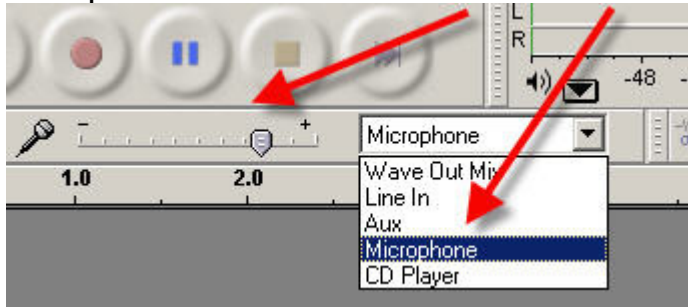


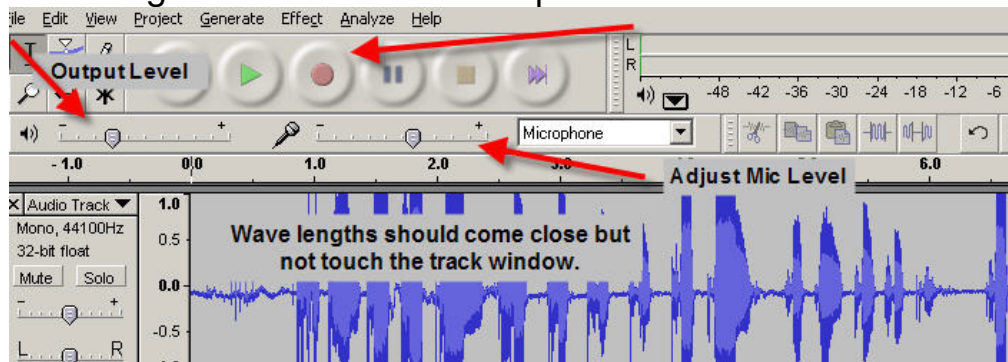
Audacity

Audacity enables users to record and mix multiple audio tracks, import music or other audio files, and export projects as a wav or mp3. This tutorial goes over creating a multi track audio project.

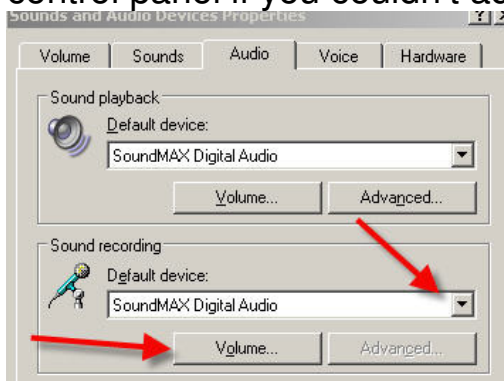
1. I recommend starting off by checking your microphone. Select “Microphone” from the drop-down input menu. Notice that there’s an input level control next to an icon of a microphone.



2. Start recording something by clicking on the Red record button. Adjust the microphone volume as necessary. Make sure your wavelength doesn't touch the top of the track window.

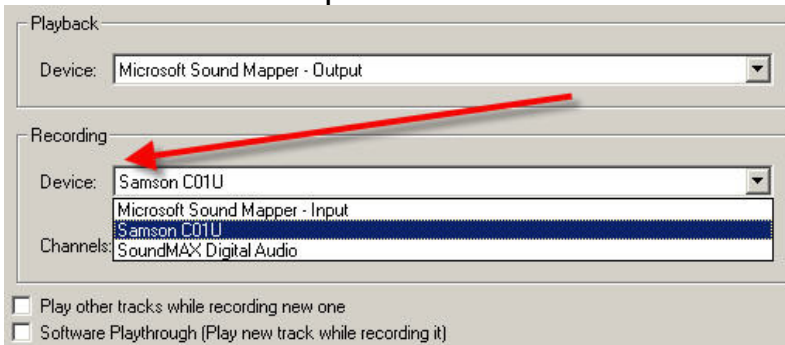


3. If you are having trouble getting an appropriate microphone level, go into your Control Panels and select Sounds and Audio devices. Select the Audio tab. Check that the correct microphone source is selected. Try adjusting your device volume from within your control panel if you couldn't adjust it from Audacity.

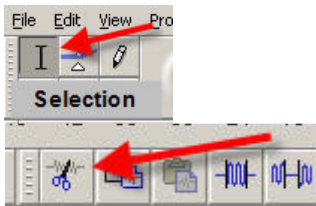


4. You should also check Audacity to if it is set to receive the correct input. Select **Edit** then **Preferences**. Then choose your input

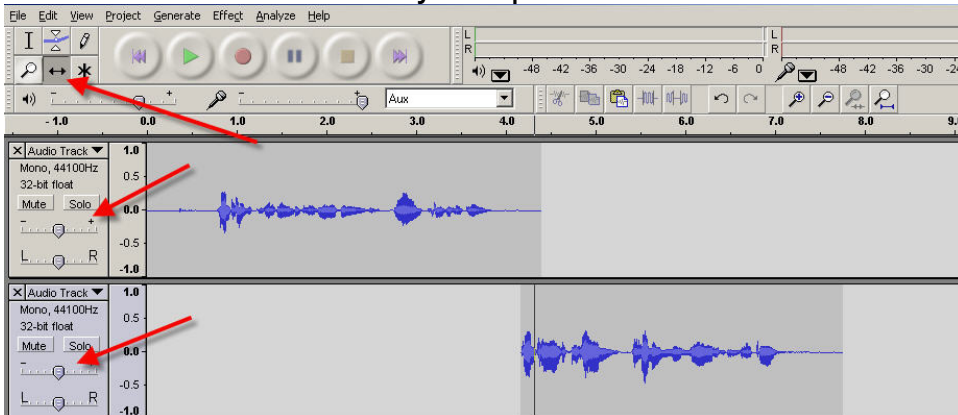
device from the drop-down menu.



5. Click the X on the track window to completely delete it.
6. Now let's have a group of students record a poem together. Have a student click record then say their section of the poem. If need to re-do their section, simply click the X to delete the track as we did with our practice.
7. I currently have two students who've recited their poems. I know must delete portions of the tracks and move them closer together.
8. To delete a portion of the track, simply highlight it using the selection tool and click the cut icon.

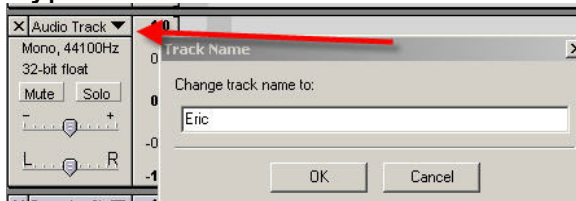


9. The Time Shift tool will allow use to move one track closer to the end of the first. I can even have them overlap. Each track contains its own volume control. Use these controls to balance the levels each track so that your "podcast" volume is consistent.

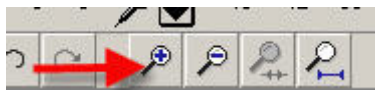


10. You have the option of naming each audio track. Click on the drop-down menu next to the word audio track and select name.

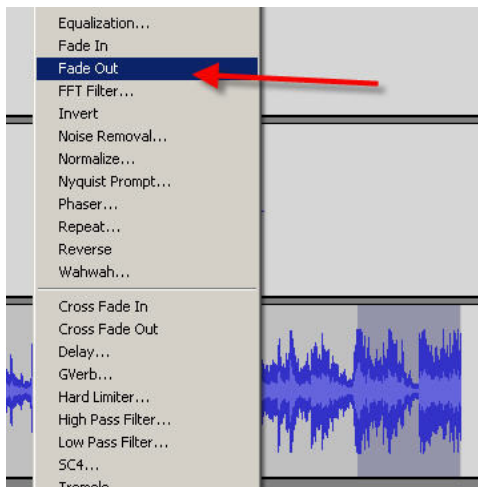
Type in the reader's name.



11. Now let's import some background music. Click Project then Import Audio. Or click Cntrl I.
12. Use the Time Shift tool to move the speaking tracks in so that our "podcast" begins with music.
13. Use the Selection tool to place the cursor where you'd like to begin previewing your "podcast."
14. Save the project in case you need to edit things later.
15. Use the zoom in and zoom out tools as necessary.



16. Use the Selector Tool to highlight and cut the end of the song.
17. Highlight the very end of the song.
18. Then select Effect on the top main menu. From there, select Fade Out.

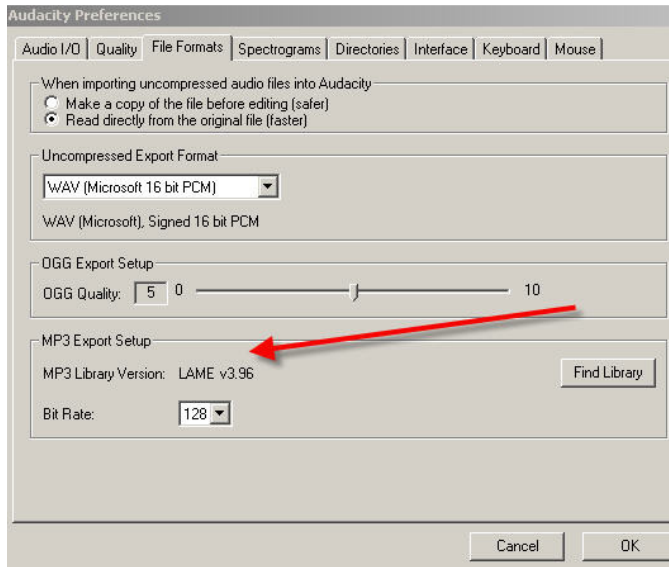


19. Your file will look like this. Notice that the level gradually fades.

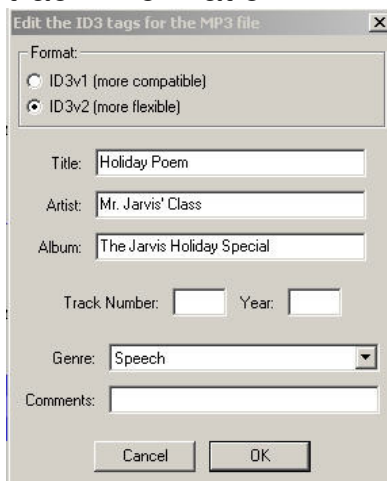


20. Save your project!
21. Now we are going to export this as an mp3. Make sure that your copy of Audacity has LAME installed on it. SLCUSD teachers

don't need to worry about this. There's has been pre-installed. See the directions on installing LAME if necessary. To see if you have LAME, click Edit then preferences. Then select the File formats tab.



22. You can also export to a .wav format. This requires no additional installation.
23. To export, click File then Export As MP3. You'll receive a warning that your tracks are going to be merged into one track. Click ok, and then name your podcast. Finally you'll be prompted to add track information.



24. You are now ready to share your track on Moodle and/or California Streaming!