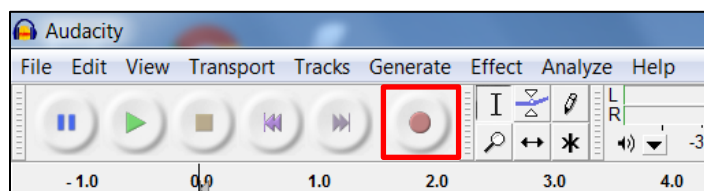


## Creating a Podcast Using Audacity

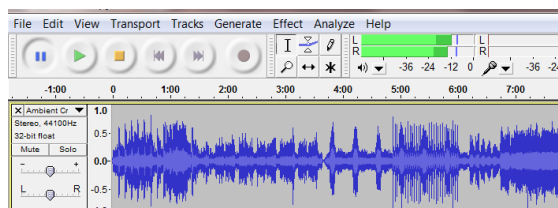
- 1) Download Audacity [here](#).
- 2) Run the Setup Wizard to install it on your computer.
- 3) Open Audacity.
- 4) Make sure the microphone and speakers listed are the ones you are using. It should default to your computer's speakers and internal microphone. You will want to change the microphone if you are using an external one.



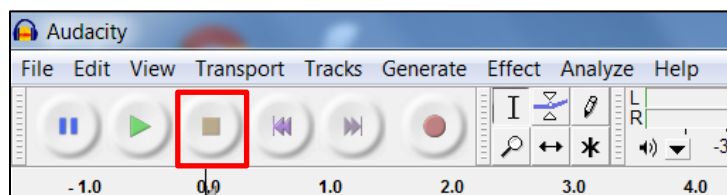
- 5) Select the red **Record** button.



- 6) You should see the sound waves moving in the middle of the screen as you record.



- 7) Click **Pause** (the two blue lines) if you need to take a break, then click **Record** when you are ready to resume recording.
- 8) When you are finished recording, click the **Stop** button.



Have any questions? Contact Christine Iannicelli ([ciannicelli@ursinus.edu](mailto:ciannicelli@ursinus.edu) or 610-409-3466) or Tech Support ([techsupport@ursinus.edu](mailto:techsupport@ursinus.edu) or 610-409-3789).

- 9) If you recorded your audio already and want to bring it in to Audacity, click **File > Open** and find the file on your computer.
- 10) To join two or more audio clips together, click **File > Open** again. Copy the second audio clip by selecting **CTRL-A** (Command-A on a Mac) on your keyboard, then **CTRL-C** (Command-C on a Mac). Minimize this screen and return to the original screen. Navigate to the end of the first audio clip and move the playhead line there. Then select **CTRL-V** (Command-V on a Mac) to paste your audio clip. Repeat for each audio clip.
- 11) You can edit your recording by using the options under the **Generate** and **Effect** tabs.
- a. To delete portions of the recording, highlight the appropriate section and select the **Delete** button on your keyboard.
  - b. To add silence in the middle of a podcast, highlight the appropriate section, click **Generate > Silence**, and then **OK**.
  - c. To remove background noise, highlight the appropriate section and click **Effect > Noise Reduction**. Choose **Get Noise Profile** and select **Play** to play some of the song. Then click on **Effect > Noise Reduction** again and select **OK**.
  - d. To adjust the volume, highlight the appropriate section and click **Effect > Amplify**. Use the slider to make the volume louder or softer, then click **OK**.
- 12) Save the project by clicking **File > Save Project**. Export the recording by clicking **File > Export**. Save the recording as an **MP3 file** if you are ready to upload it somewhere. Save it as a **WAV file** if you still want to edit it.