

PODCASTING IN THE CLASSROOM



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DISCLAIMER

***Many workstations require administrative access in order to install software. Consult your site based technology specialist for planning, implementation, and assistance with software installation. Your site based technology specialist may not be trained with the functionality of Audacity and shall not be held accountable for assisting you with this process.**

CREDIT: "Audacity" is a trademark of Dominic Mazzoni

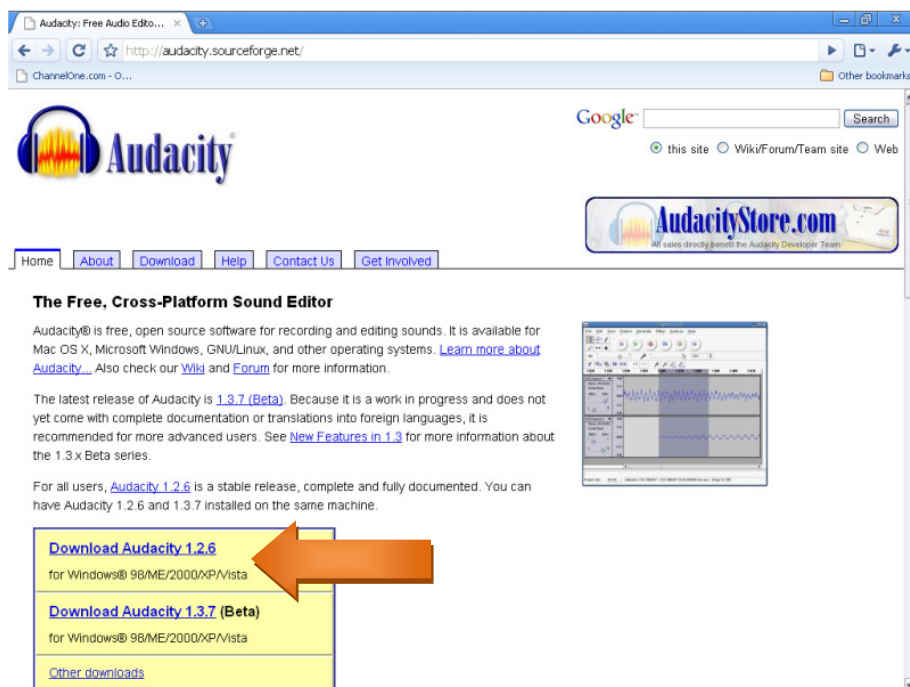
SOFTWARE INSTALLATION

1. Open an internet browser and navigate to the address below:

<http://audacity.sourceforge.net/>



2. Once at <http://audacity.sourceforge.net/> click on the link to download the latest version of Audacity.



- Once you have arrived to the screen below, find the installation file for your platform (Windows or MAC). ***The screenshot below is intended for Windows users.** Download the installation file and install.



- Once you have installed the Audacity installation file, return back to the screen above and download and install the LAME MP3 encoder. This encoder is necessary to create mp3 files.

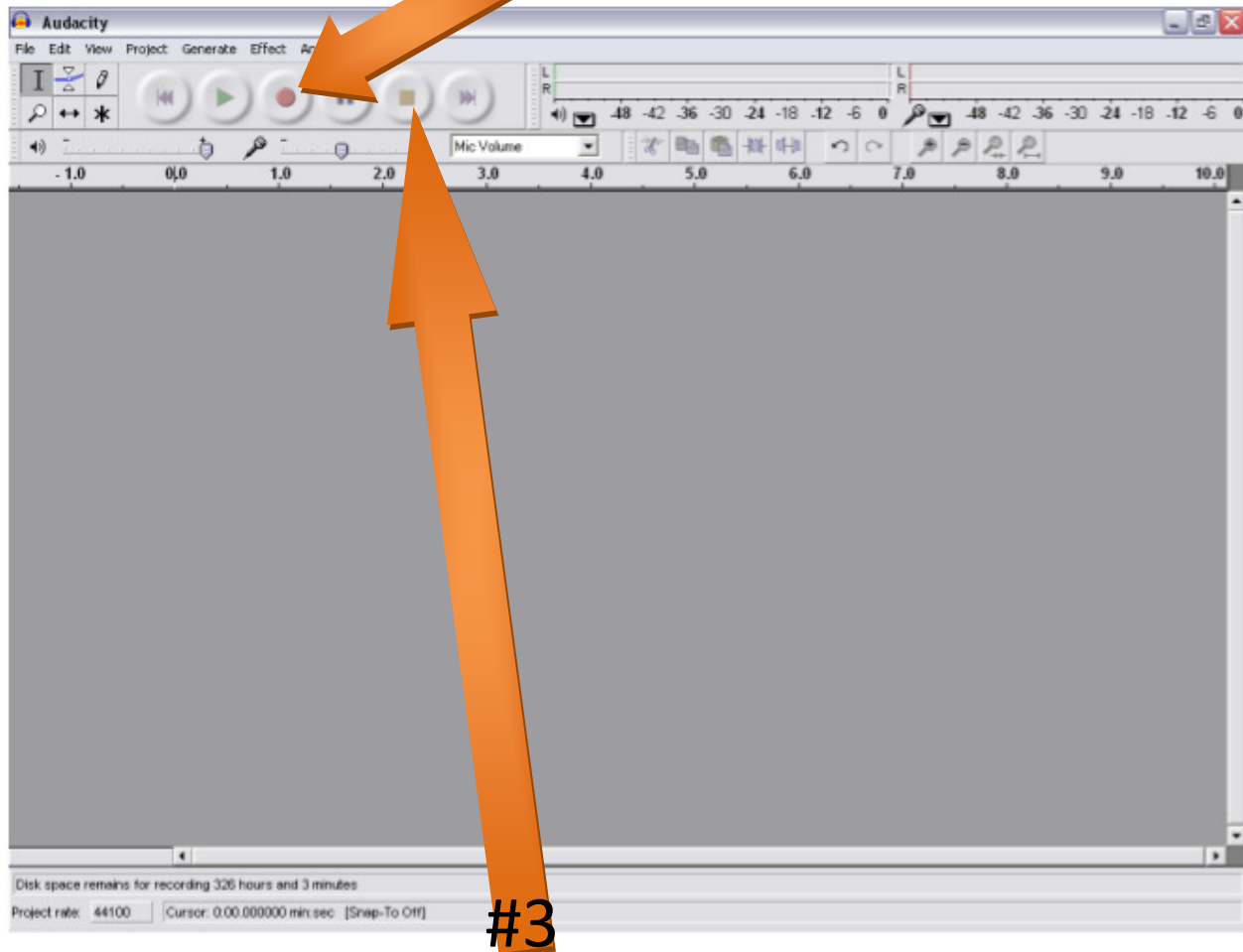
CREATING AN AUDIO FILE USING AUDACITY

***Before you begin, be sure your microphone is plugged into the proper port on the PCU.**

1. Start by opening the Audacity program



2. Once the program is opened, you are ready to record your audio file. Simply click the record button and begin speaking.

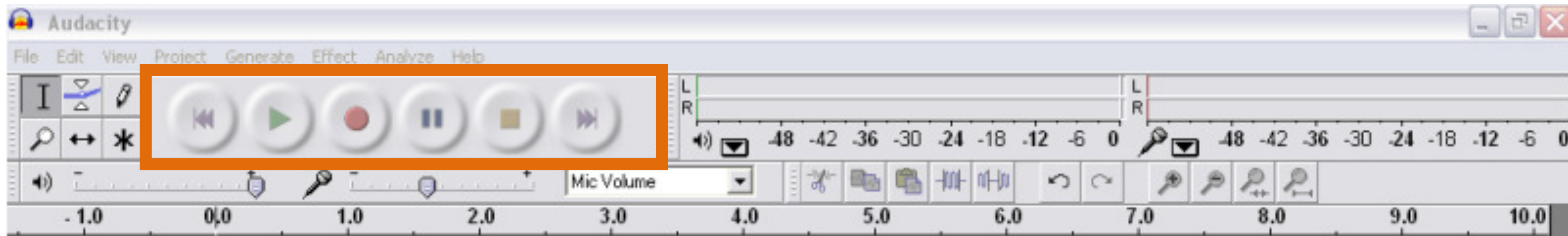


3. When you are done recording your audio file, click the stop button.

4. If you wish to edit portions of your audio file, complete the editing process now by viewing the **“EDITING AUDIO FILES USING AUDACITY”** section.

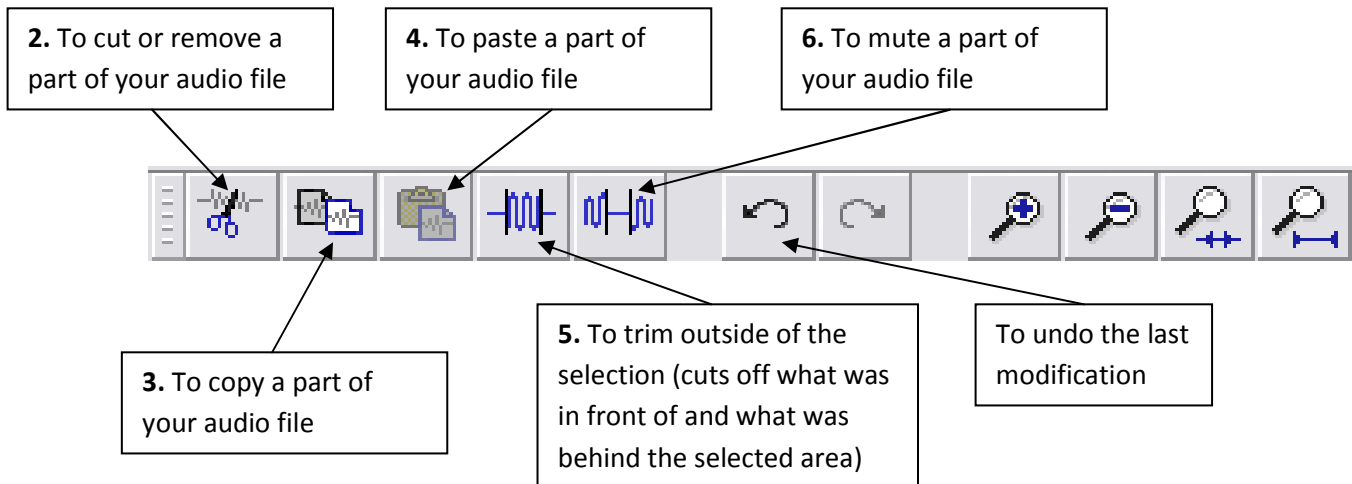
EDITING AUDIO FILES USING AUDACITY

1. Editing an audio file is very intuitive using Audacity. Once you've recorded your audio file, you can then go back to listen to it. Just like a tape recorder or CD player, use the play, pause, and stop buttons.



You can also navigate to a specific point in the audio file by click on a particular part in the audio timeline. A line will appear in the audio timeline to indicate where you've selected. Press play and the audio file will begin from this point.





2. **To remove/delete a part of the audio file**, find the part you'd like to remove in the audio timeline. Inside of the audio timeline, click and hold the left mouse button, then drag highlighting the section you would like to remove. Once the section of audio is highlighted, press the delete key on your keyboard, or you may select the cut button. This will make your audio file shorter.



3. **To copy a part of the audio file**, find the part you'd like to copy in the audio timeline. Inside of the audio timeline, click and hold the left mouse button, then drag highlighting the section you would like to copy. Once the section of audio is highlighted, press the copy button. Proceed to step # 4.



4. **To paste a part of the audio file**, complete step 3 above. Inside of the audio timeline, find where you would like to insert the copied audio selection. Click once to mark the spot (a vertical bar will appear). Press the paste button. This will make your audio file longer.

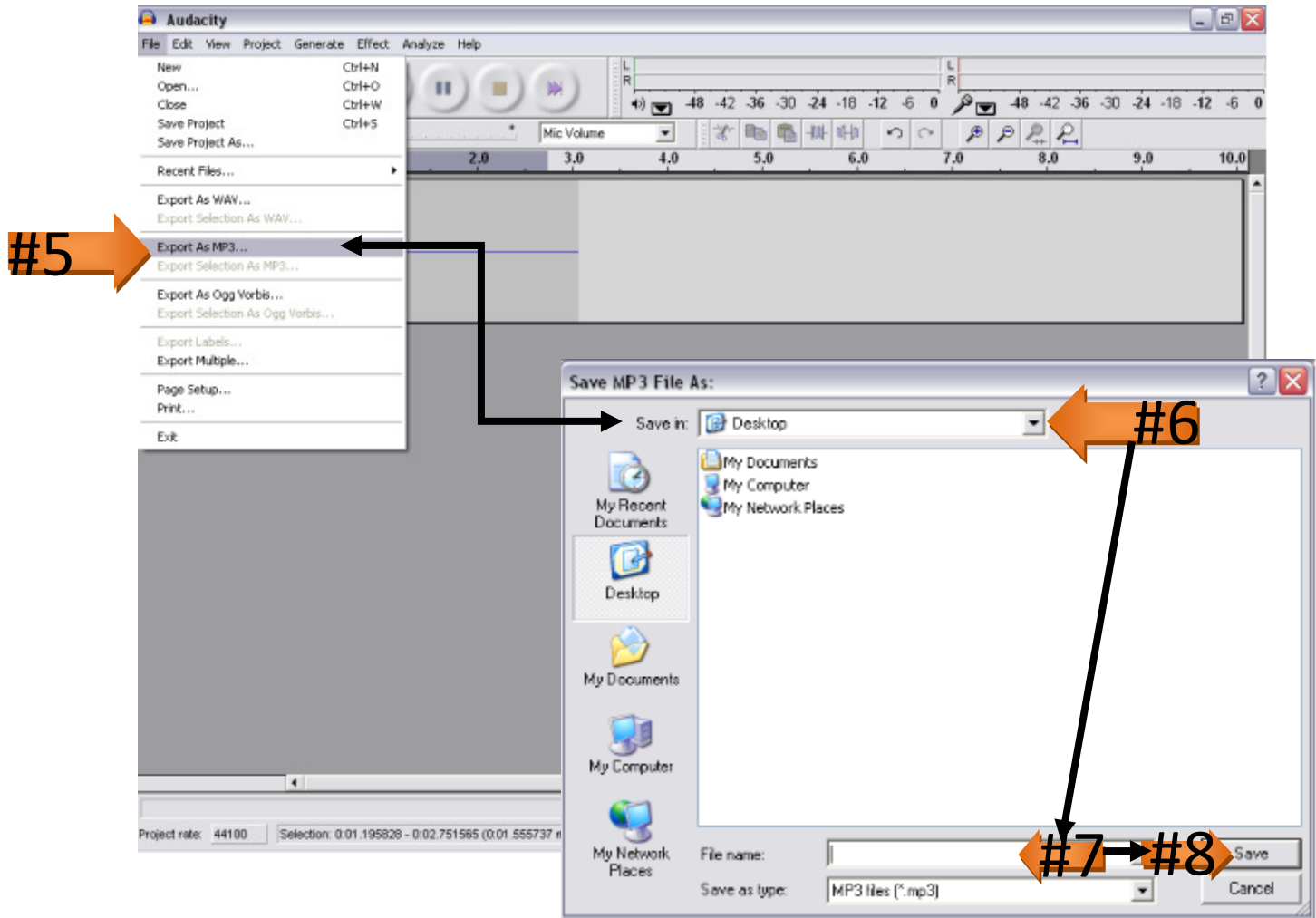


5. **To trim both sides of a selection of the audio file**, find the part of the entire audio file you'd like to keep. Inside of the audio timeline, click and hold the left mouse button, then drag highlighting the section you would like to keep. At this point, the part you would like to keep should be highlighted, and the part(s) you do not wish to keep should not be highlighted. Once the section of audio is highlighted, press the trim button. This will trim off the parts that are not highlighted before and after the highlighted selection. This will make your audio file shorter.



6. **To mute a selection of the audio file**, find the part you'd like to mute in the audio timeline. Inside of the audio timeline, click and hold the left mouse button, then drag highlighting the section you would like to mute. Once the section of audio is highlighted, press the mute button. This will mute the selected part of the audio file and keep the audio file the same length.

5. Once the editing process is complete, select File → Export As MP3



6. When the “Save MP3 File As” box appears, target where you would like the file saved to.

7. Title the file by typing a file name in the blank box.

- Press the save button when finished.

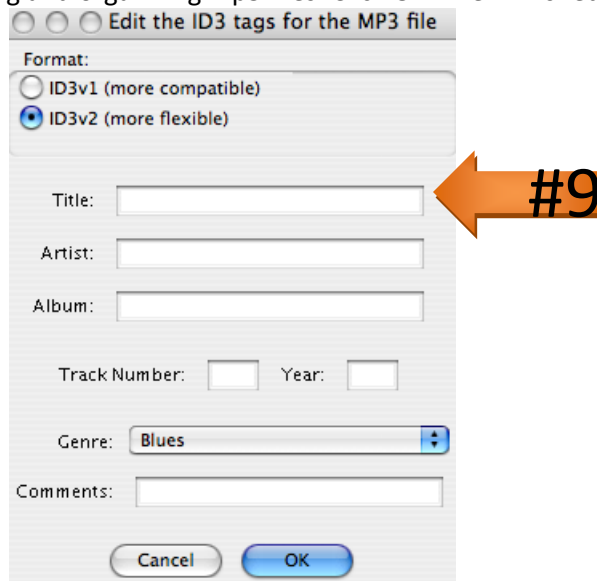
***ONLY ON THE FIRST RUN FOLLOWING INSTALLATION: Audacity will give a message:**



Choose Yes. It will then want you to target the "lame_enc.dll" file . If you followed normal installation instructions, you will target the file by going to:

My Computer → C: → Program Files → Lame For Audacity → lame_enc.dll

- After finding the lame_enc.dll file, the ID3 tag information window will appear. Fill in the information you wish for the mp3 you created. This tag information is used by iTunes and other music services for categorizing and organizing mp3 files. Click OK when finished



- Your audio file will now be converted into an mp3 file.
- This mp3 file can be hosted on a classroom website, attached to an email to be sent to someone, or played during class from a computer.