Creative Families @ Home

Make a Podcast with Audacity

YOU CAN USE AUDACITY FOR FREE TO CREATE YOUR VERY OWN PODCAST AT HOME. YOU COULD READ A STORY OR POEM, PERFORM A SONG, SHARE THE NEWS OR OFFER TIPS AND ADVICE FOR HOME LEARNING. THE POSSIBILITIES ARE ENDLESS.

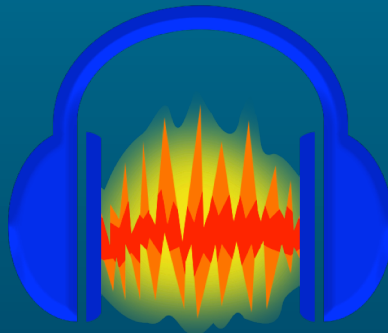AUDACITY WORKS ON WINDOWS AND MAC AND CAN BE DOWNLOADED FROM WWW.AUDACITYTEAM.ORG.

What You Need

1. A LAPTOP OR DESKTOP COMPUTER

2. A MICROPHONE THAT PLUGS INTO YOUR COMPUTER IF IT DOES NOT HAVE ONE BUILT IN. YOU CAN ALSO USE A PHONE OR TABLET THAN CAN RECORD AUDIO, WHICH CAN THEN BE EMAILED OR TRANSFERRED TO THE COMPUTER

3. HEADPHONES (OPTIONAL)

4. AUDACITY INSTALLED (SEE WEBSITE ABOVE)

5. A SCRIPT OR SHEET TO READ FROM

6. SOUND EFFECTS AND MUSIC (OPTIONAL)

7. ACCESS TO THE INTERNET ALLOWING YOU TO SHARE WITH FRIENDS AND FAMILY (YOUTUBE, GOOGLE DRIVE) (OPTIONAL)
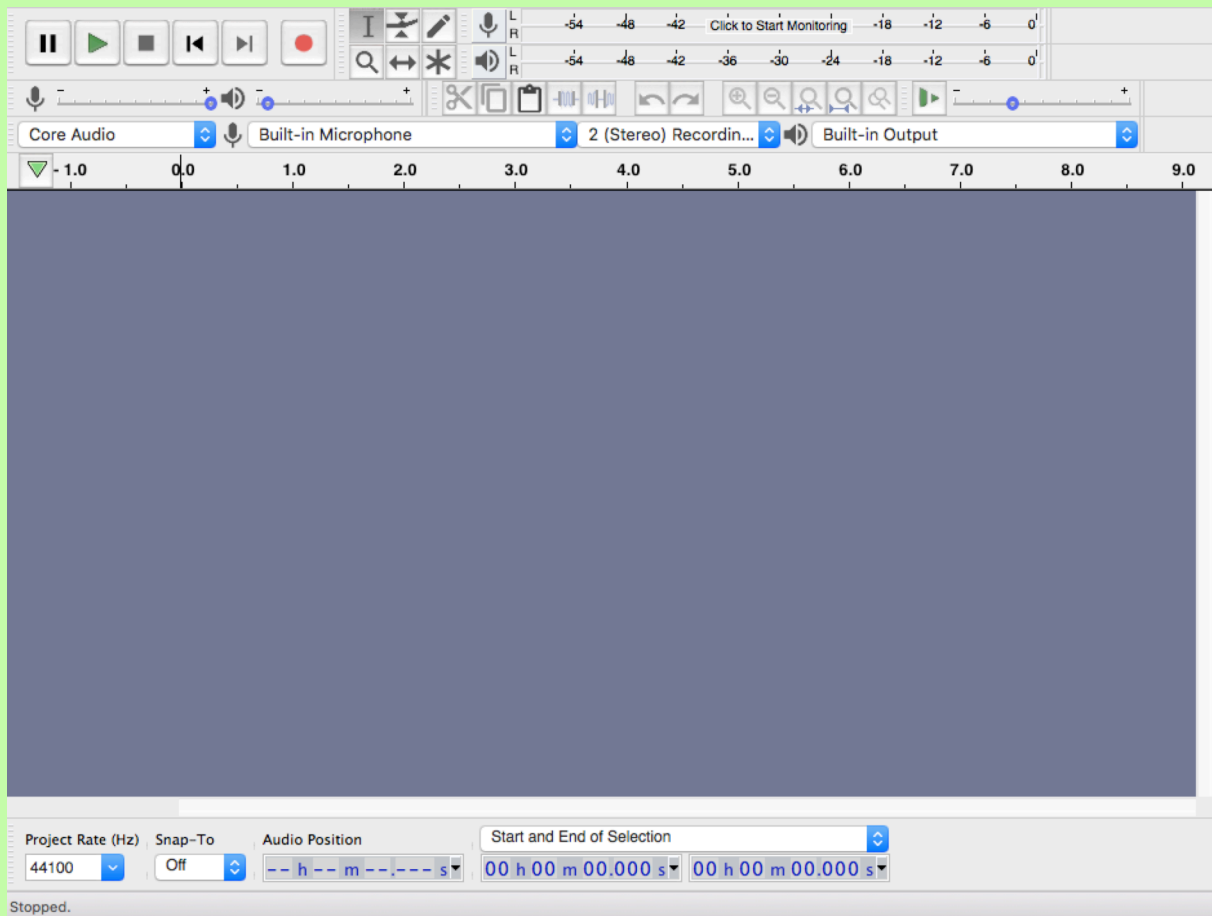
Getting Started

PREPARATION COULD TAKE AS LITTLE AS 15 MINUTES BUT THE MORE THAT GOES INTO THE PLANNING STAGE THE EASIER YOU'LL FIND THE RECORDING.

1. PLAN YOUR PODCAST. WHAT IS IT ABOUT? WHAT CONTENT WILL FEATURE? WILL YOU HAVE MORE THEN ONE FEATURE? HOW LONG WILL IT LAST?

2. SCRIPT YOUR PODCAST. WRITE DOWN WHAT YOU PLAN TO SAY. IT COULD BE WORD FOR WORD OR PROMPTS TO HELP YOU.

3. DO YOU NEED ANY EXTRAS SUCH AS SOUND EFFECTS OR MUSIC? HAVE THESE TO HAND SO YOU CAN ADD THEM AT THE RELEVANT POINTS. YOU CAN FIND FREE ROYALTY FREE MUSIC ON WEBSITES LIKE WWW.BENSOUND.COM AND WWW.IMCOMPETECH.COM. SOUND EFFECTS CAN BE FOUND ON WEBSITES SUCH AS WWW.FREESOUND.ORG (OR YOU CAN RECORD YOUR OWN!)

4. CHECK YOUR EQUIPMENT. IS YOUR MICROPHONE WORKING? HAS YOUR LAPTOP GOT ENOUGH BATTERY LEFT? DO YOUR HEADPHONES WORK (IF YOU ARE USING THEM)?

5. CHECK YOUR ENVIRONMENT. IS THE ROOM QUIET? IF NOT CAN YOU MOVE ANYWHERE QUIETER? OR CAN YOU PLAN A TIME TO RECORD WHEN IT WILL BE QUIETER.

Time to Record

1. WHEN YOU LAUNCH AUDACITY YOU WILL BE MET WITH A BLANK PROJECT LIKE THE ABOVE PICTURE. BY DEFAULT YOUR COMPUTERS BUILT IN MICROPHONE WILL BE SET AS THE RECORDING MICROPHONE. IF YOU ARE USING A PLUG IN MICROPHONE CLICK ON THE DROP DOWN BOX IN THE BAR AT THE TOP TO CHANGE IT.
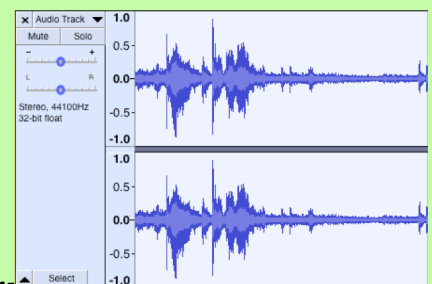
2. IT'S NOW TIME TO RECORD. GET YOUR SCRIPT READY AND PRESS THE RED RECORD BUTTON. IT WILL START RECORDING ALMOST INSTANTLY SO BE READY. WHEN YOU HAVE FINISHED PRESS THE STOP BUTTON AT THE TOP. YOU WILL SEE WAVEFORMS FOR THE RECORDING YOU JUST MADE. THEY WILL LOOK SOMETHING LIKE THE IMAGE TO THE RIGHT.

3. YOU CAN NOW PRESS PLAY AND LISTEN TO YOUR RECORDING. IF IT IS TOO QUIET, SELECT THE WAVE FORM BY DRAGGING YOUR CURSOR ACROSS IT WHILST HOLDING DOWN YOUR LEFT MOUSE BUTTON (SIMILAR TO CLICK AND DRAG). THIS WILL HIGHLIGHT YOUR AUDIO. FROM THERE YOU CAN GO TO EFFECT AT THE TOP AND CHOOSE THE OPTION CALLED 'NORMALIZE'. ONCE YOU PRESS OK IT WILL RAISE TO VOLUME OF THE AUDIO TO WHAT IT CONSIDERS NORMAL.

4. IF YOU WOULD LIKE TO DELETE WHAT YOU HAVE RECORDED AND START AGAIN SIMPLY CLICK THE 'X' ON THE FAR LEFT HAND SIDE NEXT TO WHERE IT SAYS 'AUDIO TRACK' AND RE-RECORD IN THE SAME WAY AS BEFORE.

5. TO ADD IN EXTRA SOUNDS AND MUSIC, GO TO THE TOP MENU AND CHOOSE FILE –> IMPORT –> AUDIO AND CHOOSE YOUR AUDIO FILE.

6. BY DEFAULT AUDACITY WILL PLACE IT AT THE START OF THE TIMELINE BUT THIS CAN BE EASILY MOVED BY SELECTING THE MOVE TOOL FROM THE MENU AND DRAGGING THE WAVEFORMS TO THE LEFT OR RIGHT. THE MOVE TOOL IS THE ONE SELECTED IN THE IMAGE ON THE RIGHT WITH THE 2 ARROWS FACING OUTWARDS. BE SURE TO CLICK BACK ON THE SELECT TOOL (THE 'I") WHEN YOU WANT TO SELECT ANY AUDIO FOR NORMALISING.

7. IF YOU WOULD LIKE TO ADD EXTRA VOICE RECORDINGS TO YOUR PODCAST CLICK JUST AFTER YOUR LAST RECORDING ON THE TIMELINE, THEN PRESS THE RED RECORD BUTTON. IT WILL START RECORDING FROM THE POINT YOU CLICKED ON.

8. ADD ANY EFFECTS YOU WISH. YOU CAN GET REALLY CREATIVE WITH THE EFFECTS IN AUDACITY AND IT CAN GET VERY ADVANCED IN TERMS OF AUDIO EDITING. USING THE SAME METHOD YOU USED EARLIER TO NORMALISE THE AUDIO, USE THE SELECT TOOL IN THE MENU (THE 'I') AND DRAG OVER THE AUDIO YOU WANT TO ADD AN EFFECT TO. THEN GO TO 'EFFECT' IN THE TOP MENU AND EXPERIMENT. YOU CAN USE EFFECTS SUCH AS THE GRAPHIC EQ TO TAKE OUT ANY HISS SOUNDS OR LOW HUMS BY DRAGGING THE SLIDERS DOWN AT THE FAR LEFT AND RIGHT.

9. ONCE YOUR PODCAST IS COMPLETE IT IS TIME TO SAVE AN EXPORT. FIRST OF ALL IT IS A GOOD IDEA TO SAVE YOUR PROJECT. THIS IS WILL YOU CAN GO BACK AND WORK ON IT AGAIN IN THE FUTURE AS WELL AS BACKING IT UP SO NOTHING WILL BE LOST. TO SAVE, GO TO THE TOP MENU AND SELECT FILE –> SAVE PROJECT –> SAVE PROJECT AS. CHOOSE WHERE YOU WOULD LIKE TO SAVE THE PROJECT AND CLICK 'SAVE'.

10. EXPORT YOUR PROJECT. THIS WILL SAVE YOUR PODCAST IN A FORMAT THAT CAN BE PLAYED ON YOUR COMPUTER, TABLET, PHONE. IT CAN ALSO BE USED FOR YOUTUBE VIDEOS, SOCIAL MEDIA AND TO UPLOAD AT PLACES SUCH AS SOUNDCLOUD. CHOOSE FILE –> EXPORT –> EXPORT AUDIO FROM THE MENU AT THE TOP. THE FORMAT YOU CHOOSE DEPENDS ON WHAT YOU WOULD LIKE TO DO WITH THE PODCAST BUT CHOOSING 'MP3 FILES' IS THE BEST OPTION. ONCE YOU SELECT THIS IT WILL GIVE YOU VARIOUS OTHER OPTIONS TO CHOOSE FROM. YOU CAN SAFELY LEAVE THIS OPTIONS AS THEY ARE AND CLICK 'SAVE'.

11. YOUR PODCAST IS COMPLETE! YOU CAN GET REALLY ADVANCED WITH AUDACITY. IF YOU WOULD LIKE TO EXPLORE THE SOFTWARE MORE PLEASE VISIT THE AUDACITY WEBSITE AND TAKE A LOOK AT THEIR GUIDES UNDER HELP –> DOCUMENTATION. THE WEBSITE IS WWW.AUDACITYTEAM.ORG.