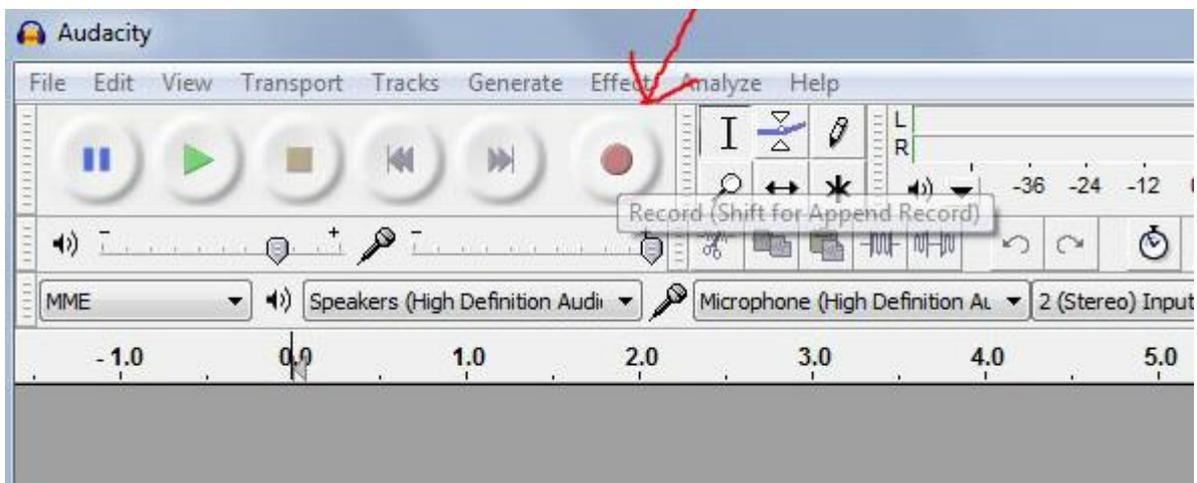
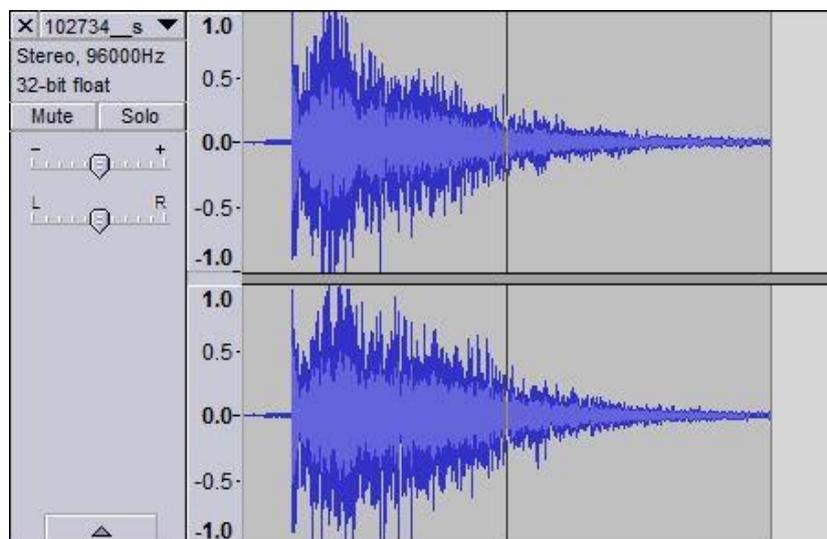


AUDACITY TUTORIAL:

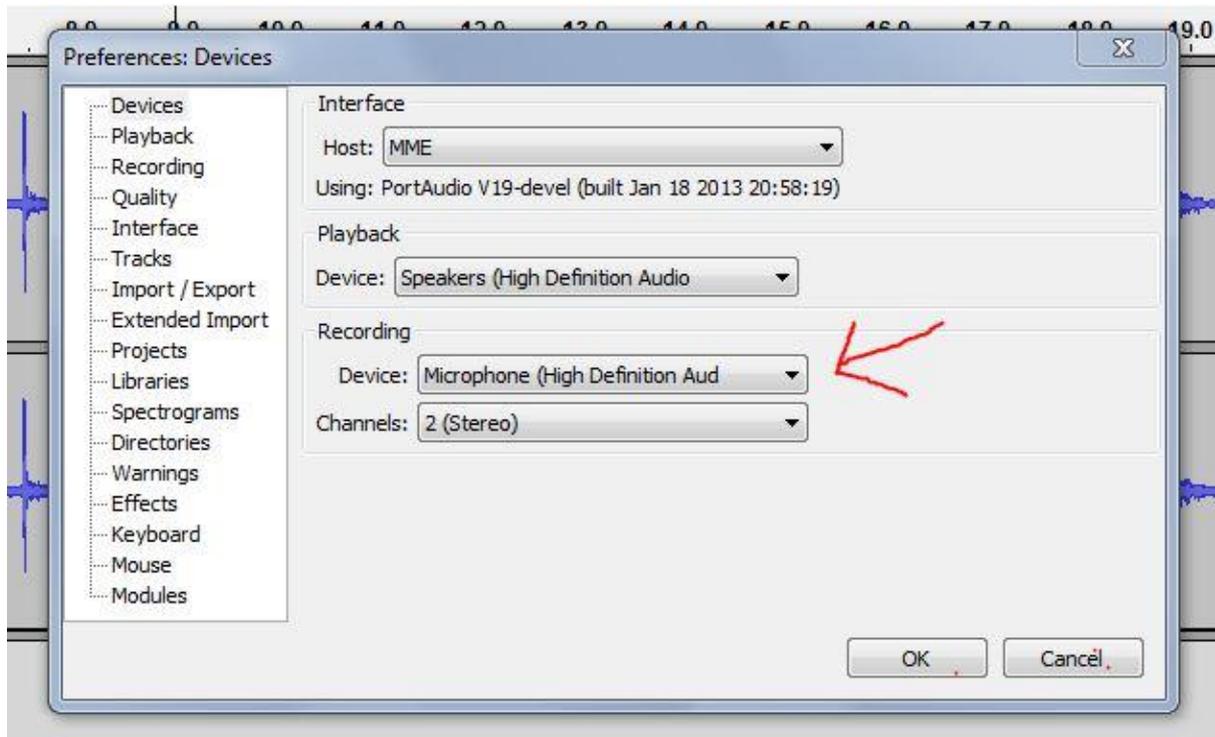
- Audacity is designed to easily record audio segments from your computer's microphone, while also allowing you to add other recordings like music and sound FX that you have downloaded. Once you have these elements, you can be as creative as you like in editing them together. This is how we'll make our podcast file.
 - Once you have downloaded the latest version of Audacity, open the program.
 - The next thing to do will be testing that your microphone is able to record. Click on the record button (pictured below) and speak in the general direction of your computer microphone. (If you're not sure where it is, take some time to locate it or enquire online about the microphone location for the model computer you are using)



- Once you've recorded enough, click on the stop button (Beige square to the left of record button). The recording you have made should now appear in the editing window as sound waves. (Below)



**** If you can't see that a sound wave has been recording, you are either missing a microphone on your computer, or the recording settings are incorrect. If you think the settings are Incorrect, go to the top left of your screen and click on EDIT and PREFERENCES. Here you can select the device you want to use for recording. (See below). Go back to try some more recording to see if the problem is resolved.



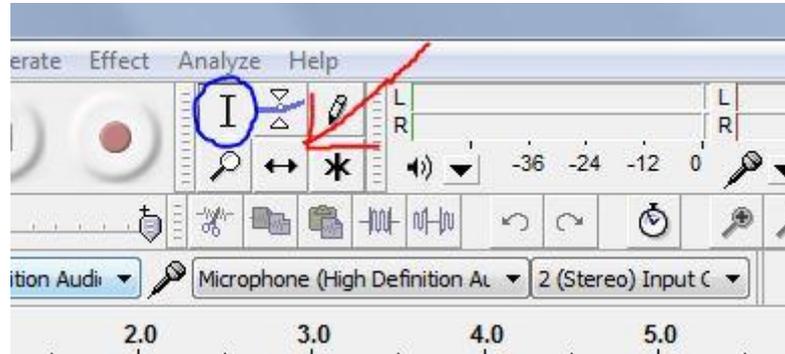
- To keep recording on the same track where your last recording finished, hold down the SHIFT key and then press the RECORD button. If you want to record a new track, just press RECORD and a new track will be automatically created. Having more than one track is important if you want to layer the sounds over each other or put interesting effects on one sound.
- To import other audio such as music or Sound FX, you can simply click on FILE, then IMPORT, then AUDIO, and select a file from your computer. Music can be from your own music library, taken from CD, or converted from YouTube. Sound FX can sometimes be hard to come across, but there are many free creative commons sounds (and music) available if you register for the following sites:

Free SFX: www.freesfx.co.uk/ Free Sound: www.freesound.org/ Sound Bible: <http://soundbible.com/royalty-free-sounds-1.html>

- If you have more than one track, you can start moving and layering the elements of your podcast.
- To move a track further along the timeline, you need to select the TIMELINE SHIFT TOOL indicated with the red arrow below. Once selected you can click

on the actual sound waves and move them left or right along the timeline. You can then have different sounds starting at different times.

- To play your recording back, click on the SELECTION TOOL indicated with a blue circle below, and click at the start of the sound waves. You can then play the recording by selecting the PLAY button or hitting the space bar.



- You can save your file by clicking on FILE and SAVE PROJECT. This will mean you can come back and edit the file whenever you like.
- If you want to EXPORT the file, so you can play it on a computer, upload it to the internet, or burn to CD, you need to select FILE and EXPORT. You will then be asked to name the file and select a TYPE. (Recommended: WAV or MP2). Save it to your desktop or class folder and you're done!
- NOTE: Files cannot be edited once they are exported. To edit, you will need to keep the original Audacity file.

FURTHER HELP:

There is a lot written about Audacity on the internet and some tutorials on You tube. The best written tutorial can be found at <http://manual.audacityteam.org/ooindex.html>. Here you can find out about some important skills such as fading sound in and out, adding filters and trimming sound clips.