



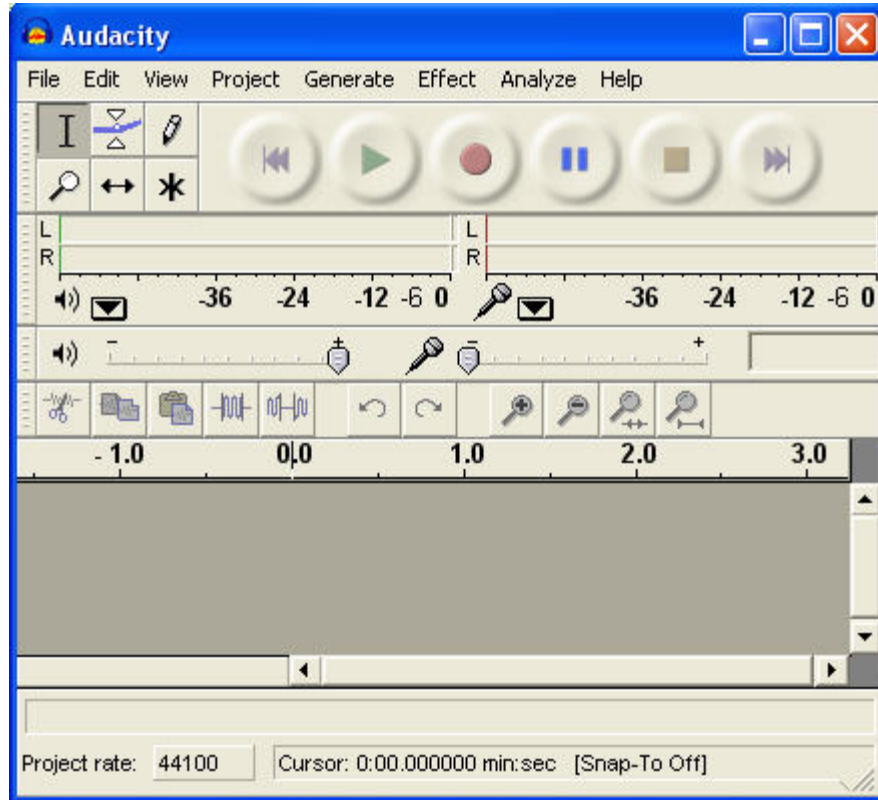
## ***SPC iTunes U***

### How to Create a Podcast with Audacity

Before beginning this tutorial:

- Download and install the free Audacity software at:  
[audacity.sourceforge.net](http://audacity.sourceforge.net)
- Be sure to also download the LAME MP3 encoder. There are directions via the **Help** tab's **Frequently Asked Questions>How do I download and install the LAME MP3 encoder?** at:  
[audacity.sourceforge.net/help/faq?s=install&i=lame-mp3](http://audacity.sourceforge.net/help/faq?s=install&i=lame-mp3)  
Copy the lame\_enc.dll file onto your computer as instructed. You can place this in the Audacity program folder, for example: My Computer>Local Disk (C:)>Program Files>Audacity
- There are additional Audacity tutorials located at:  
[audacity.sourceforge.net/help/tutorials](http://audacity.sourceforge.net/help/tutorials)

1. Start Audacity.



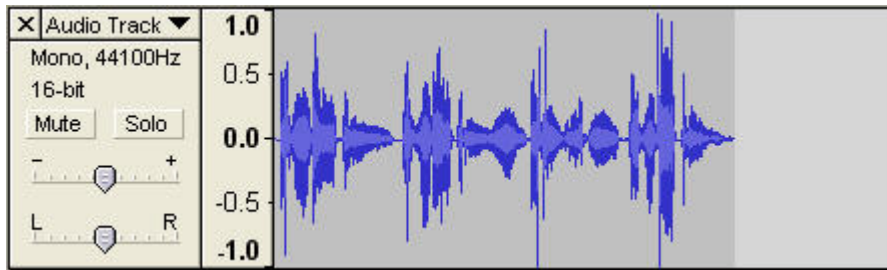
2. It is best to use a headset with microphone or a free-standing microphone that can be positioned close to your mouth. Typically, if you plug in your microphone before starting your computer, this new hardware will be detected and set automatically. Test your microphone by clicking the **Record** button and speaking.



3. Click the **Stop** button when you are finished with the test message.



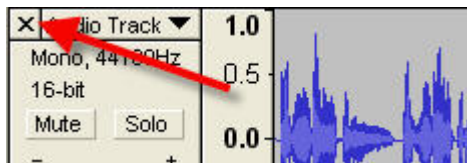
4. You should see the audio track you just recorded. If you do not see this, check to see that your microphone is plugged in and not muted. Also, **Edit** the **Preferences' Audio Recording Device**, if necessary.



5. Press the **Play** button to listen to what you just recorded.



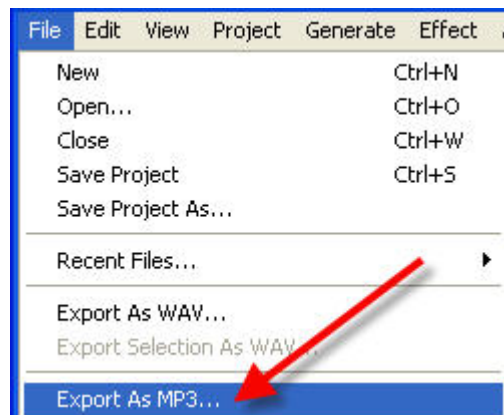
6. Click the X of the audio track to close the test message.



7. Before recording a podcast, you should have a script or detailed outline of what you plan to speak about. This script also becomes an alternate delivery method for students who have difficulty accessing iTunes, have a disability that prevents listening to podcasts, or who prefer reading text to listening to audio.

(If you record a student or someone who is not an employee of St. Petersburg College, you must obtain her/his signature on the [Consent and Release Form](#) and keep copies on record.)

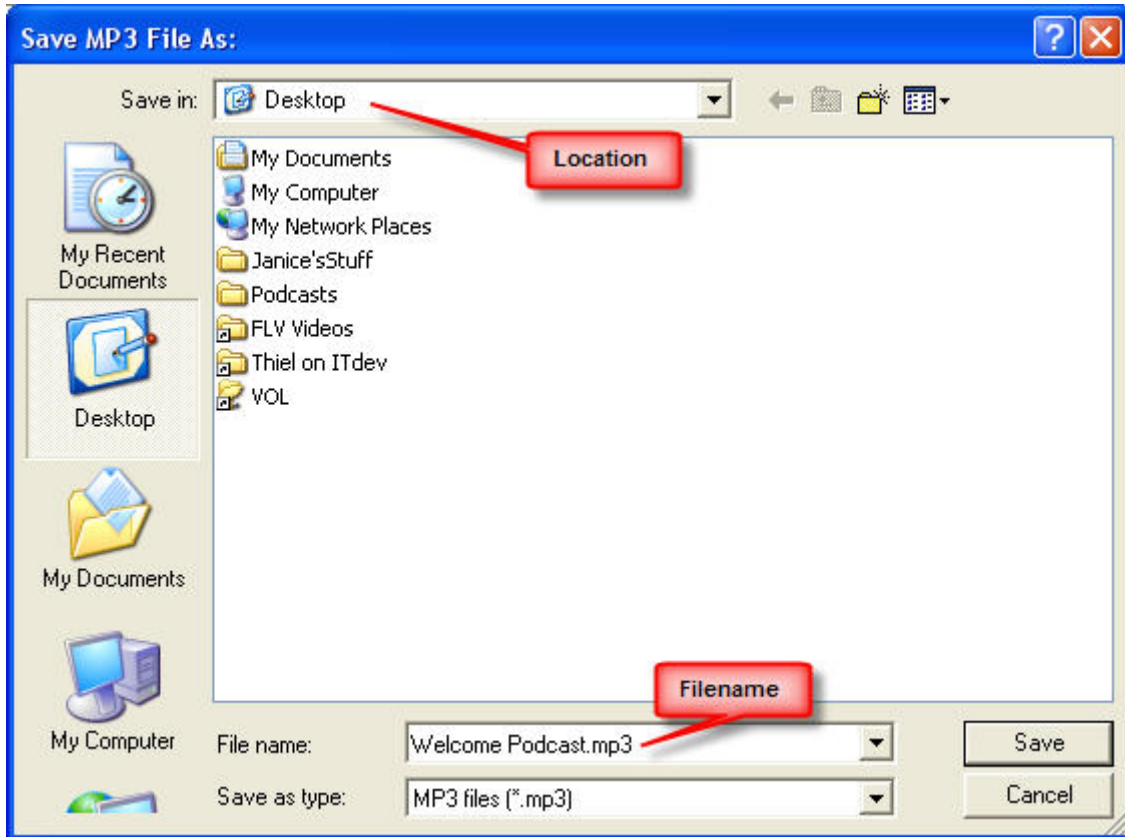
Make your recording session as noise- and interruption-free as possible (e.g., shut off telephones, post a ["Do Not Disturb" sign](#).) When you are ready, record as described in steps 2 and 3 above. If you make a mistake, you can close the recording as described in step 6 above and start over. Once you have completed your recording, export the file as an MP3, which is the podcast audio file format, by clicking the **File** menu item and clicking **Export As MP3**.



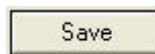
**Note:** The first time you **Export As MP3**, the Audacity program will instruct you to locate the lame\_enc.dll file you saved onto your computer. The lame\_enc.dll is necessary for Audacity to be able to create the file in MP3 format. After the first time locating the lame\_enc.dll file, you will not have to do it again. Click the **Yes** button and navigate to the location where you saved the lame\_enc.dll file.



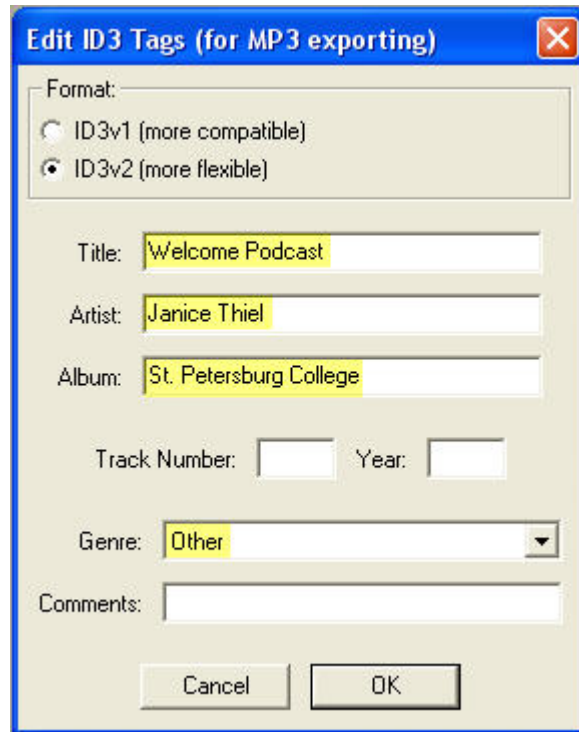
8. Select the location that you want to save the file. Also, note the filename. In this case, you want the filename to be title-like, meaning with capital letters and spaces where appropriate. This is the title that will be displayed via SPC iTunes U, so make it concise, yet meaningful. (Once a file is uploaded to SPC iTunes U, it cannot be renamed. To change the name of the podcast, the audio file will have to be deleted and then re-uploaded with the new filename.)



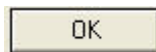
9. Click the **Save** button.



10. The **Edit ID3 tags** window will appear. Fill in the **Title**, **Artist**, and **Album**, where the **Title** is the title of your podcast, the **Artist** is you, and the **Album** is St. Petersburg College. Adjust the **Genre** to **Other**. Later, if you need to change these tags, you can do so by clicking **Edit ID3 Tags** via the **Project** menu item.



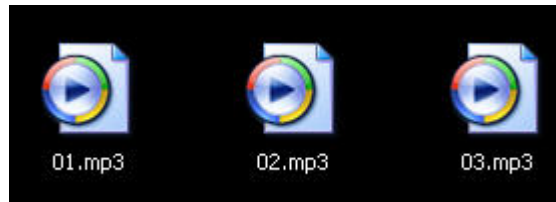
11. Click the **OK** button.



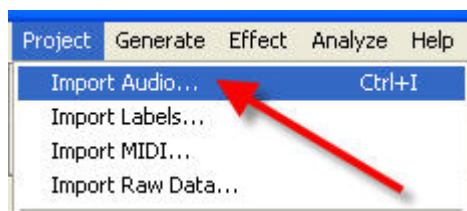
12. Your podcast file will be saved. This is the file you can make available to students via SPC iTunes U. See the [Instructions for Faculty](#) tutorial for directions on how to upload your podcast to SPC iTunes U. Be sure to keep back-up copies of all podcasts you create.



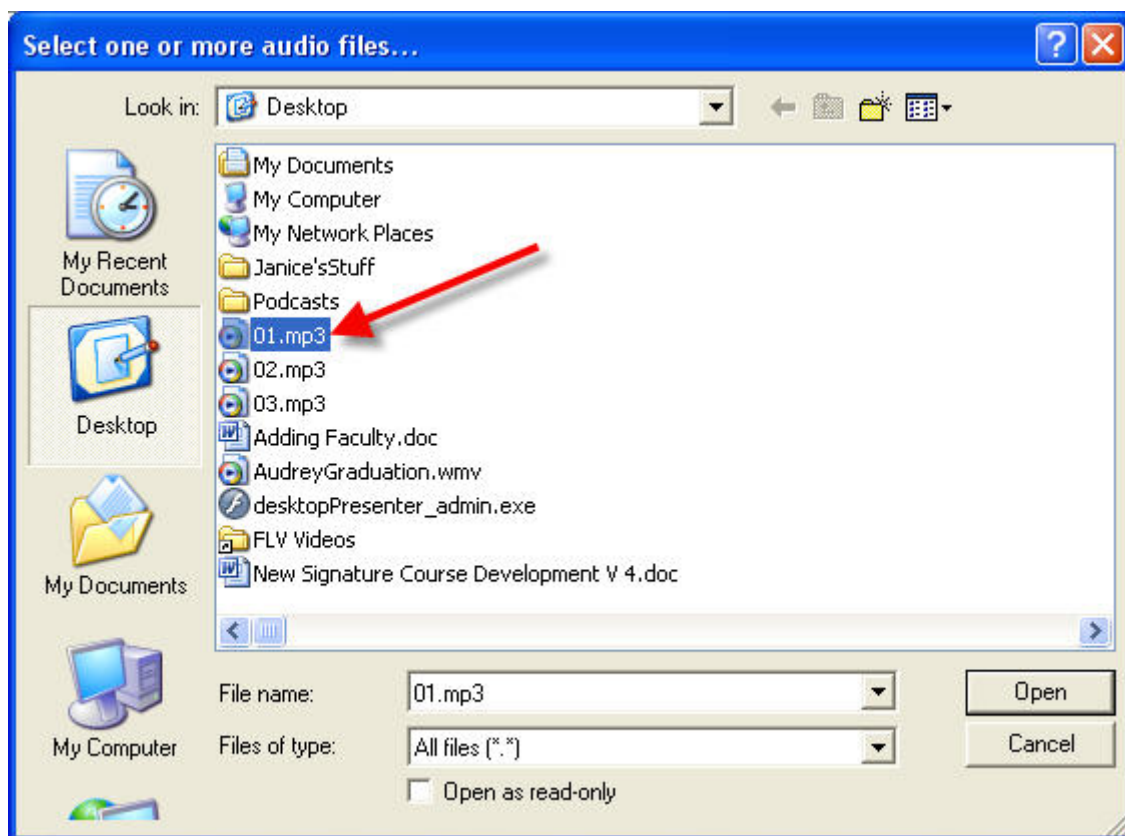
13. If your script is particularly lengthy, you may want to record short segments and then piece them together. To do this, stop recording periodically and export what you've recorded as an MP3. You might want to give each segment sequential filenames like 01.mp3, 02.mp3, 03.mp3, etc.



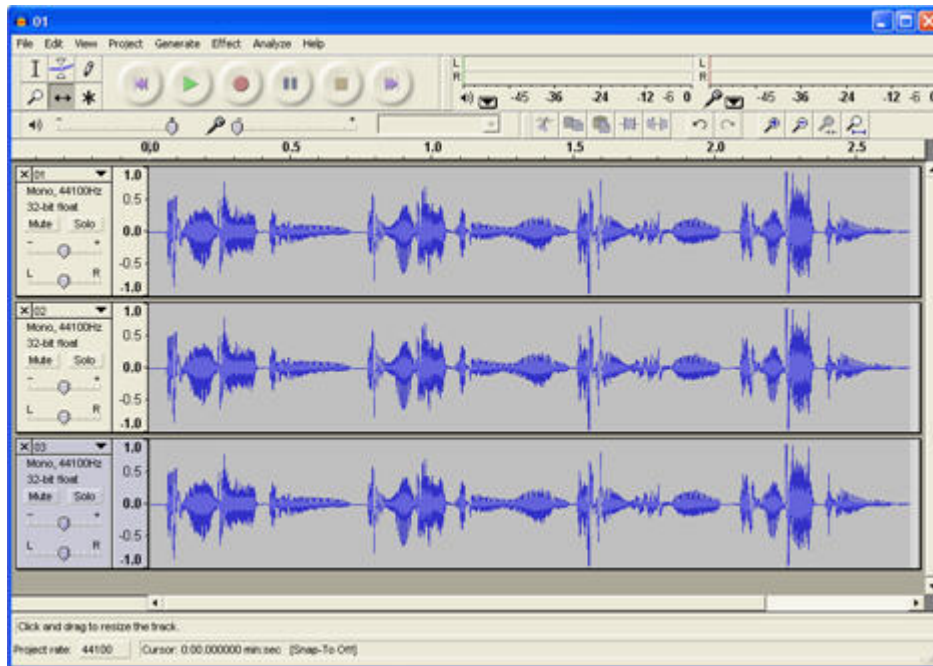
14. From the Audacity menu, click **Project** and then **Import Audio**.



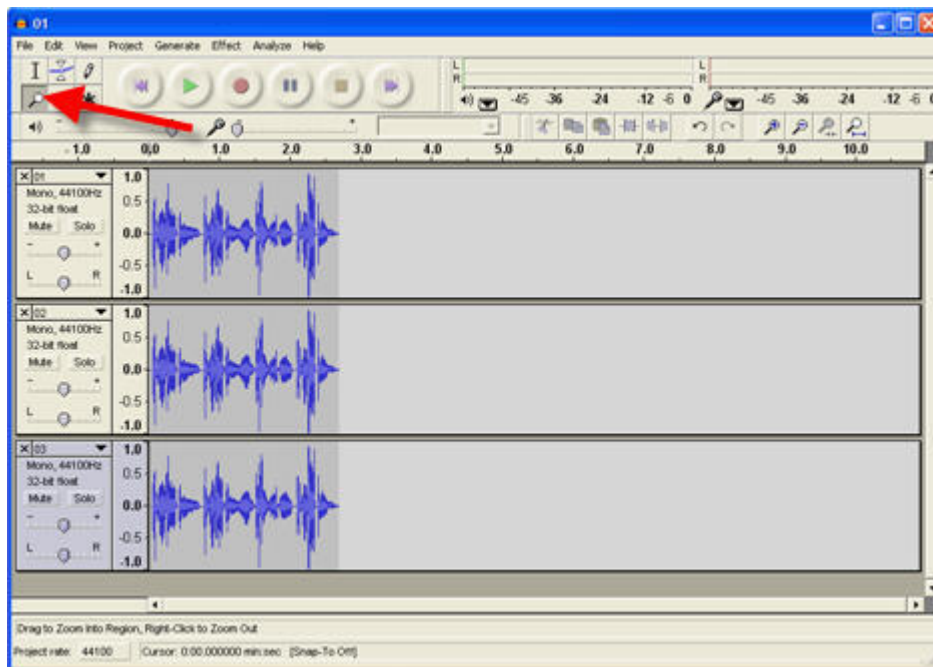
15. Click to select the file(s) you want to import. You can Ctrl-click to select more than one file at a time. Then, click the **Open** button.



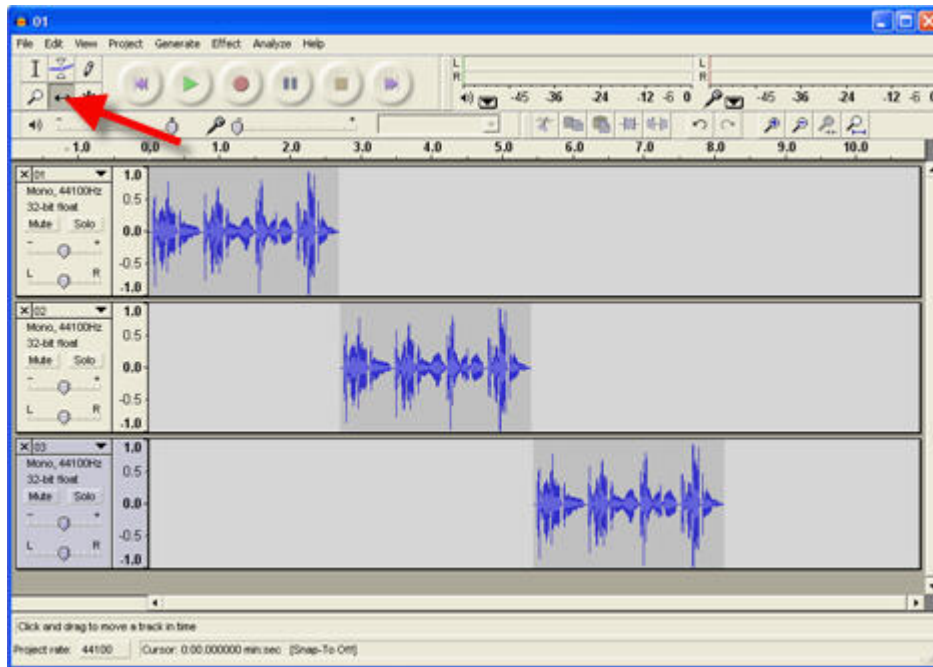
16. You will see each audio file you imported displayed as an individual audio track.



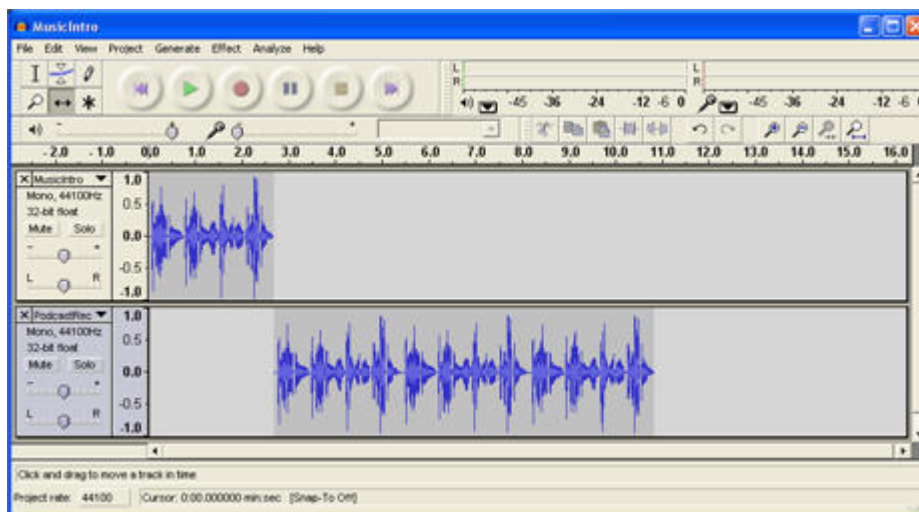
17. Select the **Zoom Tool**, and hold down the shift key while clicking the audio tracks to compress the view.



18. Select the **Time Shift Tool**, and press and drag the audio tracks to arrange the audio to play in order. Then, export your MP3 file as described in steps 7 through 11 above.



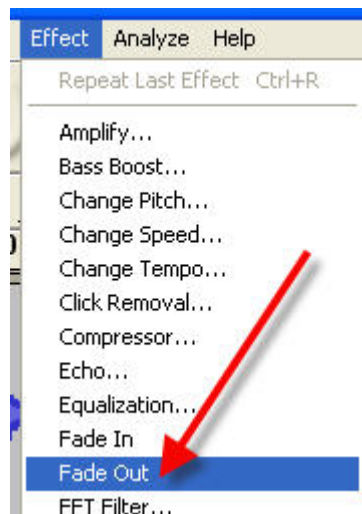
19. You can also add music introductions or have background music playing throughout your podcasts. It is important that you use music that is copyright-free or have written permission on file. Follow the **Import Audio** process as described in steps 14 through 16 above to locate and import your music. Then, using the **Zoom** and **Time Shift Tools**, as described in steps 17 and 18 above, arrange the music to appear where you want.



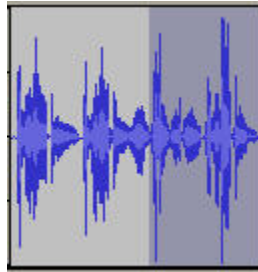
20. To fade out the music introduction, press and drag to select the end of the music track.



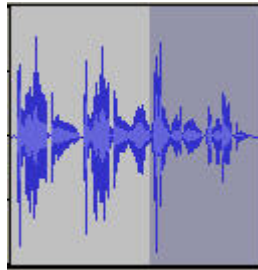
21. From the **Effect** menu item, click **Fade Out**.



22. You will see the visual of the audio track flatten to silence, indicating the **Fade Out** effect.



Before

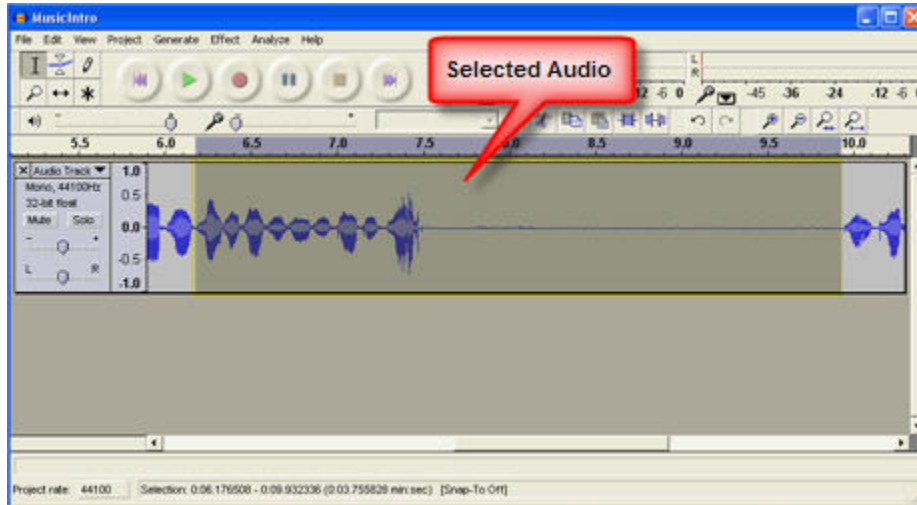


After

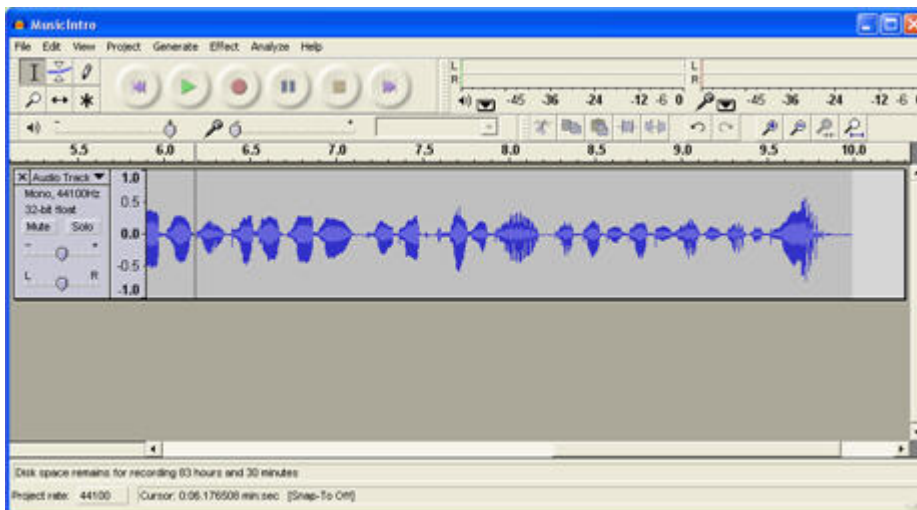
23. You can also edit your recording to delete mistakes. To do this, as you are reading and recording your script, once you notice you have made a mistake, pause for a couple seconds. Then, go back in your script and begin reading a sentence or two before you made the mistake. Continue reading your script, this time without making the mistake.



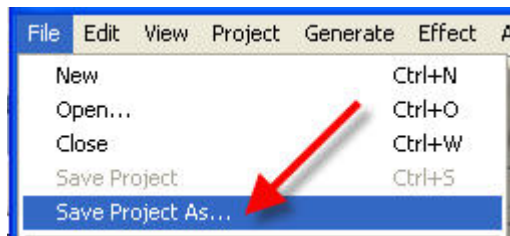
24. Once you have completed the recording, you can select the undesired segment(s) and click the **Delete** key on your computer keyboard to remove mistakes. This is made easier by using the **Zoom Tool** to stretch out the audio track so that you can see where you paused after a mistake.



25. Once you have deleted a segment, the ends will come together in a seamless track. Then you can export as an MP3 file.



26. In addition to exporting as an MP3 file, you will also want to save the **Audacity Project** itself. To do this, click the **File** menu item and click **Save Project As**.



27. At the **Warning** screen, click the **OK** button. Then, select the location and enter the filename for your project before saving.

