

Audacity

The image shows three parts of the Audacity interface with red arrows pointing to specific features and text labels explaining their functions.

Playback Controls: A row of six buttons: a double left arrow (stop), a right arrow (play), a red circle (record), a double right arrow (pause), a square (stop), and a double right arrow (fast forward). Red arrows point from the labels 'play', 'record', 'pause', and 'stop' to their respective buttons.

Tools: A 2x3 grid of tool icons. Red arrows point from labels to specific tools:

- selector** - used for grabbing (points to the I icon)
- envelope** - used to change the volume of a small area (points to the blue triangle icon)
- Multi-tool** - a combination of the select and envelope tools (points to the pencil icon)
- time shift** - used to move an audio region to an earlier or later point in time line (points to the double arrow icon)
- zoom** - used to zoom (points to the magnifying glass icon)

Track Settings: A screenshot of an audio track control panel. Red arrows point from labels to various controls:

- delete track** (points to the 'X' icon)
- turn off sound on all other tracks BUT this one** (points to the 'Solo' button)
- turn off sound on this track** (points to the 'Mute' button)
- adjust volume** (points to the volume slider)

The track name is 'Audio Track', and the format is 'Mono, 44100Hz, 16-bit'. The volume level is set to 1.0. A waveform is visible in the track, with the text 'this is your recording' overlaid on it.

You can download Audacity (a free program) from <http://audacity.sourceforge.net/>. If you want to save files as MP3s, you will also need to download the Lame encoder <http://audacity.sourceforge.net/download/windows>. When you save your file as a MP3 the first time, follow the directions to install the Lame encoder.

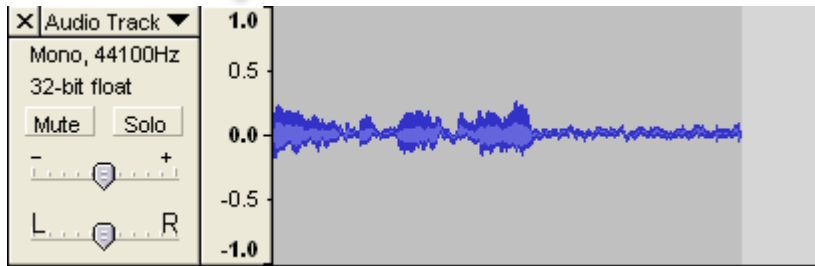
Tips and tricks:

Adjust the Microphone Volume:

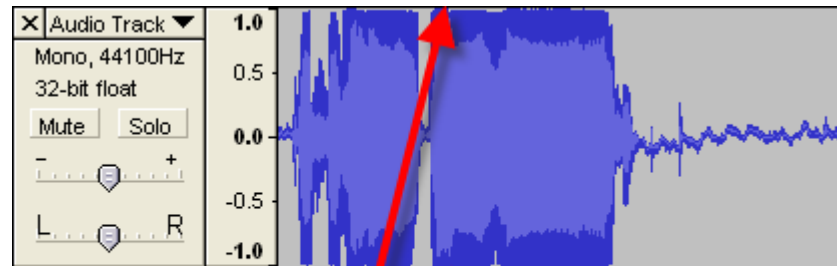


Use the microphone volume button. Make sure sound waves are not touching the top or bottom of the track (it would sound very good).

Nice Sound



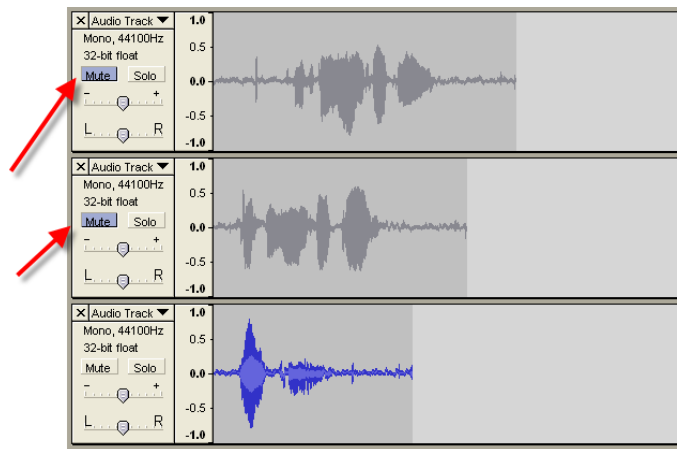
Too Loud!



Record long passages in segments:

Record a segment and then stop. Press mute on that track, then record another (by hitting the record button again). Another track will appear below it. Record all your segments, then put them in order.

Press mute on tracks before recording another.



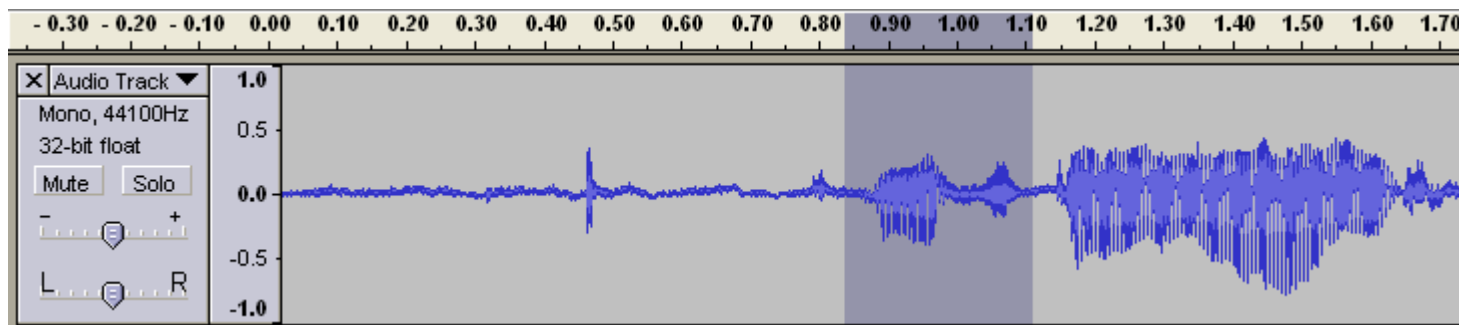
Use the Time Shift Tool



Click and drag each segment into place. Don't forget to remove Mute.



Highlight the section of the podcast you want to remove. Delete it by pressing



Add Effects:

Highlight the section of the podcast in which you want to apply the effect.

Go to **Effect** on the top menu and choose an effect to apply. Play around with it until it gives you what you want...they are all different!

