

Creating a Podcast Episode Using Audacity

1. Capture audio, either by directly recording it into Audacity from your computer or by importing it from a digital audio recorder.
2. If the latter, open the file in Audacity.
3. Select the likely “dead air” at the beginning and the end of the file and delete it.
4. If your volume looks low (the profile of the file is fairly flat), select all and choose “Effect” and “Amplify”
5. If you would like to add introductory comments or music, simply file the steps above, copy that content, and paste it into the beginning of your podcast. Same thing for any closing content.
6. When you are ready to save the file, choose export as .mp3.

****If you are on a Mac, choose export as .wav – Audacity will not let you export as .mp3 on a Mac.*

Open iTunes, and import your new .wav file into your library. From the “Advanced” menu, choose “Convert selection to .mp3”

Once the conversion is complete, drag the file to your desktop or preferred file.

7. Your file is now ready to be uploaded to your directory on the Web server or directly into iTunes U.
8. Files on the Web server are now ready for download. Sample link for a file in the News directory:
<http://www.vanderbilt.edu/News/newsSound/compost.mp3>

Questions about audio? Contact Brian Smokler, (615) 343-0183 or brian.smokler@vanderbilt.edu. For a list of gear and prices, visit: <http://briansmokler.blogspot.com>