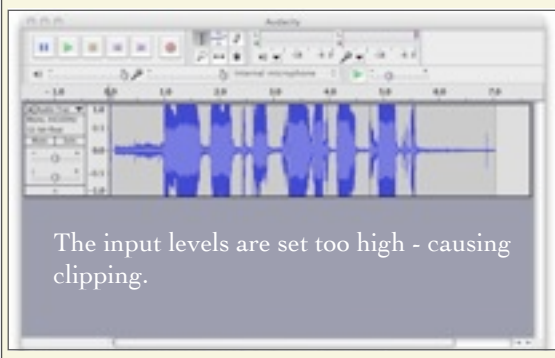


The levels in this recording are a little too low. Slide the microphone control to increase the input levels.

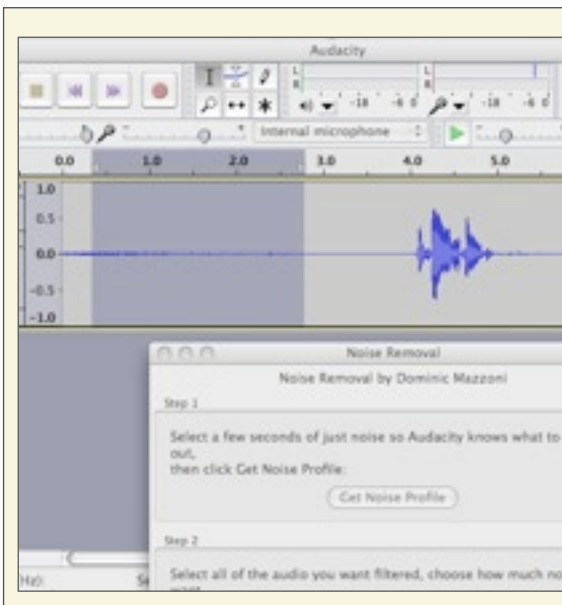


The input levels are set too high - causing clipping.

### RECORDING SOUND

The recording and editing tools in Audacity are fairly intuitive, but here are a few pointers.

- Before you start recording, save your project. Audacity crashes occasionally, so you should save regularly to avoid losing your work.
- Use the microphone slider to set the levels before you begin. You don't want your recording to be too quiet, nor do you want to see clipping.
- If you make a mistake or have to cough, don't stop the recording, just pause and carry on. It is simpler to edit mistakes out afterwards from a single track.
- Before you start to make your podcast, have a script ready - using PowerPoint as a prompt works really well. Plan what you are going to say.



### QUIET PLEASE!

Noise is your greatest enemy and can ruin your podcast - find a quiet place. Turn the AC off. Shut yourself in a cupboard as far away from other sounds as possible!

- It is a good idea to record the ambient noise at the beginning of your podcast. You can then use *Effect: Noise Removal* to filter out some of the background hiss.
- Popping sounds are easy to cut out too, but it is even better if you don't make them in the first place.

### EDITING YOUR TRACKS

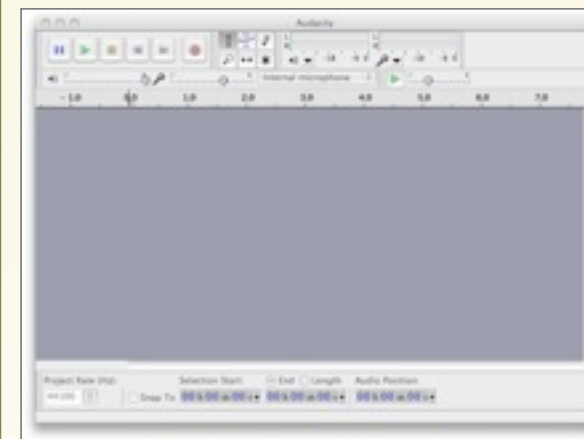
Most of the tools for editing your sound recording are found under the Edit menu. You can try various effects too - *Normalize* is very good for increasing the volume of a quiet recording.

### MP3

To turn your recording into an MP3 which can be put on the web, export your file. You will need the Lame Encoder installed on your computer

# PODCASTING

## USING AUDACITY



Audacity is free, open source software that you can download from

<http://audacity.sourceforge.net/>

Download the latest stable version or the latest beta version. The beta versions are not always stable.

Audacity cannot save files in the MP3 format, so you will need to download the Lame Encoder (links from the same site) or use a programme like iTunes to convert Audacity recordings.



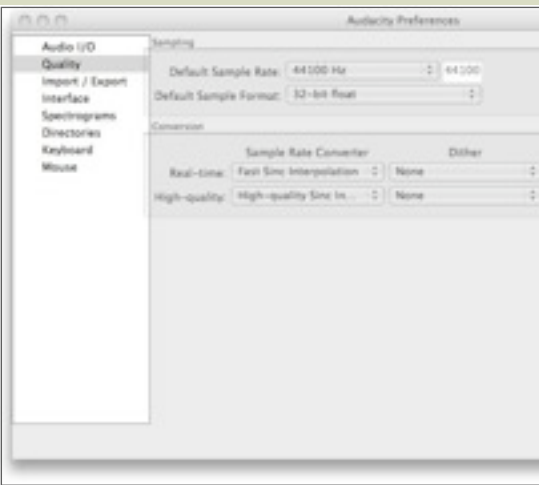
# Making a recording

## EQUIPMENT

You may have a microphone built into your computer or usb headset. These will enable you to make a basic recording, however the sound quality will be very poor. Podcasts with poor sound are horrible to listen to. If you are going to go the trouble of making a podcast, you want people to enjoy listening to it.



If you want to make great sounding podcasts you will need some specialist equipment. A reasonably cheap solution is M-Audio's *Podcast Factory* which is available in Saudi Arabia. This is a kit which includes a usb-microphone pre-amplifier, mike and stand. The preamp is necessary to transfer the signal. Usb microphones that connect directly to your computer have also become available in the last 18 months - such as those made by Blue and Audio Technica.



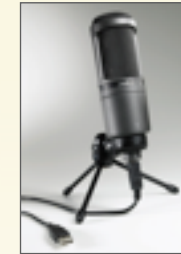
## SETTING UP AUDACITY

*Before you start making a podcast you need to set up Audacity. You should change the quality of recording to 44100 Hz, and the Audio I/O to Channels 1 (mono). This will keep the size of the file down - making it faster to stream over the internet.*



## MICROPHONES

*You can use the built in microphone on your computer or headset, but you will get much better sound with a specialist microphone and a pre-amp. USB microphones are also available.*



## MOBILE RECORDING

An alternative to computer bound recording is to use a digital recorder such as M-Audio's Microtrack. Together with a good quality microphone, these devices make it possible to create high

quality recordings onto compact flash cards, without being tied to the computer. They are ideal for using around the school or handing to the kids. Unfortunately they are not cheap.



## POP FILTERS

To get a good sounding recording you need to get close to the microphone. As soon as you do that there is a good chance that you will record a horrid popping sound with every plosive you make. To avoid this you need a pop filter of some sort.



## MICROPHONES

There are two types of microphones, dynamic and condenser. The best broadcast sound for voice will come from a large diaphragm condenser microphones, but you will need a large budget and a studio setup. A cheaper, tougher and more practical solution might be a dynamic microphone like the Shure SM58 or the Electrovoice 635A. Mikes like the Electrovoice or the Sennheiser shotgun have tight pick-up patterns and are good for recording in less than ideal situations.