




How to Create a Basic Podcast

1. Open Audacity and plug in your microphone

2. Open Audacity from your desktop or start menu.
3. Plug in your microphone. (pink into microphone input, green into speaker/ headphone input or if you have a USB headset, plug it in to a USB port).

4. Record a track

5. Click the **record button**  and record yourself. Consider telling a short story or pretend you're talking to a volunteer about what you do at the library.
6. When finished, click the **stop button**  to stop recording.
7. Click the play button  to hear what you've recorded.
8. If no sound recorded you might have to go to the **Edit/Preferences** menu and click on the **Audio I/O** tab. Use the drop down boxes to make sure the correct **Playback** and **Recording** devices are selected.

9. Record, Mute and Delete a track

10. Press record again to record a new track and press the stop button when you're finished. (You won't record over anything, each time you press record a new track is created.)
11. Click the play button and notice that both tracks play at once.
12. Press the **Mute** button on one of the tracks to silence that track and click play to see what happens.
13. Delete one of the tracks by clicking the **X** in the upper left corner of the track.

14. Edit a Track

15. Click the **play button**  to listen to your recording. Listen for a section you want to delete. Some things you might want to delete are:
 16. Blank space or microphone check at the start of the recording.
 17. Vocal tics like "um," "well," and "you know."
 18. Any sentences or fragments that are awkward or that you don't want to include in the final product.
 19. Blank space at the end of the recording.
20. Click the **selection tool** . (The tools are in the upper left corner)
21. Hold down the left mouse button and drag the cursor to highlight the portion you want to delete.
22. Use the zoom tools to **zoom in**  and **zoom out**  as needed to change your view of the recording to allow for more precise edits.
23. Click the play button to listen to the highlighted area. Make adjustments to your selection as necessary.
 - o Click the **Delete** key on your keyboard to delete the highlighted portion of your recording.