Podcasting with Audacity

Tools Needed to Get Started
- Audacity
- Microphone

Download and install Audacity and Lame
From the Internet
- Audacity - http://audacity.sourceforge.net
- Lame - http://audacity.sourceforge.net/help/faq?s=install&i=lame-mp3

To Record an Audio Podcast
- Open Audacity
- Click "Record" button
- When finished, click "Stop" button
- Go to File → Save Project As
- Navigate to My Document, create & open Podcast folder, name file, click Save
- Go to File → Export as MP3
- Name the file (The first time you save an MP3 you will need to navigate to lame_enc.dll)
- Click Save and OK

For Lead-in Music
- In Audacity with recorded track open, go to Project → Import Audio; it will open in a new track below the recorded track
- Navigate to and select music file – music file will open in a new track below recorded message
- Shorten the music file to about 5 seconds
- Highlight the last half of the music selection (about 2.5 seconds); go to Effect → Fade Out
- Click at the beginning of the recorded message
- Go to Generate → Silence; add 4 seconds of silence to the beginning

For Lead-out Music
- Go to Project → Import Audio
- Navigate to and select music file; it will open in a new track below
- Shorten the music file to about 5 seconds
- Highlight the first half of the lead-out track; go to Effect → Fade In
- Highlight the last half of the lead-out track; go to Effect → Fade Out
- Click at the beginning of the "leadout" track
- Go to Generate → Silence; add the length of the record message, minus 2-3 seconds
- Go to File → Export as MP3
- Name the file; click Save and OK

Legal Uses of Music
- Download music selections from a free site such as http://music.podshow.com/
- Edit a selection to meet copyright standards for educational use (up to 10% but never more than 30 seconds of the music and lyrics of an individual music work)