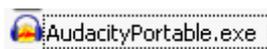




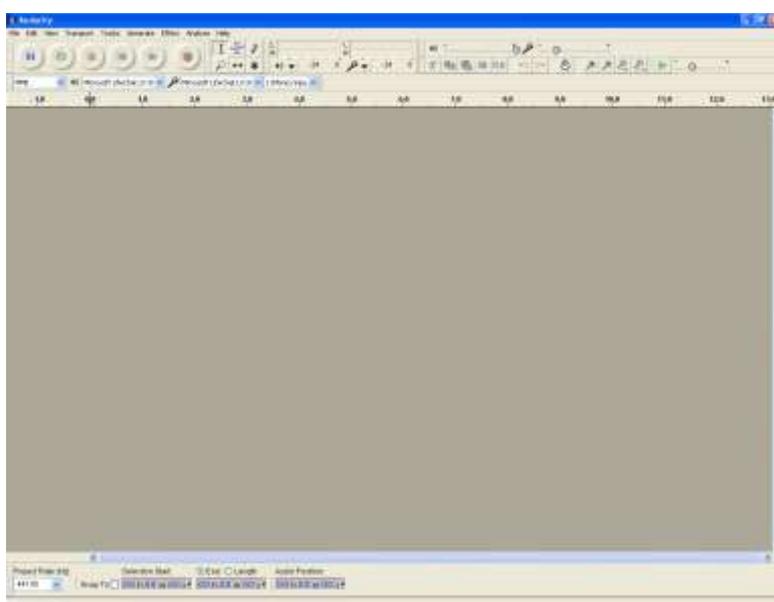
Recording a podcast with Audacity

You will find a copy of the latest version of Audacity on your Media Zoo USB stick. This version can be run directly from the stick and doesn't require installation on a computer.

1. Click on the executable file to start the software:



2. You will see this screen:



3. First of all, click **File / Save Project As** and choose a directory (or create a new one) in which to store this podcast. You can store on your USB stick for now. Each Project will be a single podcast. Remember to frequently select **File / Save Project** as you build up your podcast.

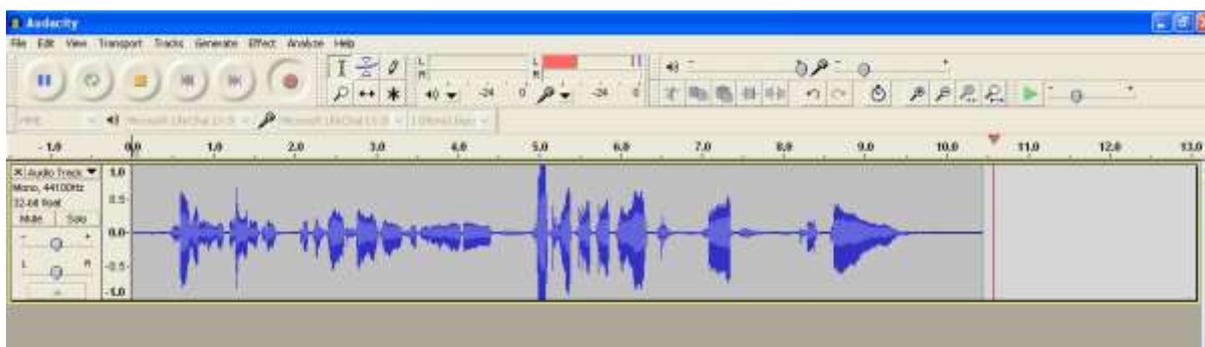
4. Make sure your correct recording hardware (usually a set of headphones with a built-in mic) are selected in the drop down menus. Audacity should pick these up automatically if they are plugged in prior to opening the software.





5. Press the red Record button and speak into the microphone. As you speak, you will see the WAVE file generated as an Audio Track. If you make a mistake, don't restart from the beginning but simply stop for a second or two and then start the sentence again. You will be able to edit out the mistake later by simply selecting an area with the cursor and pressing the delete key.

When you have finished speaking press the yellow Stop button.



6. Click on the drop-down menu next to Audio Track (left-hand side), select **Name** and then enter a name for your track (e.g. Introduction)



7. Press Record again and a new track will appear. Follow 5 and 6 again, but this time name your Audio Track as Main Section. Do this for a third track, which you can name Conclusion.

Hint: when you record new tracks, you will need to Mute any existing tracks otherwise you will hear your voice as you record.

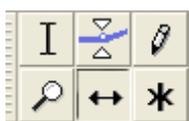




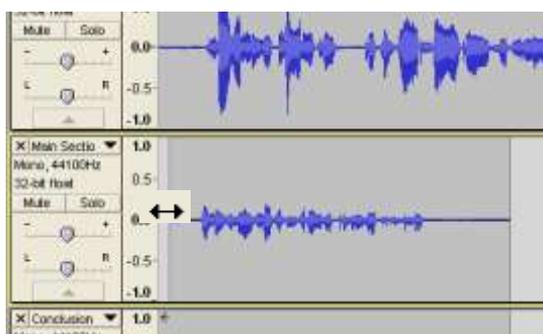
8. You should now have three tracks laid out and named like so:



If you un-mute everything and press the green Play arrow, you will hear all tracks at the same time. Zoom out using the magnifying glass at the top until you can see the WAVE contours of all the tracks. Select the Time Shift Tool cursor :



Go to the left edge of the track underneath (Main Section in this case) and drag the WAVE contour across until it is aligned under the end of the first track. Repeat this for the third track.





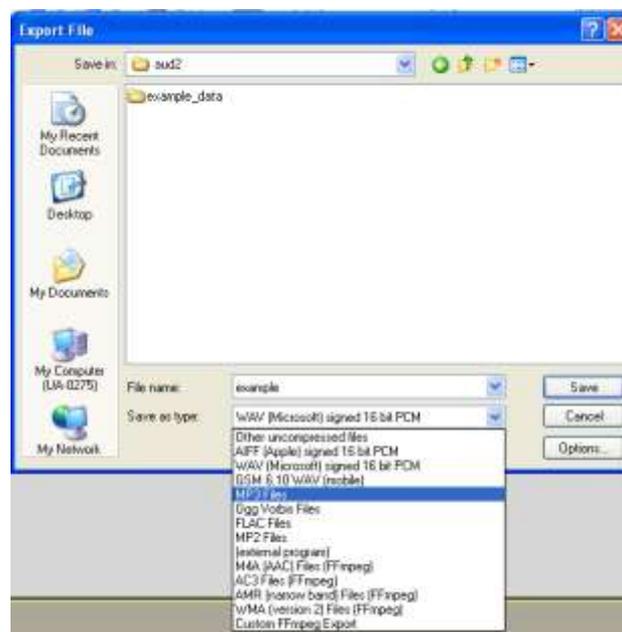
The final result should look like this:



Now you play the whole thing through as one recording.

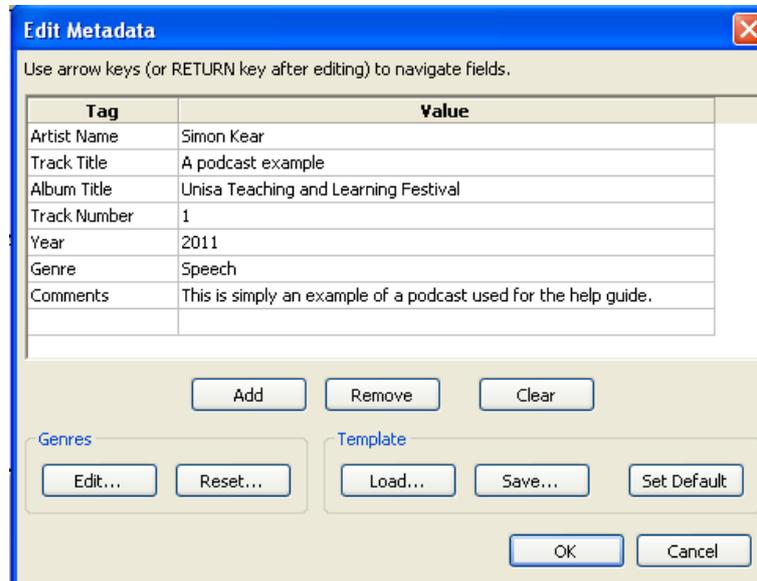
8. Once you are happy with the tracks and have finished your editing, it is time to export the project as an MP3 file. The MP3 format is by far the most popular and well-recognised audio format and should be used for all podcasts.

Select **File / Export** and then name your file. Choose MP3 from the drop-down menu. Use the directory in which you placed the original project file.





9. You will be presented with a metadata box. It's worth completing as much of this as possible, as the data will be read by most media players.



10. Click OK, then navigate to the correct directory and find your podcast!

