



Expand Your Reach

— With Podcasting —

EASILY DESIGN AND LAUNCH YOUR PODCAST
WITH BONNIE GROESSL

Audacity Tutorial



Plugin Your Microphone

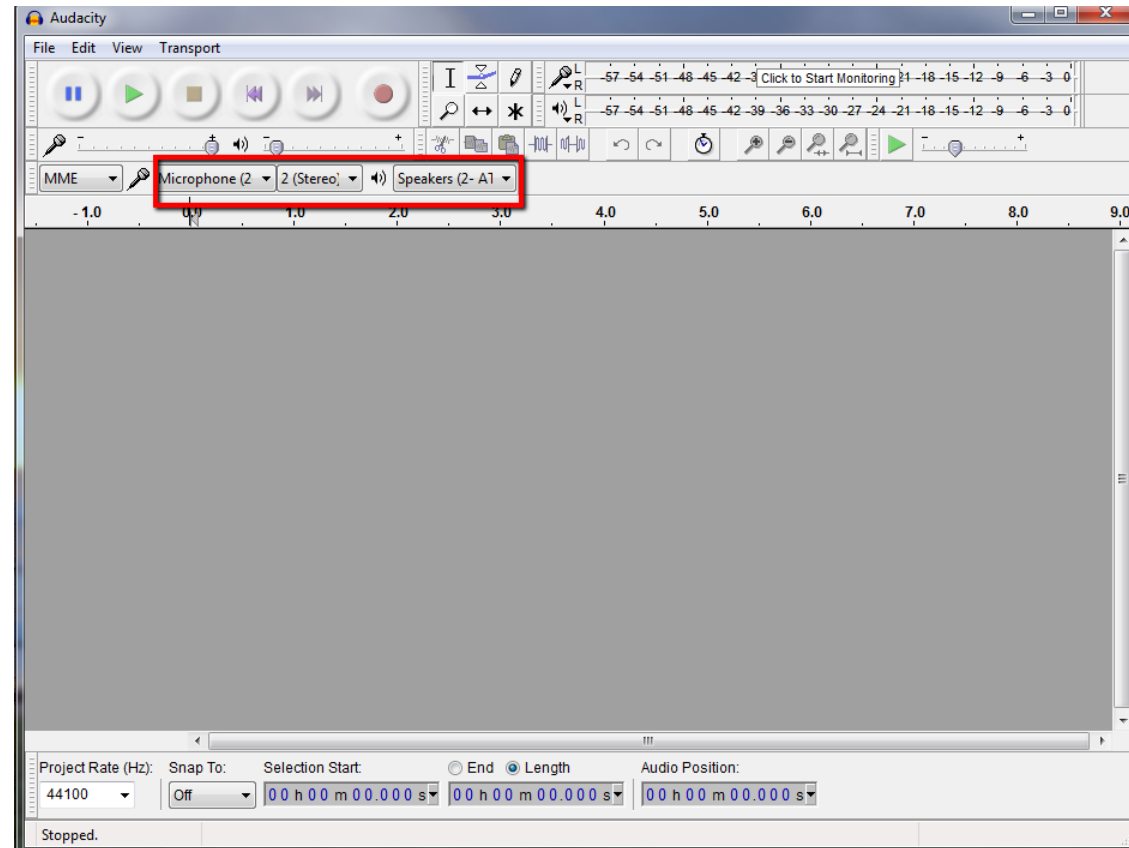


Settings

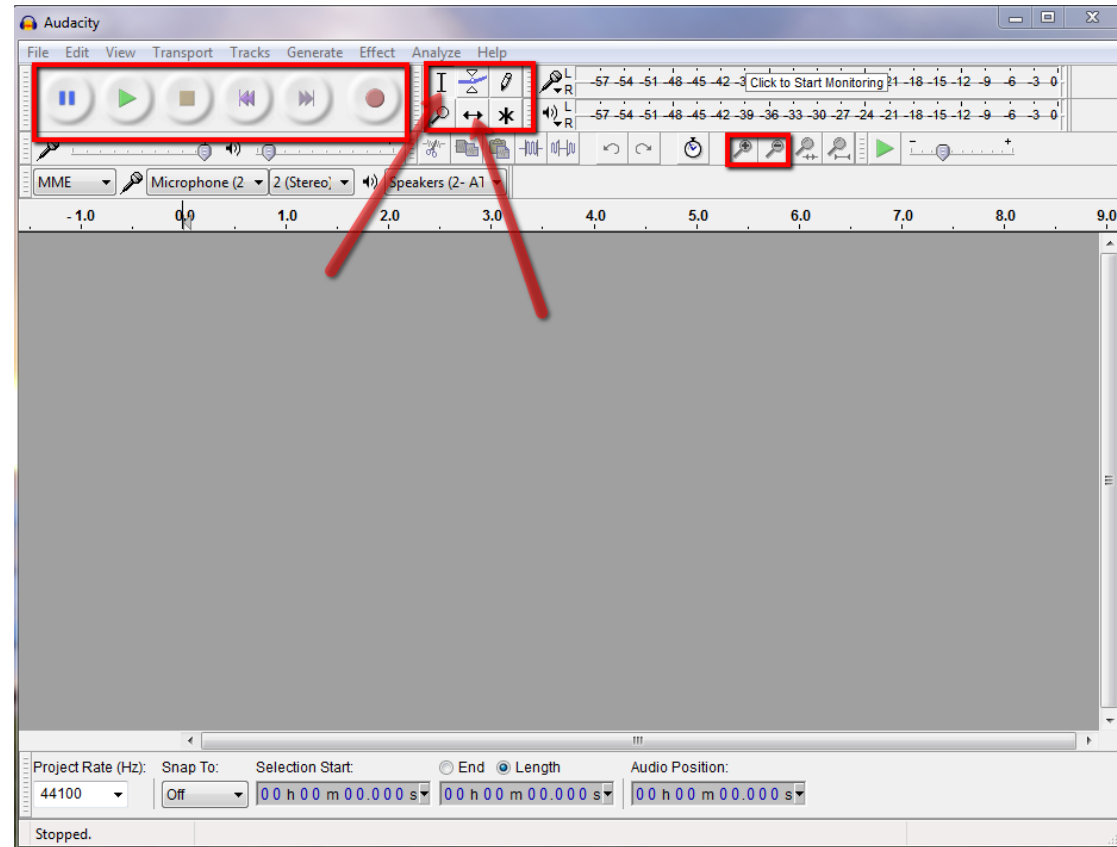
Audacity Set Up

- Plug in microphone BEFORE opening Audacity so it recognizes the microphone
- Select audio speakers
- Stereo (not mono)

Microphone Settings



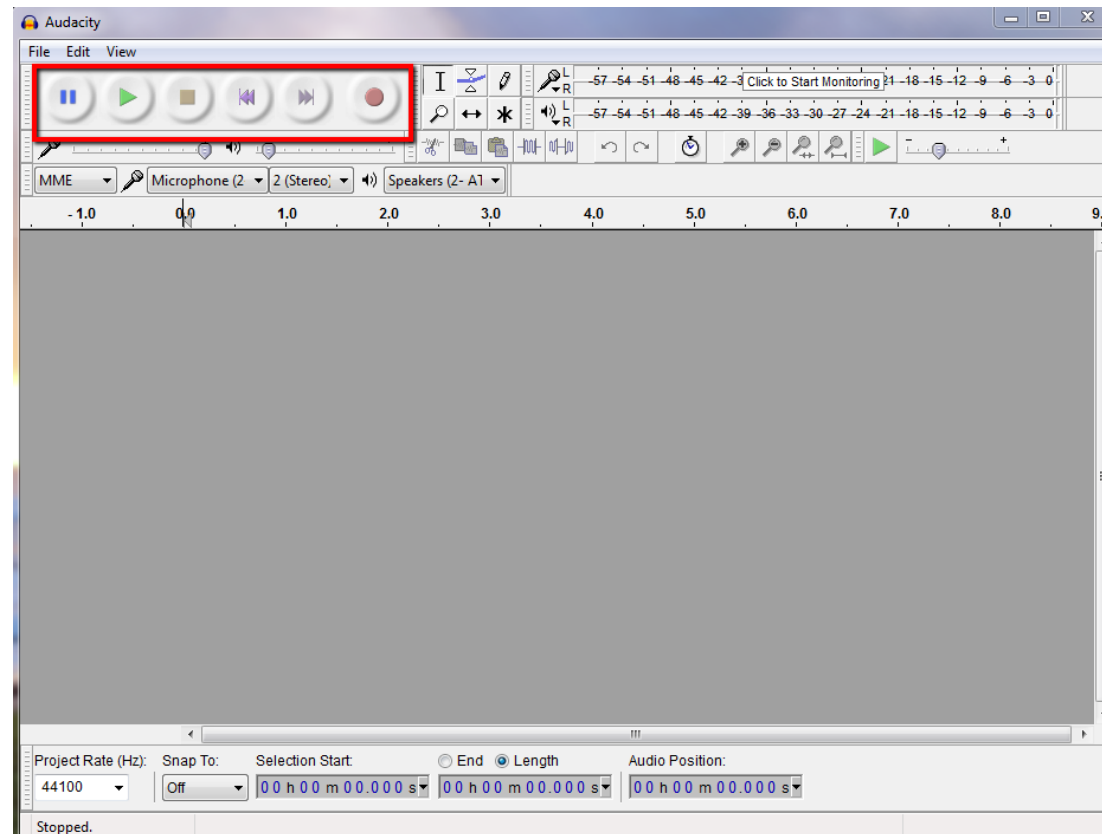
Audacity Main Tools



Pause, Play, Stop, Record

<< and >> go to beginning or end

Pause (Blue)
Play (Green)
Stop (Gold)
Go to Beginning
Go to End
Record (Red)



Scroll

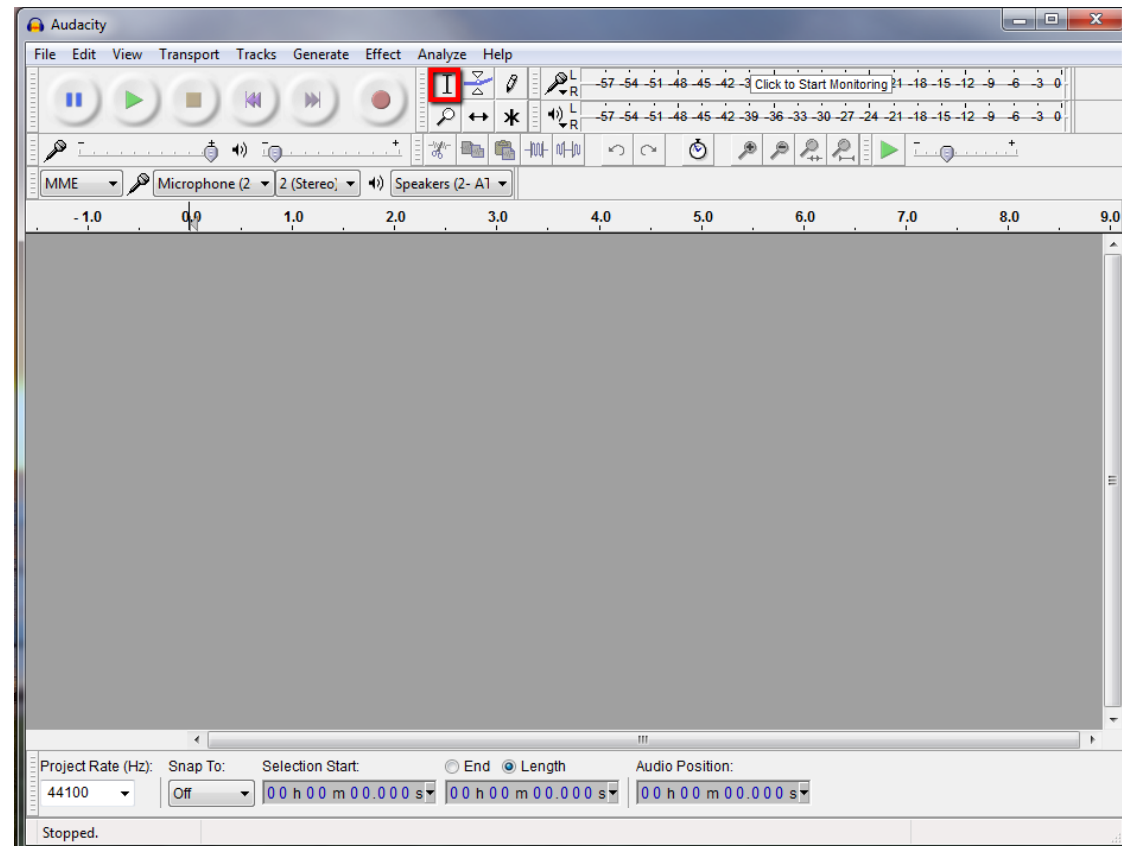
Selection Tool - Highlights the track

Scroll through a section to delete, cut or copy

Delete – use key on keyboard

Cut – Control X

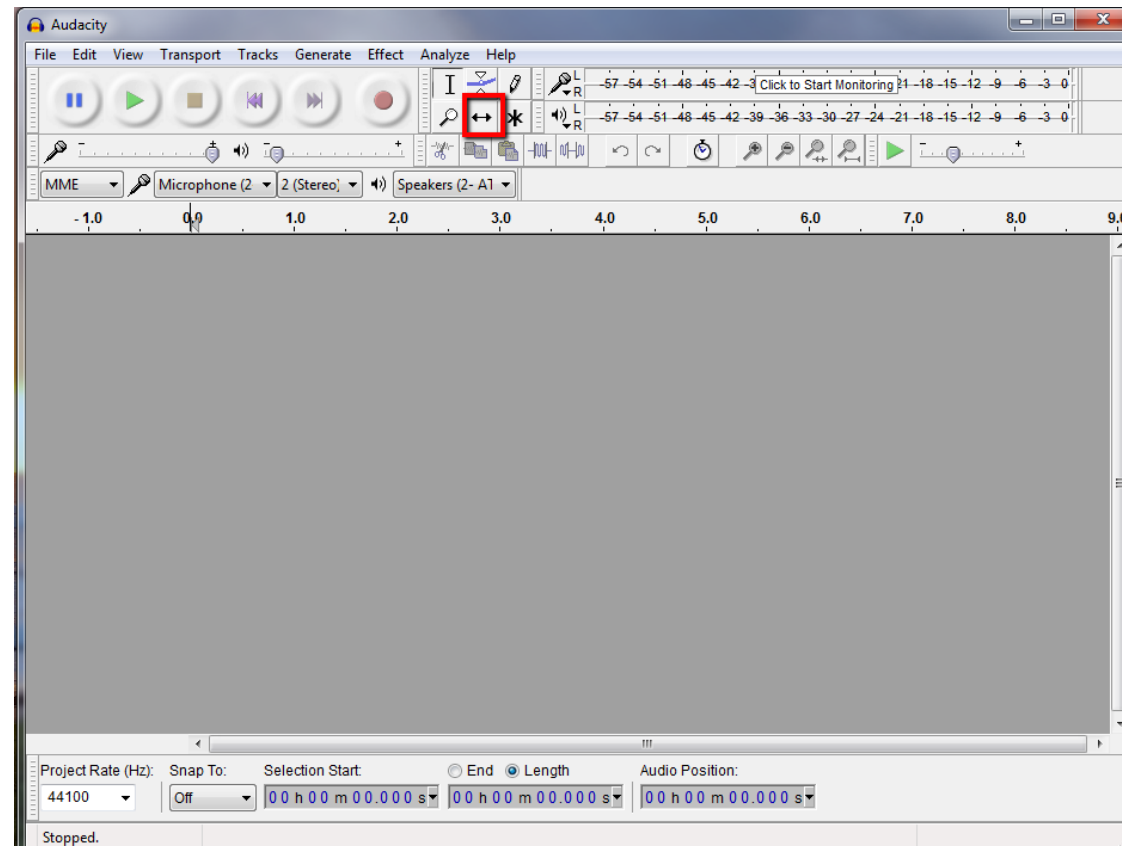
Copy – Control C



Move

Time Shift Tool - Moves the track

Can move track to line
up better

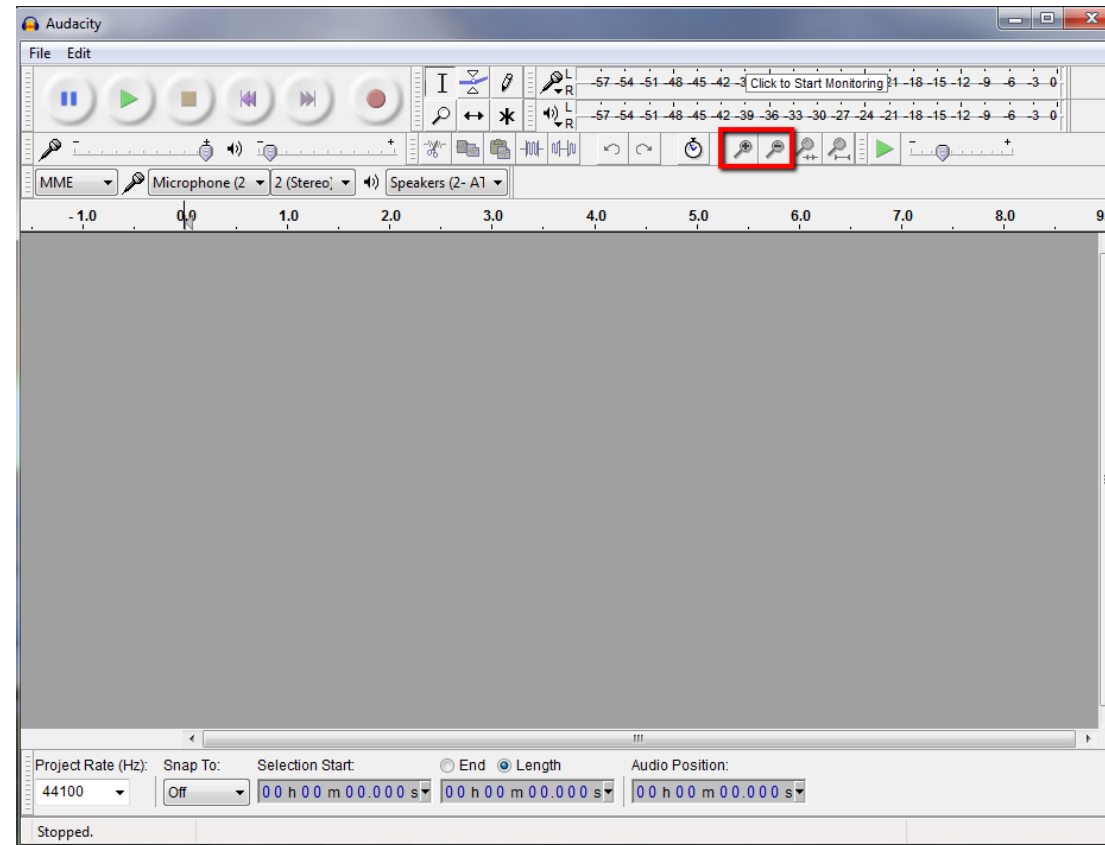


Increase and Decrease Track

Increases and Decreases the size of the track

To make it easier to see for editing, may want to enlarge the size of the track so you can see it in more detail.

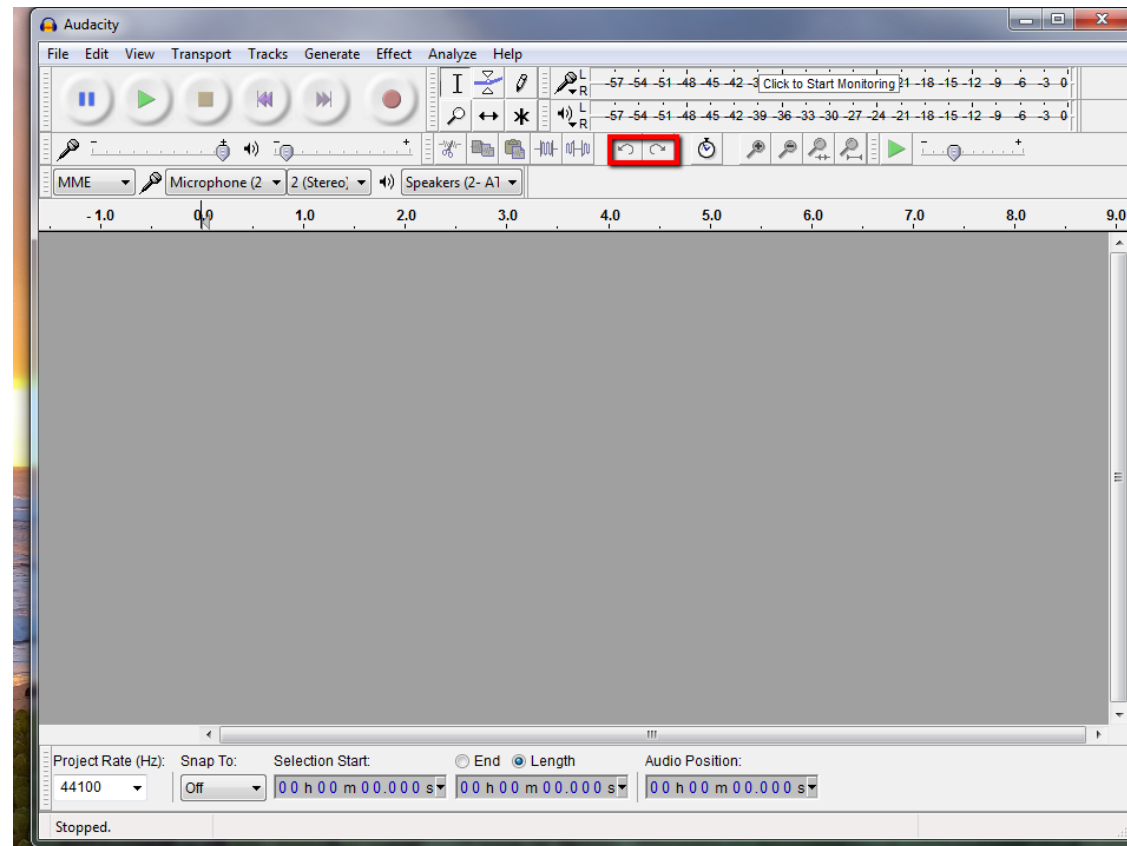
You may want to make the size smaller so it doesn't take up the entire screen and you can see it better.



Undo

Undoes and puts back previous action

You can undo and redo anything



Shortcodes

➤ **Shift R - continue recording**

➤ Control X - cut

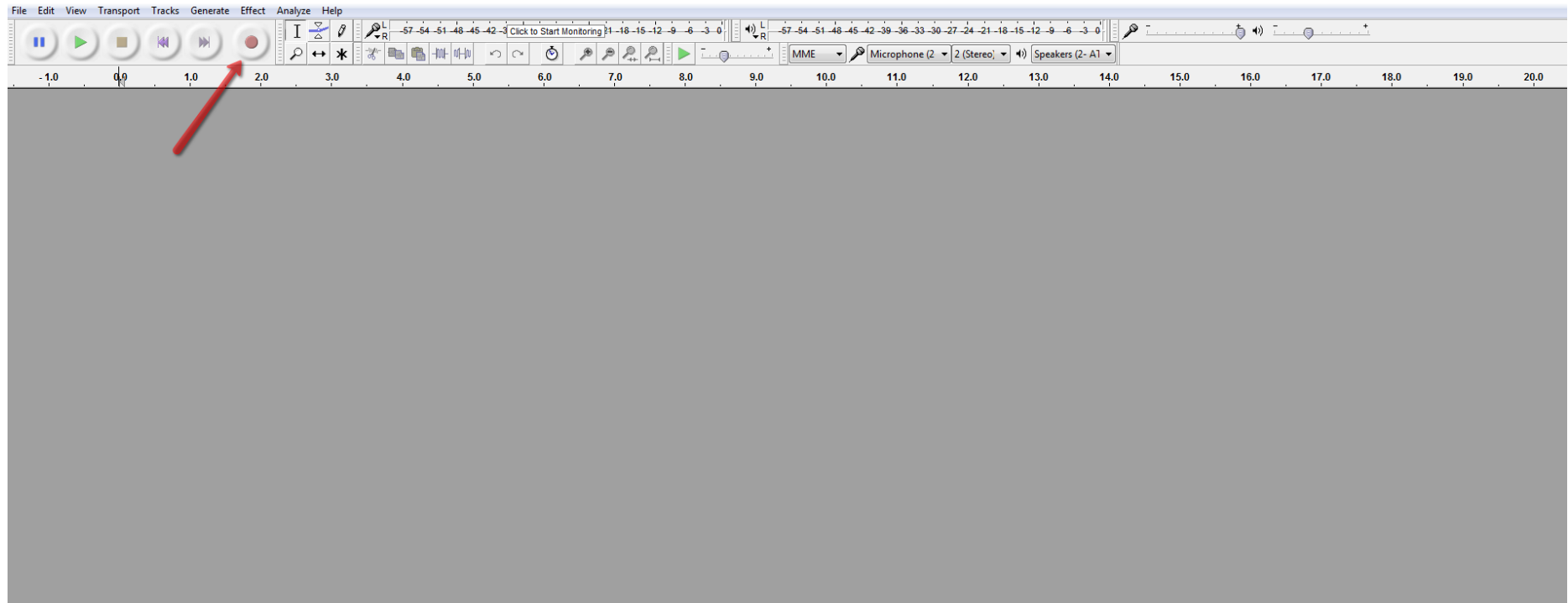
➤ Control C - copy

➤ Control P - paste

➤ Control K - delete

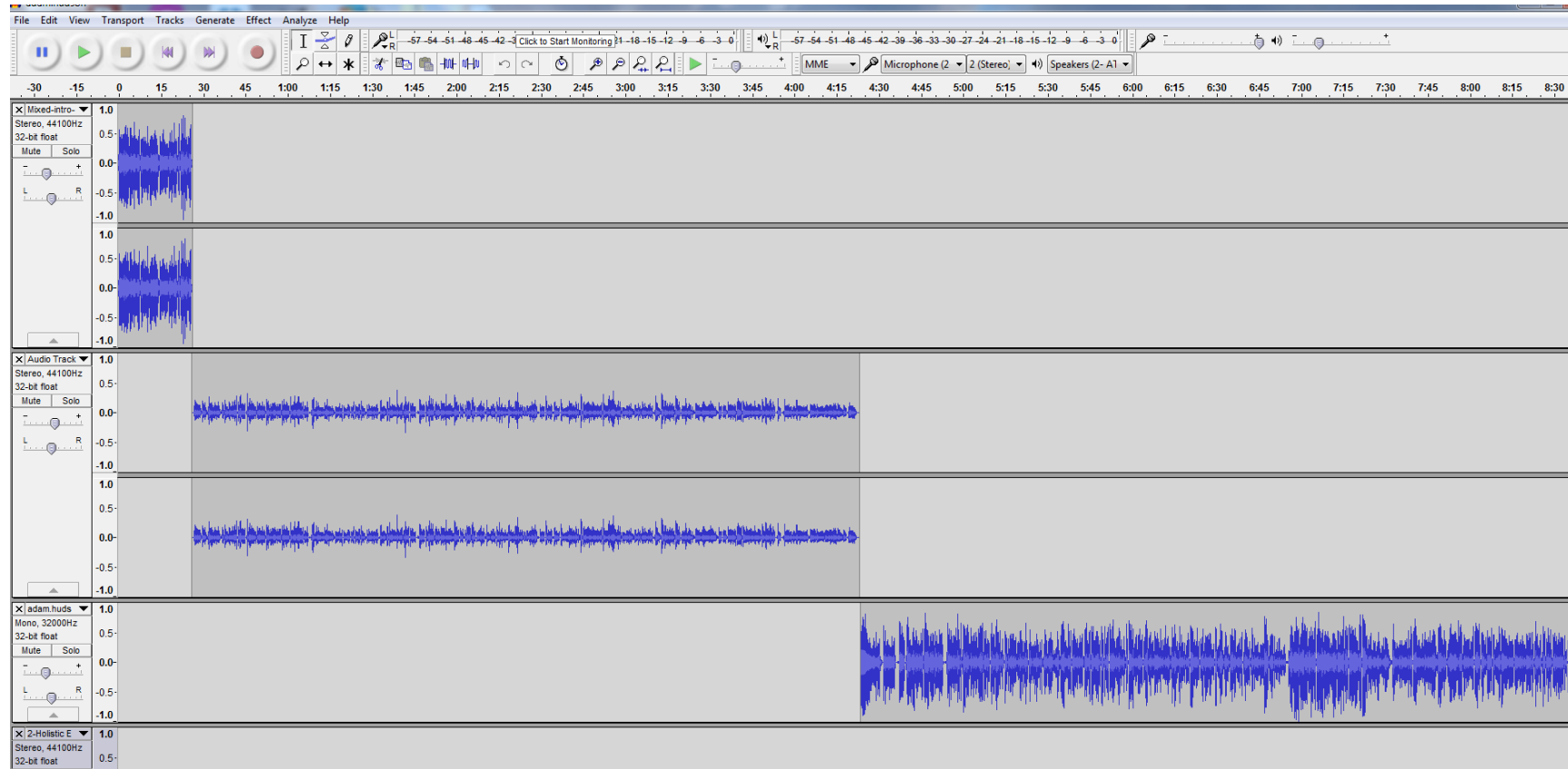
➤ Control Z - undo

Start Recording



Click the red
Record button
to begin recording

Example: Intro - Welcome - Interview



Recording a solo show in Audacity

- Red button to record
- Pause or stop (shift R to stay on same track if stopped)
- Clap or pause so you can find it in editing
- Can add intro clip before you record or silence to beginning and then add intro clip later
- Edit if necessary and export as mp3

Podcast Structure

Beginning:

- Introduction – voiceover introduction, music, clip from guest, or a welcome from you
- Welcome – if using voiceover introduction, welcome your listeners

Middle:

- Content

End:

- Close – summary or sign off
- CTA – visit me on Facebook, subscribe on iTunes, optin, etc.

Homework

- ✓ Finish up cover art
- ✓ Post draft cover art in Facebook group for feedback
- ✓ Finish up show description and introduction script if applicable
- ✓ Play around with Audacity and practice some recordings
- ✓ Record your premier show

Don't forget about "Fantastic Fridays" where we can do a screen share