



Recording with Audacity

Simple Steps for Creating Audio Recordings

<http://faculty.seattlecolleges.edu/jkent/workshops/audacity/>

Recording with Audacity

Workshop Agenda

- Overview of Audacity
- Recording
- Editing & enhancing
- Adding “legal” music
- Producing audio file for the web

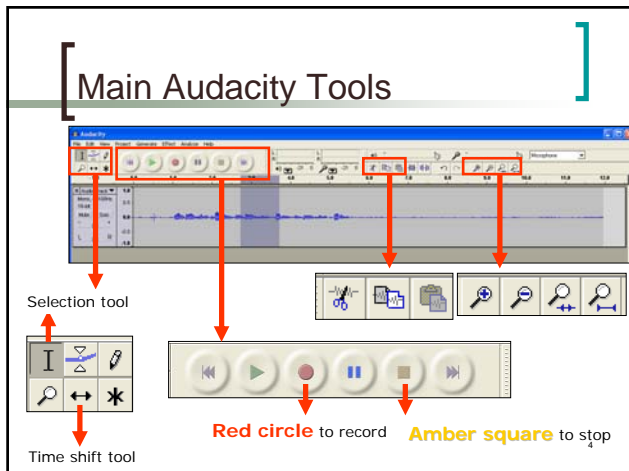
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Audacity for Recording

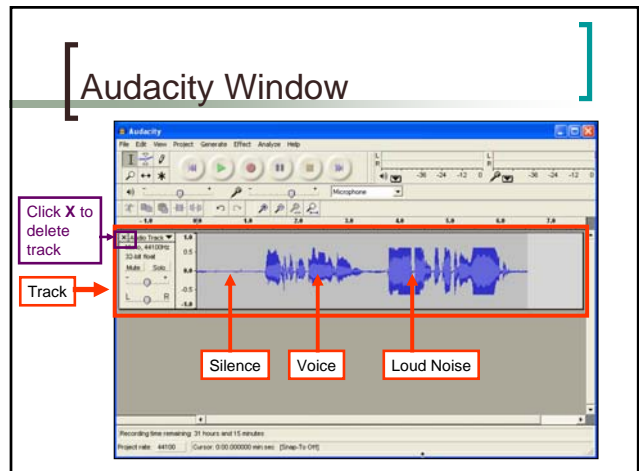
- <http://audacity.sourceforge.net/>
- free
- Windows, Mac, and Linux
- requires download of LAME file (free) so it can export to MP3
 - sounds scarier than it is
 - only first time you export, you must find LAME file on your hard drive

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Main Audacity Tools



Audacity Window



Recording with Audacity

Recording

- Test first to adjust microphone level
 - can also increase or decrease volume after recording
- Use script or outline
- Click **Record** button to begin
- Click **Pause** button
 - to pause recording
 - again to resume recording
- Click **Stop** button to end



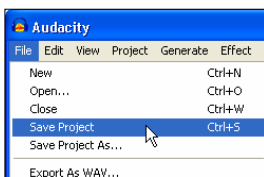
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Try it!

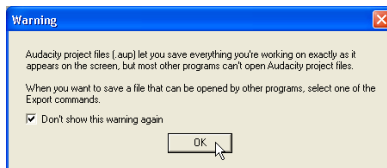
- test microphone level
- record from your script
- when finished, click **File** → **Save Project**
- see next slide...

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Save Audacity Project

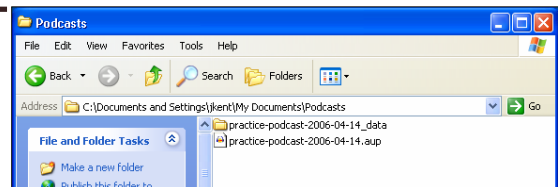


I always save my project so I can return later and edit or change it using Audacity.



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File Naming Tips



- no spaces in file names
- make name meaningful (e.g., econ201-2006-04-14)
- special files used only by Audacity created

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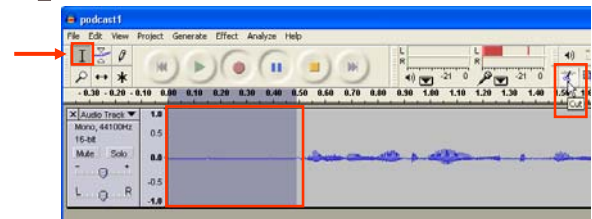
Recording with Audacity

Editing Your Recording

- Cut unwanted parts
- Increase or decrease volume
- Normalize volume

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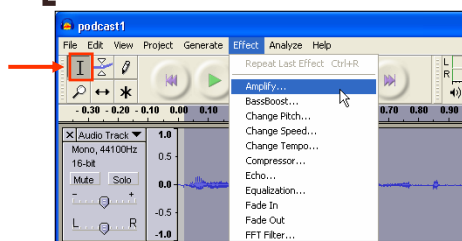
To Cut a Section



Use **Selection Tool** to select section then click **Cut button** or **Delete key**

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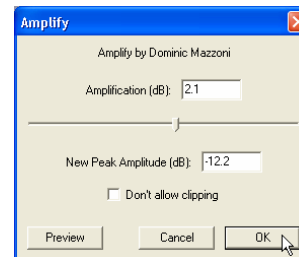
To Adjust Volume



First, use **Selection Tool** to select section, then click **Effect → Amplify...**

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Amplify Dialog Box



Adjust slider / Uncheck Don't allow clipping then click **Preview** button. Click **OK** when done.

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Recording with Audacity

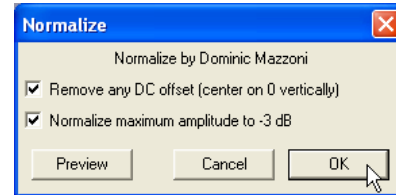
To Normalize Volume



First, use **Selection Tool** to select section, then click **Effect → Normalize...**

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Normalize Dialog Box



Click **OK**

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Try it!

- Cut parts of your audio
- Increase or decrease the volume
- Normalize volume
- Remember to save project often

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Adding Music

- Referred to a “bumper” music
- Should be legal
 - copyright and royalty free
- Adds interest and file size
- Find at
 - RoyaltyFreeMusic.com – Free Music
 - Hollywoodedge.com – Free Samples

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Recording with Audacity

Royalty Free Music



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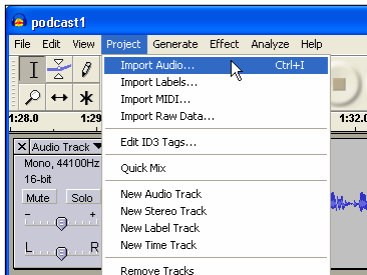
Hollywoodedge.com



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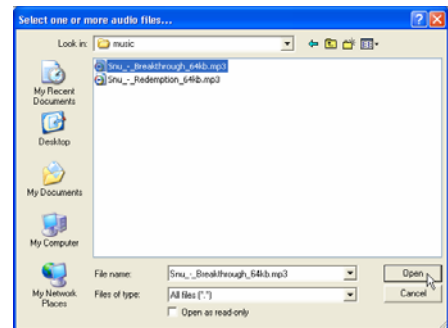
To Add Music to Beginning

Click **Project** → **Import Audio...**



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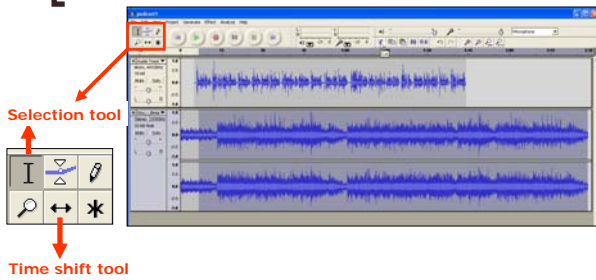
Browse for File



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Music Tracks Added



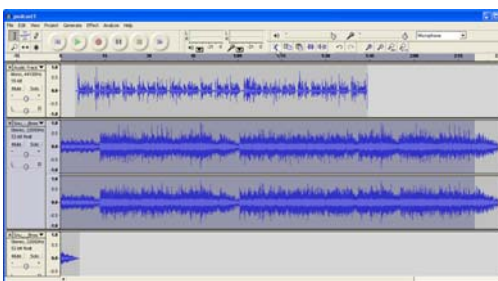
Use **Time Shift Tool** to move voice track then use **Selection Tool** to remove unnecessary music. 22

To Fade Music Out



Use **Selection Tool** to select music track then click **Effect** → **Fade Out**

To Add Music to End



Add **second** copy of music by clicking **Project** → **Import Audio** 24

Cut, Time Shift, Fade Music In



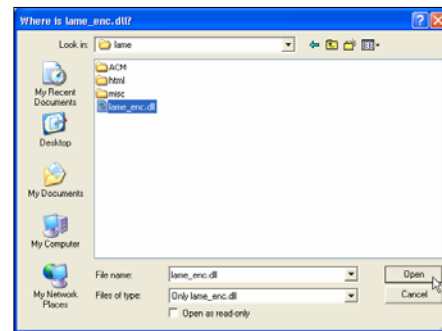
Recording with Audacity

Export As MP3...

- When project is okay, export to MP3
- **File** → **Export As MP3...**
- Tracks will be combined into 2 stereo channels
- Select location for saving MP3 file
 - check that your file name is ok
- 1st time you'll be asked to find the **lame_enc.dll** file on your computer

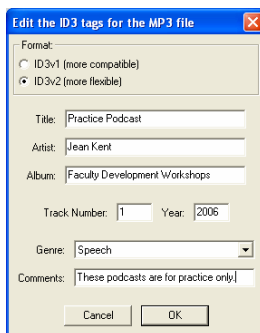
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Locate lame_enc.dll file



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Edit ID3 Tag



ID3 tag becomes a part of MP3 file and help students organize your course recordings.

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Placing on Web

- Place file on server
 - recommend you get [district podcast server account](#)
 - go to Intranet to get one
- Use Dreamweaver to create link
 - link to audio file
 - link info should include description and length

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