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**HUSV 3900: Social Policy**  
**Emily Mann**  
**Introduction to Podcasting and Audacity**

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**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."
- **White Noise/Ambient Noise:** the background noise that is picked up when recording. This can include machines hums, talking, or sounds from the surroundings (i.e. cars and people).
- **Mixing:** the process of audio production, or mixing tracks of recordings, music, and other desired media.
- **MP3 File:** the most commonly used audio file format. Others include .wav, .mp4, etc.

**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 first creating your podcast project).
- Finished? Export your project before sharing your recording! Go to File > Export > Export as an audio file format (MP3 or wav).

**Helpful Videos and Sources:**

Audacity for Beginners: <https://www.youtube.com/watch?v=DjhIlsLH32I>

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

Free sound effects: <https://freesound.org/browse/>

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Find slides and more at <http://bit.ly/diti-spring2020-mann>

**Questions? Contact us!**

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