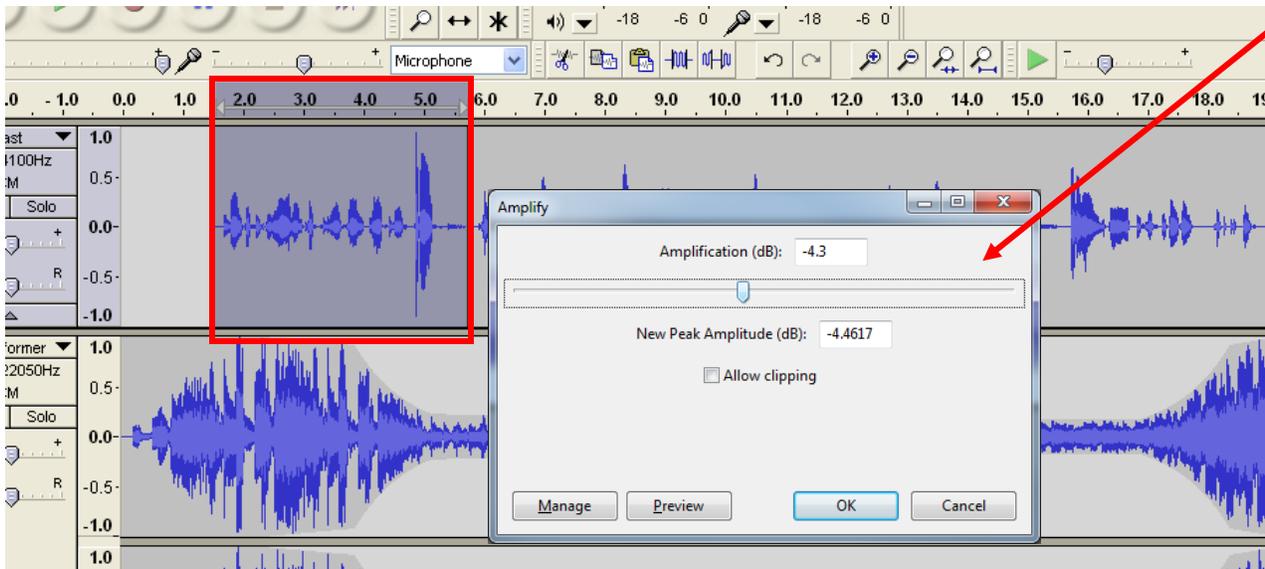
Split New

- Split New allows you to split your track and put your selection into a new track
- Select the part of the track you want to move into a separate track
- From the Edit drop-down menu, choose Split New
- You will see another track appear with only your selection in that track



Amplify (or Change the Volume)

- This can be used in lieu of changing the Gain. Unlike the Gain, you can apply this effect to specific parts of your track, rather than the whole track.
- Select the part of the track you want to alter the volume of
- From the Effect drop-down menu, choose Amplify
- Move the slider left to decrease or right to increase the volume

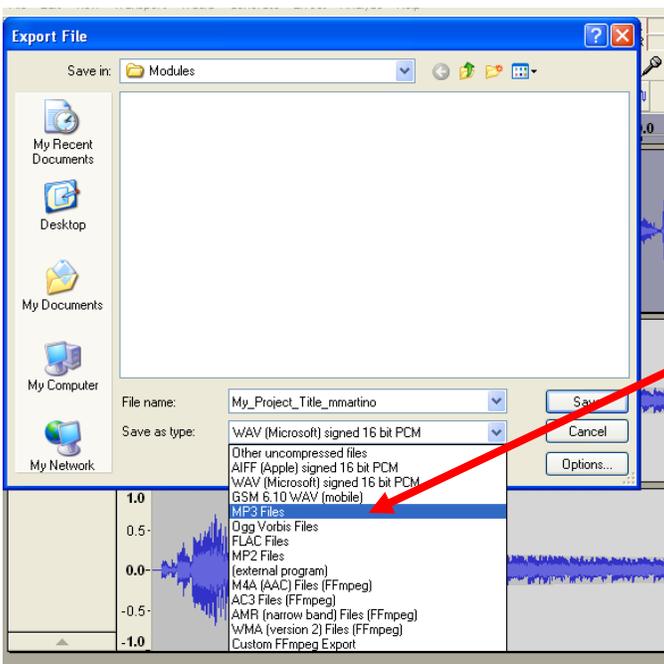


- You can Preview to test the adjustment
- Click OK when you are satisfied with it
- If you need to readjust the volume, click the Undo button and try again.

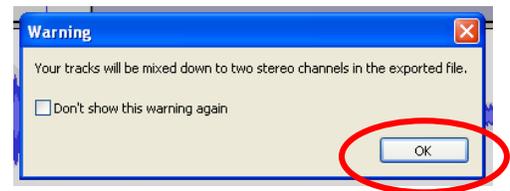
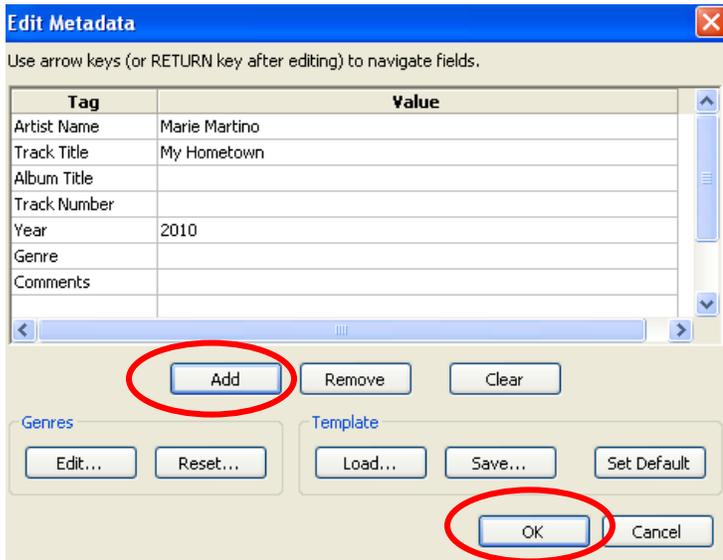


Export Your Finished Product as an MP3

- File >> Save Project
- File >> Export...
- Navigate to your project folder on your usb/flash drive
- Give a name to your final project
 - Note for projects that will posted to the Web: Please use this format which includes the project title and your first initial and last name. Use underscores (_) to separate words. For example, if my project is called “My Hometown” and my name is Marie Martino, I would name my file: My_Hometown_MMartino
- From the “Save as type” drop down menu choose MP3
- Click the Save button



- Fill out the metadata form. This contains info about the MP3 file you are creating. See example below.



- Click the Add button.
- Then click OK.
- Click OK in the “Warning” box.
- Audacity will export your file—this can take anywhere from 30 seconds to a couple of minutes depending on the size of your file.
- The file will appear in your project folder. This is the file we will copy and eventually put on the class project CD.