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**Laurie Edwards**  
**Introduction to Audacity**

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## **Audacity**

Audacity is a free, easy-to-use, multi-track audio editor and one of the more popular free audio editors used for creating podcasts. It can be used with Windows, Mac, Linux, and most other operating systems.

## **Audacity 101**

- Click on the red button to record your track!
- To edit out sections of your recording, just select the part of your track you want to remove, then hit “delete” on your keyboard.
- You can split tracks by selecting the point in the clip you wish to divide, then go to Edit > Clip Boundaries > Split.
- You can move tracks by dragging and dropping them with your mouse.
- Save your project by going to File > Save Project > Save Project (or Save Project As, if you are just creating your podcast project).
- Finished? Export your project before sharing your recording! Go to File > Export > Export as an MP3.

## **Helpful Videos and Sources:**

Audacity for Beginners: <https://www.youtube.com/watch?v=DjhllsLH32I>

Audacity for Podcasting: <https://www.youtube.com/watch?v=xl-WDjWrTtk>

## **Key Terms**

- **Track:** a single audio channel or stream.
- **Multi-track:** an audio recording or channel with more than one track or recording of sound. Another term for this is “multimedia.”
- **Clipping:** splitting audio into separate sections or making “clips.”
- **Waveform:** the curve within a track showing the volume and duration of individual sounds.
- **Mixing:** the process of audio production, or mixing tracks of recordings, music, and other desired media.
- **MP3 File:** the most general audio file format. Others include .wav, .mp4, etc.

## **Tips for Getting Started on Your Podcasts**

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- Develop a detailed script first and indicate when specific types of audio and media should be included.
- Involve multiple voices through interviews. One person talking without interacting with another person or media is probably not interesting.
- Read the script out loud to practice so the recording sounds natural. You want it to sound like a dialogue, rather than you reading off a script.

### Tips for Audio Recording

- Start recording well in **advance** and do several **takes**
  - The original recorded audio is often much longer than the actual podcast episode.
  - Do not record everything at once! Break your script into segments that you can record several takes individually.
  - **Editing often takes much longer than the actual recording!**
- Find a quiet space to do any audio recording
- Use headphones or microphones to capture your audio
- Reserve space at the Digital Media Commons in Snell Library for professional studios and equipment!

### Fair Use, Copyright, and Public Domain Resources

Here are some resources for finding creative commons and public domain media. Don't forget to provide credit!

- Free Music Archive: <https://freemusicarchive.org/>
- BBC Sound Effects: <https://sound-effects.bbcwind.co.uk>
- Internet Archive Audio library: <https://archive.org/details/audio>
- Partners in Rhyme: <https://www.partnersinrhyme.com/pir/PIRsfx.shtml>
- The Public Domain Review: <https://publicdomainreview.org/collections/>
- Musopen: <https://musopen.org/>
- CC Mixer: <http://ccmixter.org/>
- Creative Commons Search: <https://search.creativecommons.org/>
- Free sound effects : <https://freesound.org/browse/>

For more information:

- Copyright and Primary Sources:  
<http://www.loc.gov/teachers/usingprimarysources/copyright.html>
- Fair use guidelines: [https://www.lib.purdue.edu/uco/CopyrightBasics/fair\\_use.html](https://www.lib.purdue.edu/uco/CopyrightBasics/fair_use.html)
- Fair Use Handout:  
<https://github.com/NULabNortheastern/digitalassignmentshowcase/blob/master/>

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[audio-editing\\_podcasting/fa22-nieves-HIST5237-audacity/Copyright-fair-use-handout.pdf](#) (to change)

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