

Audacity Quick Guide






Being an ever so brief guide to creating your first podcast using the Audacity sound editor

This is assuming that you have both Audacity and Lame installed.

I. Configure Audacity

1. Configure Audio input and mic volume
 - :: In Windows Start menu, go to Windows => Settings => Control Panel => Sounds, Speech, and Audio Devices (or Sound and Audio Devices) => Audio => Sound Recording.
 - :: In the Sound Recording menu, select microphone.
 - :: Click Volume and adjust mic volume.
2. Configure audio in/out
 - :: In Audacity top menu, go to Edit => Preferences => audio I/O.
 - :: For Device select soundcard (the default setting here is probably fine).
 - :: For Channels, select mono.
3. Configure file formats
 - :: In Audacity top menu, go to Edit => Preferences => File Formats.
 - :: Select make a copy of the file before editing.
 - :: Uncompressed export format: WAV (microsoft 16bit PCM).
 - :: Export MP3 - Find Library - locate lame_enc.dll.
4. Select file storage locale
 - :: In Audacity top menu, go to Edit => Preferences => Directories.
 - :: Location: select location where you want to store your files.

II. Produce Your Podcast

1. Record your audio
 - ::  Click Record to record your audio.
 - ::  Click Stop when you are finished recording.
 - ::  Click Skip to beginning.
 - ::  Click Play to listen to your audio.
2. Import tracks (intros and outtros)
 - :: Project => Import Audio
3. Position Audio Tracks
 - :: Select your track.
 - :: Select the  time-shift tool.
 - :: Position your track.
4. Fade the intro in and outro out
 - :: Select the part of audio you wish to fade.
 - :: Select Effects => Fade In or Fade Out.
5. Collapse tracks to mono
 - :: Save a copy first in case you mess up.
 - :: Click on the left-hand side controls of the stereo track.
 - :: In drop-down menu, select Split track.
 - :: In drop-down menu, select mono.
 - :: Close one of the mono tracks that the stereo track split into (the tracks are identical now).
6. Export as mp3

:: File => Export as mp3

:: Provide ID3 tags (there's no genre for podcast, alas).

:: Click OK.

7. Save your work in a "Work in Progress" folder.