


How to Record and Edit a Pod Cast

By:

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--- Recording ---

Once you have your script written, you are ready to record. Open Audacity™ then, press a red “Record” () button at the top of the screen; to pause, press the yellow square and to play what you have recorded, press the green triangle.

--- Removing Words ---


Once you have finished recording your pod cast, listen over your pod cast for places you have messed up. Mark the spots on your script by circling the places that need change.

For example, if it’s a pause you want taken out, simply select the amount of time you want taken out by clicking where your last word stopped and the next one began. Be sure to leave enough time so the words aren’t rushed together. After you have selected the area or word you desire, go to the top of the screen and click “Delete”.

The same process works with removing words and sentences.

--- Space Between Words ---

If you need some extra time, (like if you inserted a word too close to another) record a couple of seconds of silence then you can just “Paste” that silence in to the area by: clicking the spot where you need it. DO NOT DRAG. Let me repeat that... DO NOT DRAG. Just a simple little click in the spot where you need a rest. Then click “Paste”

() at the top of the screen.


--- Mispronounced Words ---

If you have mispronounced a word, you need to: Press “Record” at the top of the screen and say the mispronounced word correctly. Now go to the freshly recorded word and drag over just the word and press “Cut”. Then you select the mispronounced word from beginning to end and press “Paste”.

--- Getting Music ---

To download music, go to Freeplaymusic.com and preview a “Thirty Second” music bit that you like. Once you found music, click on the “MP3 30” link (you really only want 15 seconds but most music is 30 seconds) which will bring up a file download screen. From there, click on “Save”. Then go to your personal file which is under “My Computer” and click “Save” when you have the correct file (yours) open.

--- Music & Sound Effects ---

To import music, go to the top of the screen go to “Project” () and go to “Import Music”. Go to your folder, and then select the music you saved. This will create a second line of audio on your screen. Now you need to decide how much music you

want playing in front of your pod cast. Usually 15 seconds is enough for a musical introduction. So you need to delete 15 seconds of the 30 second music bit you downloaded. Highlight the last fifteen seconds and delete.

Then you will need to generate fifteen seconds of silence in front of your biography. First click in front of your pod cast so the curser is at the very front of your pod cast. Go up to the top of the screen and select “generate silence”. This will bring up a small box at asks for how many seconds you want to generate. Type in 15 and click on “generate silence”. You will notice that a space has been generated in front of your pod cast.

A nice effect is to have the music fade out before your voice comes on. To do this, select 10-15 seconds of the music and go up to “Effects” (Effect) and click “Fade Out”.

If you want music at the end of your pod cast, “Import” another audio file or the same one you put at the front. You will need to generate silence in front of the second piece of audio so the music does not drown out your voice. Click in the second or third line of audio (depending if you a third), highlight the length of your pod cast; DO NOT HIGHLIGHT the music. Again select “generate silence” and the amount of minutes from your audio will already be in the “length (seconds)”. Click “generate silence”. Then to fade in your music, select the music you want to fade in, go to “Effect” and select “Fade In”.

Another effect is to have music playing behind your words. You need to lower the volume of the music by going to the left hand side of the screen (“Audio Track” box). Go down to the plus and minus sign and move the small arrow left towards the minus sign. Then listen, if it needs to be louder, go up a couple of notches.

--- Saving ---

To save, go to the top left corner of your go to “File” and click on “Export as an Mp3”. A small screen will pop up asking you or telling you that it will blend the lines of audio. Click “yes” or “ok”. Then another small screen should pop up and you can put the artist (Which is you) and the title. Then it will ask you for the directory where you want to save the file, you will save it in your personal drive under your English folder.

Each time you edit your file you will need to “save as” “Export as MPE file”.

There are many other effects that you can do, so go for it and be sure to share what you discovered with another person!