

AUDACITY FOR PODCASTS

Tutorial

What is Audacity?

- Audacity is a free, easy-to-use audio editor and recorder. You can use Audacity to:
 - ▣ Record live audio (like a podcast).
 - ▣ Convert tapes and records into digital recordings or CDs.
 - ▣ Edit sound files.
 - ▣ Cut, copy, splice or mix sounds together.
 - ▣ Change the speed or pitch of a recording.
 - ▣ And more! See the complete [list of features](#).

Download

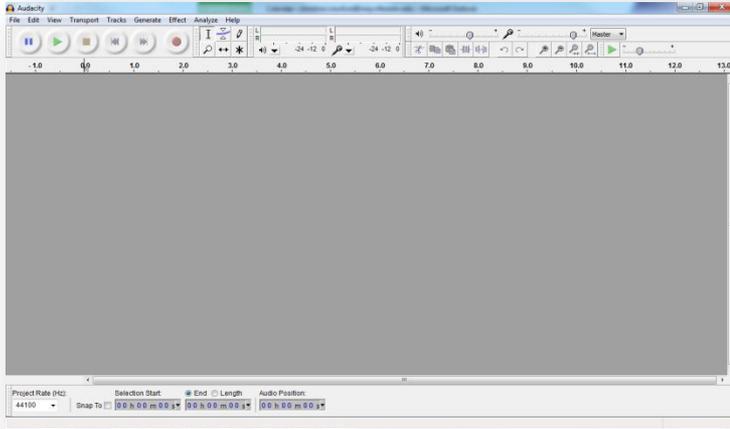
- Download and install Audacity 1.3 (Beta)
 - ▣ <http://audacity.sourceforge.net/>



The screenshot shows a list of download links for Audacity. The second link, "Download Audacity 1.3.12 (Beta)", is highlighted with a green arrow pointing to it from the left. The text in the screenshot is as follows:

- [Download Audacity 1.2.6](#)
for Windows® 98/ME/2000/XP/Vista
- [Download Audacity 1.3.12 \(Beta\)](#)
for Windows® 98/ME/2000/XP/Vista
*Read about **provisional support** for [Windows 7](#)*
- [Other downloads](#)

Orientation to the Audacity screen



Part 1: Orientation to the Audacity screen

Radio buttons: play, pause, record

Tools Toolbar: selection, zoom (left and right mouse button), time shift tool

Meter tool: keeps track of volume level (left side – playback sound, right side – recording volume)

Mixer toolbar: adjusts volume level for playback and recording

Edit toolbar: cut, copy, paste, trim

In a series of easy-to-understand screen casts, Tom Sheppard of Athabasca University explains how to create podcasts using Audacity 1.3 (Beta).

Follow the links I've provided to get the most out of this excellent sequence of videos.

Sound Settings



In this screen cast, Tom shows how to set up a headset in Vista. It is very similar in Windows 7.

Feel free to contact me with questions.

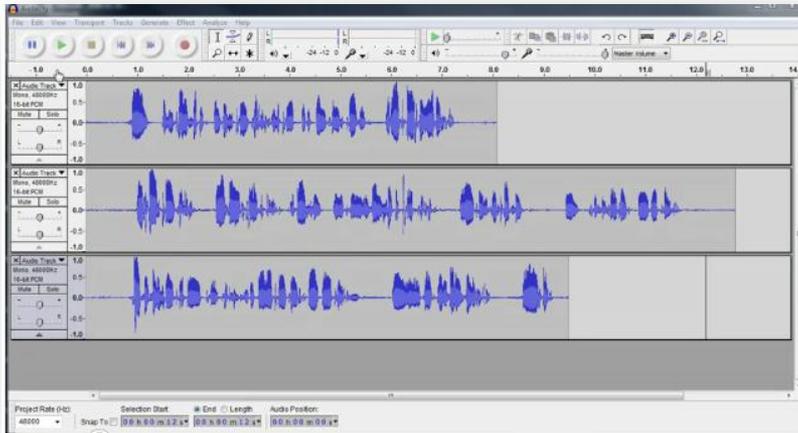
[Part 2: Set up your headset and other sound settings.](#)

Control Panel>Hardware & Sound>Sound dialog box. Playback Tab and Recording Tab:

- Choose your device: enable and set as default.
- Device Properties – set sound levels at 100% so you can control in Audacity

Set up a shortcut for your Sound settings

Record and Edit Audio



In this set of screen casts, Tom shows us how to record and conduct simple edits for our podcast.

[Part 3: Record intro, content and closing](#)

[Part 4: Label and edit tracks](#)

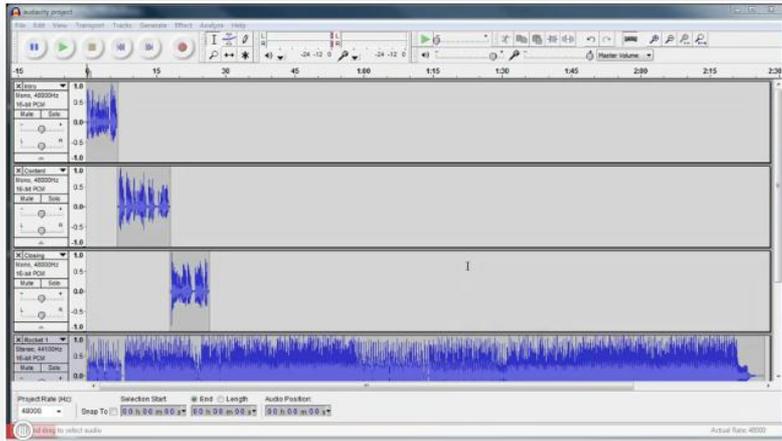
[Part 5: Basic editing, zoom tool and time shift tool](#)

Intro: Hi, this Podcast is sponsored by your Faculty Mentors at Mayville State University.

Content: Today we are going to talk about low enrollment courses and the possibility of blended instruction as a solution.

Closing: Thanks for listening to our podcast. Have a nice day!

Saving and Using Music



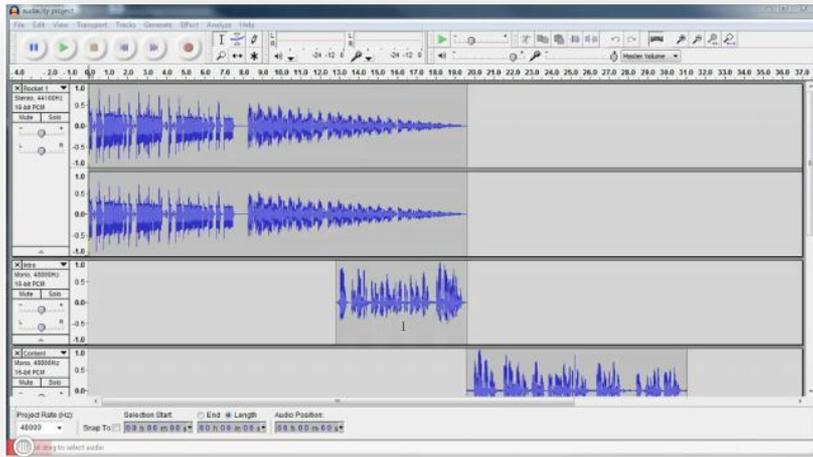
In this set of screen casts, Tom shows us how to find, save and use music on our podcasts.

[Part 6: How to use music in your podcast](#)

[Part 7: How to use music in your podcasts - use the Time Shift Tool to align tracks, the Selection Tool to add a Fade Out effect during the intro](#)

[Part 8: How to use music to create a closing for your project](#)

Create an MP3 File



Part 9: Create an MP3 File

This screencast covers how to create an mp3 file using Audacity 3.1 Beta. We take the multiple audio tracks we created during the tutorials and use the LAME Encoder to create an mp3 file from our project.

Post in Moodle

- Post the MP3 file in the “Intro to Moodle” course.
 - 1) Save the file to the Files folder in the Administration block
 - 2) Under the Podcasts section (shown below), click “Add a resource” and “Choose” the audio file you uploaded.

Podcasts

Audio content can be an effective and efficient method of delivering instruction. Try using a brief 5-10 minute podcast to emphasis a teaching point. your students can also download the file to listen on their mp3 players. Wimba Podcaster makes this a simple task. See instructions below (coming soon).



 Academic Integrity Podcast     

 Add a resource...   Add an activity... 

Call with questions

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