

Podcasting Using Audacity and GarageBand: A Reference Guide

Mike Putman
Ball State University

Using Audacity

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

Setting Up

Once Audacity is downloaded and installed, there are several things that should be done to ensure the quality of the recording and maintain a small file size. Each of the following can be found within the Preferences (PC: Edit > Preferences; Mac: Audacity > Preferences)

File Saving

Locate the Directories tab. Within this tab, select the location that you would like to store the files. Select OK.

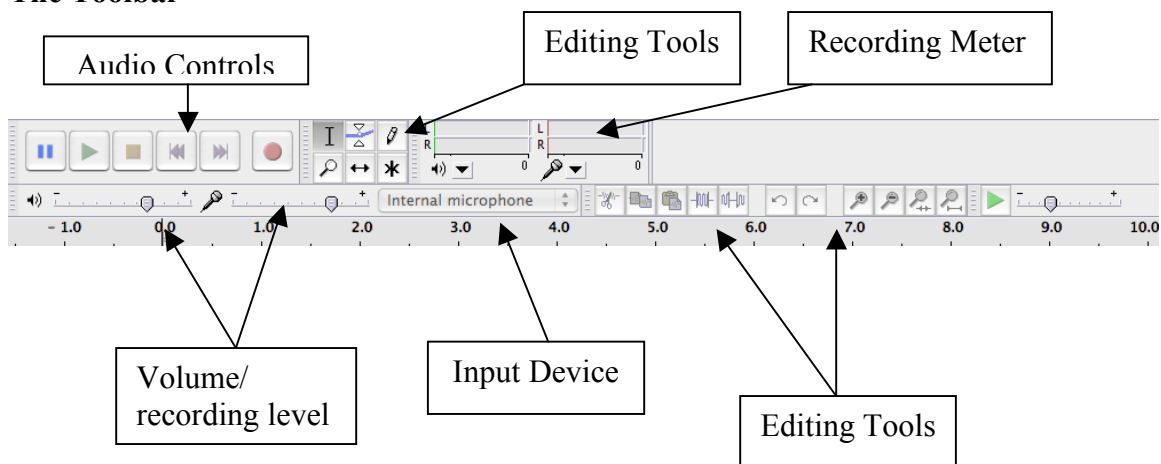
Sound Quality

Locate the Quality tab. The default rate (44100 Hz) is recommended, but lowering this number will create a smaller file size (at the cost of quality).

For PC users, you can also control the quality of your recording within the File Format tab. Near the bottom, you will see an area called Bit Rate. The default is 128 – lowering this number will decrease the file size without sacrificing too much quality.

Before recording, be sure to familiarize yourself with the toolbar (below). You will want to make sure that you have the appropriate input device selected and that the recording level is low enough that you do not have poor quality recording.

The Toolbar

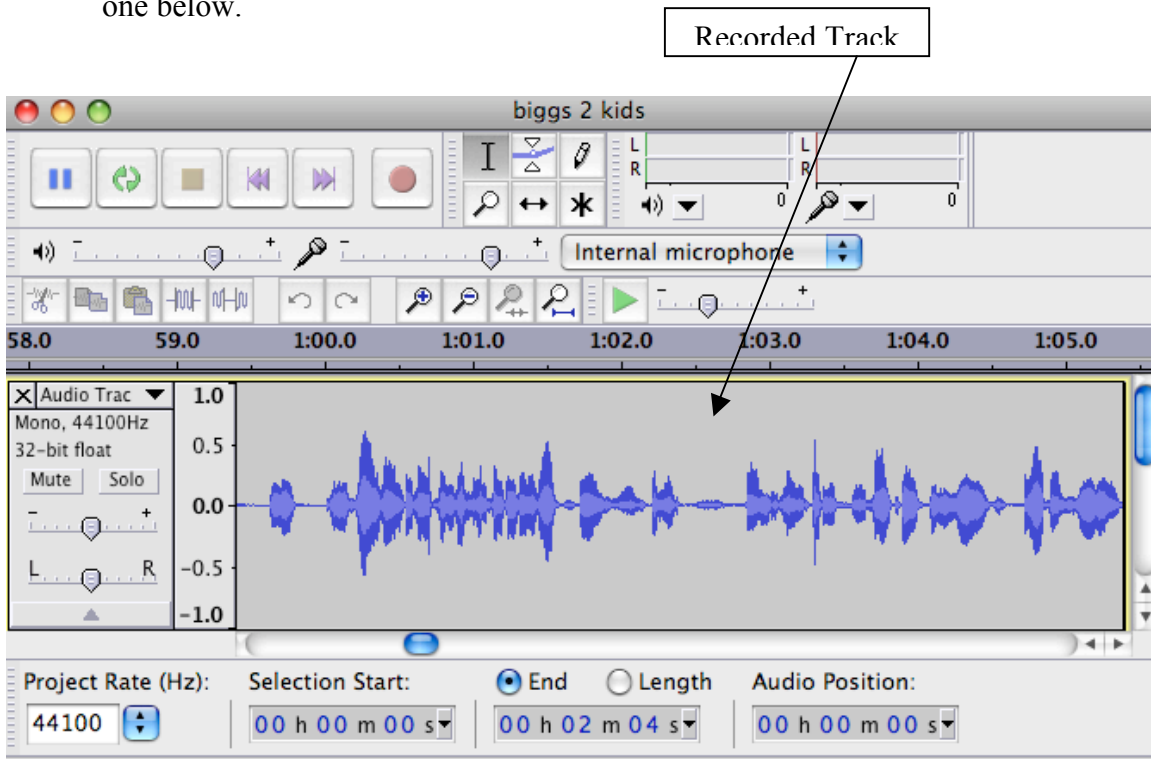


Recording

1. Click the red Record button. An audio track will appear in the main window.
 2. Begin speaking into the microphone after the track appears.
- Note: If the Recording Meter continually registers in the far right area (usually

indicated by red, you should lower the recording level or move further away from the microphone.

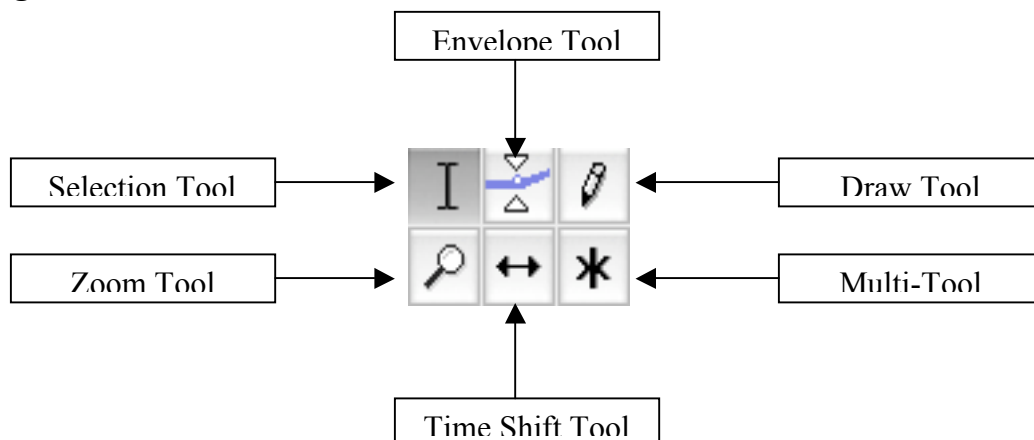
- To stop, click the yellow square. You will now have a recording similar to the one below.



Playback

- To review from the beginning, click the left-pointing double arrows. To play from a location within the track, click the cursor at the appropriate spot.
- Push the green arrow.
- To stop, click the yellow square.
- If you do not like the track you recorded, clicking the “X” in the upper left corner of the recorded audio track will close it without saving it. (PC users – don’t close the whole program by clicking the “X” for the main Audacity window.)

Editing Tools



1. Selection Tool – allows you to select portions of the audio
2. Zoom Tool – zooms in or out on a particular section to help with high quality editing
3. Time Shift Tool – allows you to move tracks within a “window”
4. Multi-Tool – lets you use more than one tool at once
5. Draw Tool – you must zoom in to hundred-thousandth of a second and then can modify small bits of sound
6. Envelope Tool – allows large sections of audio volume to be change

There are also a variety of editing tools just above the time bar including (in order): cut, copy, paste, trim from selection, silence selection, undo, redo, zoom in, zoom out, fit selection in window, and fit project in window.

Exporting

Unfortunately Audacity does not let you export your new podcast to .mp3 without first downloading the LAME Encoder. This is most easily downloaded at the same time you download Audacity. When you attempt to export an .mp3 for the first time, Audacity will ask you to locate the following file: libmp3lame.dylib. Once you do this for the first time, you will not be prompted to do so again.

To Export:

1. Click File > Export
2. Name the file and select the location you wish to export to.
3. Select the file format (.mp3 offers the smallest file with the greatest flexibility).

When the export is complete, you have an .mp3 file ready to publish using your chosen method of disseminating your podcasts.

Using GarageBand

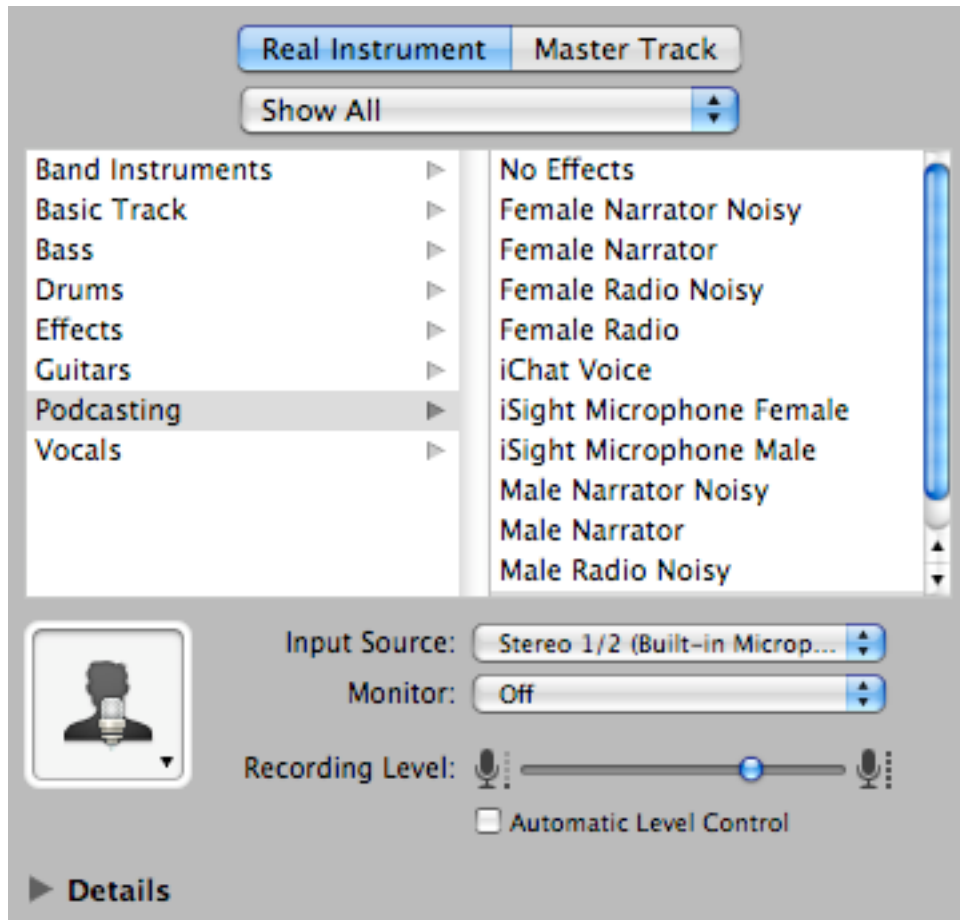
The Toolbar



Setting Up



1. Select File > New
2. Select "Create New Podcast Episode"
3. In the "New Project from Template" window, name your file and locate where you would like to store the project.

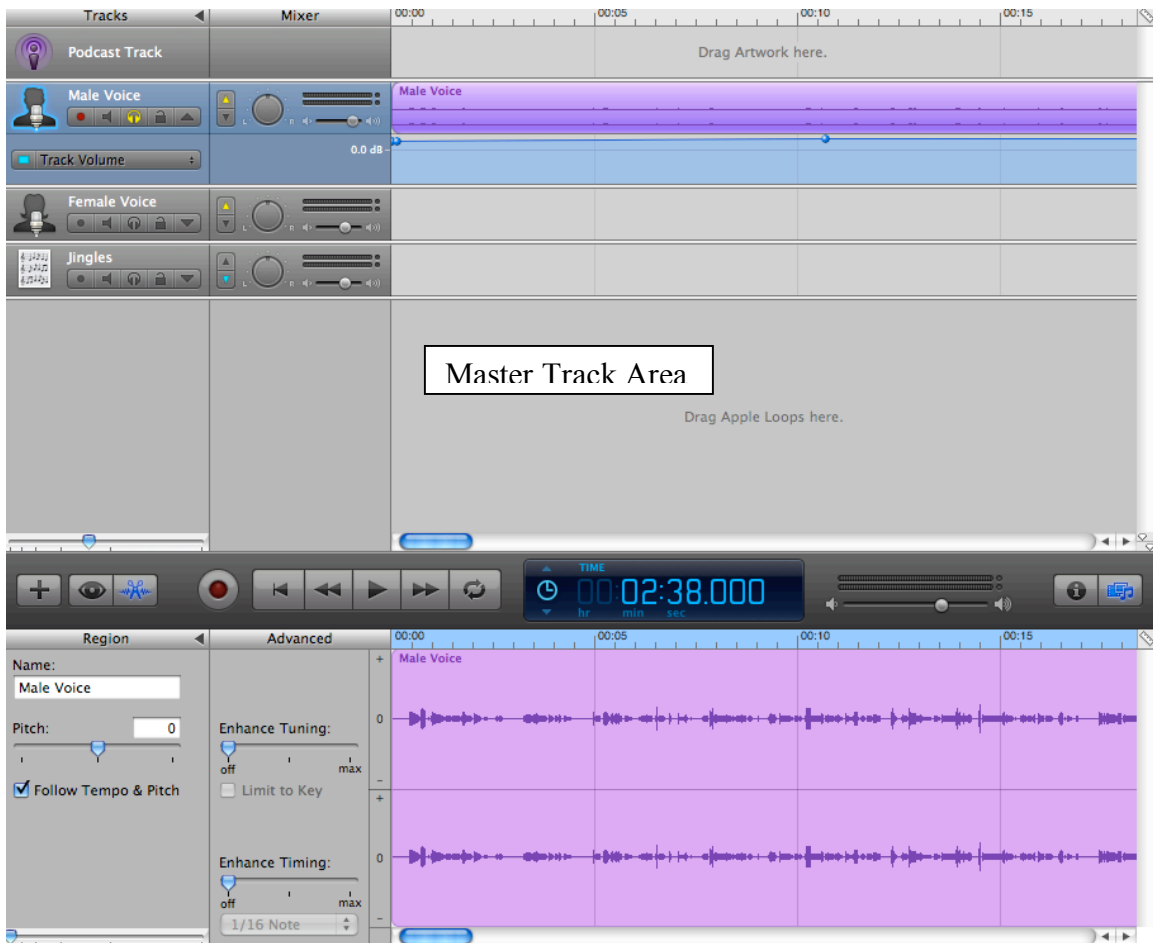
Make sure your microphone is ready. If you are using an external microphone, you will be prompted regarding its use as you GarageBand starts. If you would like to change the microphone once you enter, double click on the track you would like to record in (see below to add a track). The following will appear in the lower right corner of the main window:




In this area, select your Input Source and adjust the Recording Level appropriately. As with Audacity, you do not want the recording levels to continually reach to the far right (showing red) as this will affect the quality of the recording.

Recording

1. Before beginning to record, select a track in the main window from those included by default (male voice, female voice, jingle).
2. If you would like to add a new track, click the  button.
3. To begin recording, click the red button within the audio control area. You will see the track you have highlighted begin to show a box containing the audio you are creating.
4. To stop, you will need to click the  in the audio control area as GarageBand does not have a stop button. The recorded track will look like the one below.



Playback

1. To review from the beginning, click the left-pointing single arrow.
2. Push the play  button.
3. To stop, click the play button again.
4. If you do not like the track you recorded, click once in the recorded audio track in the Master Track Area, which will then highlight. Click the delete key and the audio recording will be removed.

Editing

Editing in GarageBand is a fairly simple process. Most of the work will be done in the editing window (shown within the Toolbar section). Once a track is recorded, you can cut, paste, and delete portions by placing the cursor in the editing window and selecting the portion of text you would like to work with.

To perform very precise editing, you can control the time indicator in the window by sliding it to the left or right. Sliding it to the right will provide divide your recording into

smaller segments (i.e. tenths or hundredths of a second) and sliding it to left will limit your level of detail by increasing the measure shown.

To adjust the location of tracks

1. Click on the audio you would like to move in the Master Track Area.
2. Hold the cursor down and move it to the desired location. This can be done within the same track or moved to various others if you are preparing a podcast with numerous layers of tracks.

Exporting

Publishing your new podcast is a fairly simple procedure with GarageBand.

1. Click Share > Send Song to iTunes.
2. Name the file and select the format for the podcast to be exported to iTunes in. Selecting .mp3 provides you with the most flexibility as the file can be moved.
3. Move the .mp3 to the appropriate website or blog to publish it.