

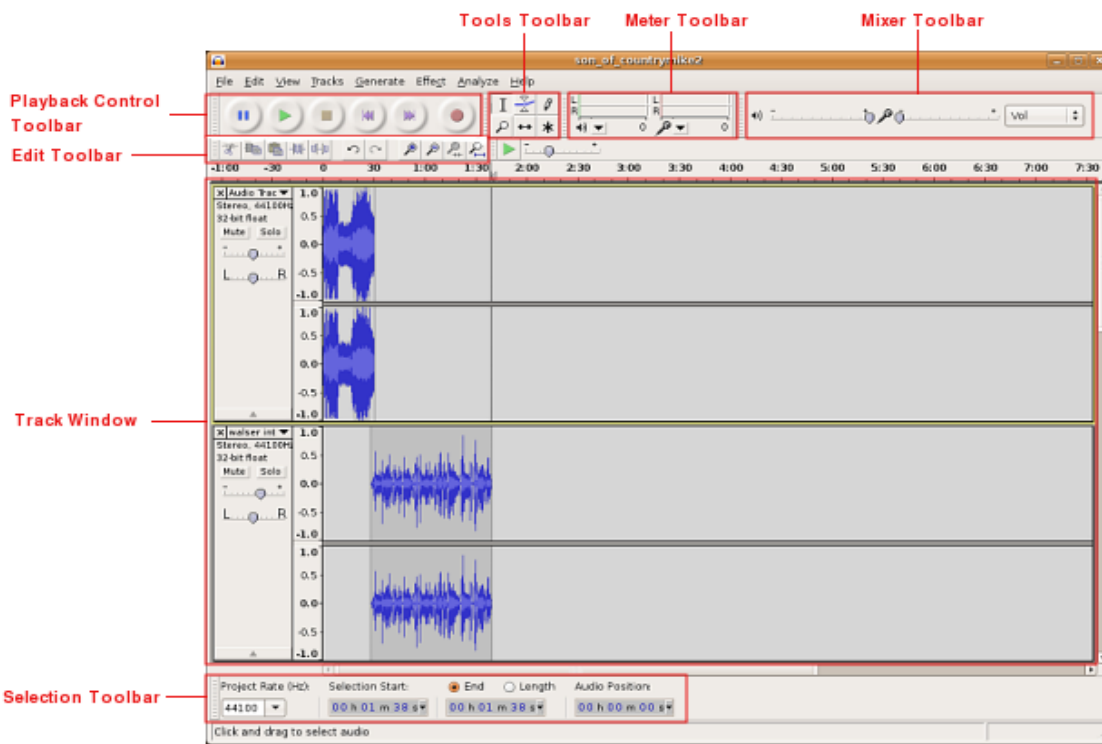
Recording a Podcast using Audacity

This tutorial aims to provide a brief guide for using the free and open source software [Audacity](#) to create a audio podcast.

[Audacity](#) is available for Windows, Mac OS X, and Linux operating systems. It can be downloaded from the following link. <http://audacity.sourceforge.net/>

The Audacity Interface

Audacity is a full-featured audio workstation. For the purposes of recording a simple audio podcast though, we only need to be familiar with the general interface and the Playback Control Toolbar.



Playback Control Toolbar



The **Playback Control Toolbar** functions much like the buttons on a DVD or CD player, or perhaps more accurately the buttons on a tape deck. It enables you to preview parts of your project and add (record) new ones.



moves the cursor to the start of the project.



plays your project from the position of the cursor. Use to listen to the audio in your project.



pressing the record button will record a new track from your computer's sound input device.



pause playback or recording. Press again to unpause.



stops playback or recording.



moves the cursor to the end of the project.

Setting Preferences

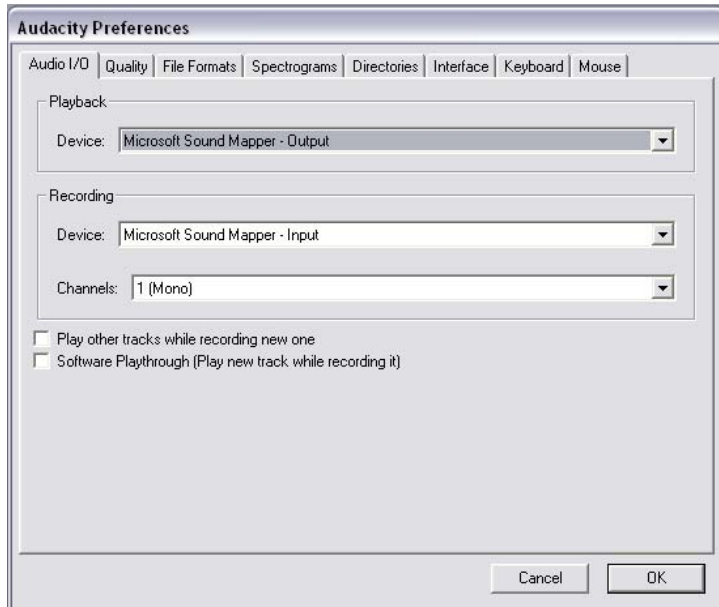
Preferences modify the default behavior of Audacity. Before you start using Audacity you should change a few of the preferences; these are listed below.

To change your Audacity Preferences:

- Open Audacity;
- Under the **Edit** Menu, choose **Preferences**;
- Select the tab on the left for the settings you wish to modify.

Audio I/O

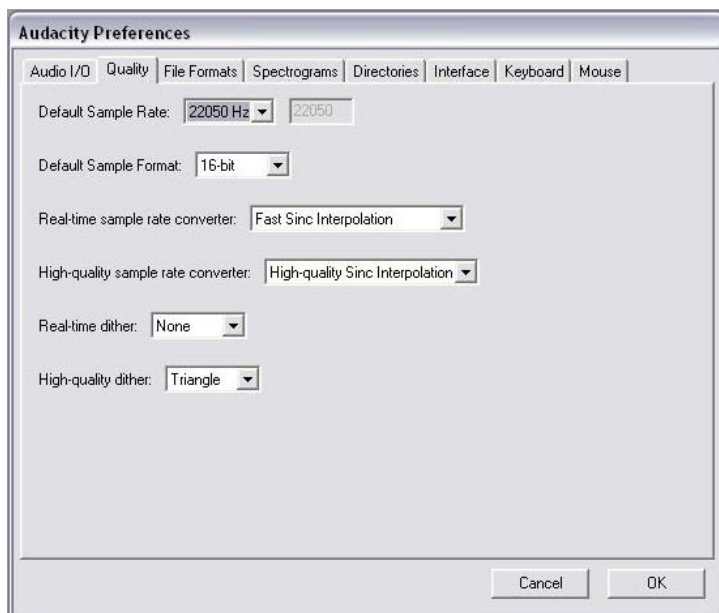
Make sure your recording device is selected in the *Recording* -> *Device* drop down menu. This may be a plug in microphone or a laptop's built-in microphone.



Quality

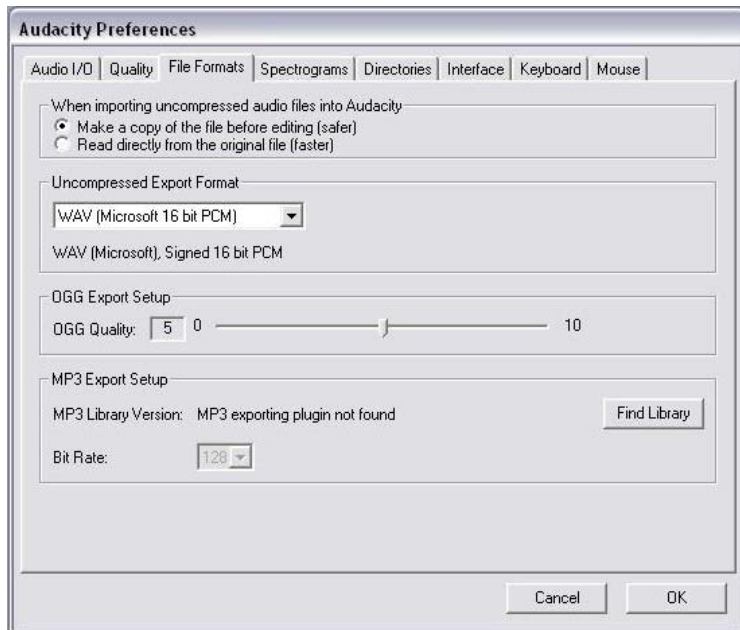
Click on the **Quality** tab.

If you are only recording people talking try starting with a **Default Sample Rate** of 22050 Hz and a **Default Sample Format** of 16-bit.



File Formats

Under the "File Formats" tab, select the "Make a copy of the file before editing" option.



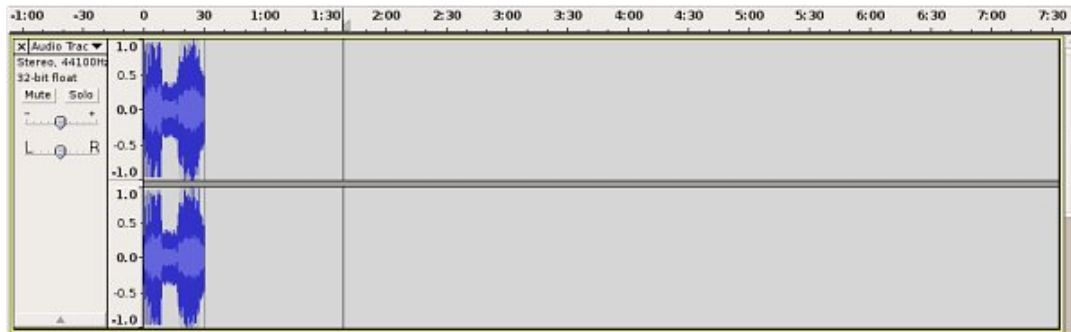
Recording

The basic element of an Audacity project is the track. A track is any audio recording or sound clip that you either record using a microphone into Audacity itself, or import into the program from an already existing file on your computer.

With Audacity open and a microphone plugged in and ready to go, click on the red **Record** button on the **Playback Control toolbar**.



This will automatically open a new track in the **Track** window and commence recording. You should, if all is going well, see a track appear in the main window in the grey area below the controls, displaying the waveform of your captured audio as you record.



To stop recording, click on the **Stop** button



Saving the Recording

To save the recording just made, go to the **File** menu (**Audacity** menu on Mac OS X) and select **Export**. After selecting the **Export** option you will be asked for a filename and the filetype to export your project as; select either **.wav** or **.aiff** format and save the file to a location on your hard drive.

If the resulting file is larger than 10 MB, please contact spie at journals@spie.org for instructions about how to submit the file using our FTP site.