

Margaret Lion

Dedication

This text is dedicated to my students.

Thank you.

Objectives

Welcome to Introduction to Podcasting. This text was created for <u>K200 Computer</u> <u>Technology in Public Health</u>. This text will introduce you to podcasting concepts and give step-by-step instruction on using Audacity a free audio editor.

After completing the work given in these pages, you will be able to:

- Identify podcasting concepts
- Launch Audacity
- Import audio tracks into Audacity
- Edit tracks in Audacity
- Save tracks in Audacity
- Create a fade in and fade out using Audacity
- Complete cut, copy, and paste functions in Audacity
- Open files created in Audacity
- Convert Audacity projects to .mp3 format

Introduction

Welcome to the wonderful world of podcasting! Podcasting is a great and inexpensive way to communicate with a worldwide audience using the Web. Podcasts consist of audio or video files that subscribers can download to their computers.

Think of podcasting like a magazine subscription. For example: You may see a copy of "Kinesiology Today" in a store. You pick it up and look through it. You like it, so you purchase it. Once you get home you read the magazine cover to cover. It is great and you want more. So, you subscribe to the magazine and every time a new issue is released, you get it in the mail. Podcasting works on a similar basis. If you find a podcast that you like, you can subscribe to it using software called a podcatcher (example: iTunes). Every time a new episode comes out, you can have it downloaded to your computer for your listening and/or viewing pleasure.

Below are some wonderful podcasts. Depending on how you are viewing this material, you may need to Ctrl+click open the links.

- <u>Digital Gardening</u> The podcast for the Indiana University Digital Gardener Initiative. Podcast explores the issues of digital literacy and how universities can prepare students for the technology future. View <u>Website</u> for information.
- <u>IU Podcast Portal</u> Great place to find podcasts created by Indiana University faculty, staff, and students.
- <u>PotterCast: The Harry Potter Podcast</u> Fans of Harry Potter have made this podcast discussing everything from book topics to the movies.
- <u>Renaissance Festival Podcast</u> This podcast features music that can be heard at Renaissance festivals, such as Medieval and Renaissance music as well as Celtic music. This podcast is Web based.
- <u>Strokecast</u> This an autobiographical and informational podcast on surviving a stroke. New information and other shared stories about having a stroke are shared. Visit <u>Website</u> for more information.
- <u>Welcome to Night Vale</u> This is a fictional (or is it) podcast of twice monthly updates from the community radio station. Combine <u>Friends</u> and <u>Lovecraft</u> <u>Country</u> and you've got this excellent podcast. Visit <u>Website</u> for more information.

Note: You can hear the individual episodes on the above Websites without downloading them. You can download them individually too.

In K200 you will make an audio file ready to use for podcasting. This will also give you experience in creating an audio file for any purpose such as uploading to YouTube, adding to your own Website, etc. In this textbook you will create an audio podcast file using Audacity. This textbook was written for PC computers. Mac users may have to adapt the instructions for their use.

The only acceptable file types for audio podcasts for this class are .mp3. Any other file type might not work for all listeners and will not be acceptable for grading.

You will not be publishing your files to a podcatcher for the world to hear; just the basics of audio file creation.

Let's get started!

First Step – Download Files

You will begin by downloading and unzipping your student files for this project: *podcasting -student-files.zip* access through the link below.

- 1. Click or Ctrl+click <u>podcasting-student-files.zip</u> to access and save to the Desktop.
- 2. Go to your Desktop and locate the podcasting-student-files.zip.
- 3. Unzip podcasting-student-files.zip.
- 4. After you unzip podcasting-student-files, open the podcasting-student-files folder that is inside your current podcasting-student-files. *Note:* The two folders occur due to how folders are zipped. This is normal.
- 5. The contents of your podcasting-audacity-student-files should look like the picture below.



Figure 1 - podcasting-audacity-student-files-folder-image

You are now ready to begin creating your audio file.

Always DO Before You Begin:

You **must** download the student files for this text. If you have not done that, go back to Introduction and follow the First Step – Download Files instructions. Make sure the podcasting-student-files folder has been unzipped and is on your computer Desktop. Once that is done, you are ready to begin creating your audio project.

Before You Begin...

Dear Reader: One of the "joys" of teaching people technology is the constant updates to the software that will make an instructional manual out of date and worthless.

Before you begin your work with this text, please note that **Audacity 3.3.3** is the version used on a PC running Windows 10. If you have another version of Audacity, you are encouraged to download Audacity 3.3.3 and use it. If you do not, just remind yourself that your version may look different. You can always go to the Web and search for instructions for your version of Audacity. Audacity always opens displaying full title and version.

Audio with Audacity

The first podcasting file you will make is an audio file using the program Audacity. You will find it on the computers in the Student Technology Center (STC) labs across the Bloomington campus. You can also download and install it on your own computer. If you want to download Audacity to your computer, go to **References** at the end of this book and click on the link Audacity Download. Your instructor may also have extra instructions in Canvas for downloading. How you wish to use Audacity is up to you.

Remember that the following instructions are written for the PC. They should also work for Mac, but Mac users should be prepared to accommodate.

Now let's examine Audacity.

Open Audacity

To open Audacity, do the following:

- 1. Click Start.
- 2. Type Audacity.
- 3. Click on Audacity in the menu to open it.

Note: If you see the How to get help in Audacity window, go ahead and close it. If you wish to access any of the links given, you can find them in References at the end of this document.

Audacity Interface

Audacity has its own set of Toolbars, Menu, and buttons. Compare the labeled picture and table below.



Note: Your screen may look a bit different depending on your screen and program window size.

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Toolbar	Purpose					
Menu Bar	Accessing all commands.					
Transport	Use for stopping, starting, or pausing file.					
Toolbar						
Tools Toolbar	Use for selecting, moving, magnifying, and					
	adding fade to files.					
Edit Toolbar	Use for cutting, copying, and pasting files.					
Timeline	Shows time in seconds and minutes.					
For a more detailed version of this graphic, go to <u>Audacity 3.3 Reference Manual</u> and look for the Guide to the Audacity Project Window .						

Importing Audio

The audio files in your podcasting-student-files folder are in .mp3 format. In order to edit the .mp3 file you must *import* it into Audacity so the file is converted from a .aup3 file to the .mp3 format.

To import your first audio file to Audacity, do the following:

- 1. Click File on the Menu Toolbar.
- 2. Click Import.
- 3. Click Audio.



- 4. Navigate to the podcasting-student-files folder on your Desktop.
- 5. Click on audio1.mp3
- 6. Click Open.



The file will now have a track name that appears in the upper left corner in the title bar. It also appears in the track itself twice. You will see it in the left side blue area known as the Track Control Panel. In that panel you will see track control commands. Be sure to locate the command buttons Mute and Solo. The up and down blue lines displayed in the track show the volume changes in the track. The thicker, or taller the lines, the louder the sound.

Press the Play button to listen to the track. You will hear: "Hello and welcome to your first imported audio file in P2OO. By importing this file into Audacity, you have converted it into an aup file. Now you can play it and edit it in Audacity. Now you can play it and edit it in Audacity. Oops that was a repeat."

This track contains two technical problems. First, at the beginning of the track there are several seconds of silence and, for some reason, a strange sound. Second, the third sentence is repeated twice, and the speaker mentions the mistake.¹ These mistakes must be removed.

Cutting the Track

You do not want mistakes in your file. To remove the mistakes, you will need to cut the problem areas. To cut the track, do the following:

1. Click on the Selection Tool. It looks like a capital I.



- 2. Click inside the audio track.
- 3. **IMPORTANT NOTE ABOUT TOOLS**: You **MUST** click inside the audio track. This means you need to make sure your mouse pointer is over the blue lines that signify the volume in the track. **Do NOT** click anywhere else as that will make editing very difficult.
- 4. Click and drag over approximately the first two seconds of the recording to select it. Notice the picture below. See how the selection section starts at the beginning of the track and ends after the first bump in the file. The selection area is a lighter color.

¹ The noise that you may hear at the beginning is the sound of the mouse button clicking on the script for the clip. The repeat is an intentional mistake. No really. -Ms. Margaret Lion



5. Press the Delete key on your keyboard. **OR:** Right click the selected area and from the new window select Cut.

The mistake is now gone.



The MOST Common Mistake Made in Audacity: BIG

Note: If nothing happens when you click Cut or press the Delete key, look at your Audio Control buttons. If the Play, Pause, or Record buttons are active, you cannot edit your track. Press Stop and then you will be able to edit.



The Pause button is on when dark grey.

Save Your Work – First Time

It is important for you to save your work often. In fact, every five minutes is a good idea. The first time you save your work you name it and put it in the proper storage location. To save your work for the first time in Audacity, do the following:

- 1. Click File from the Menu Toolbar.
- 2. Click Save Project, then from the new menu, click Save Project As...
- 3. A Warning will appear. It is letting you know you are changing the file format. This is what you want to do so click OK.



- 4. Click OK. The Save Project As... window will open.
- 5. Go to the Desktop and open the **podcasting-student-files** folder.
- 6. Name this project Lastname_Firstname_Podcasting_Audio.aup3.
- 7. Click Save.

View Timeline - Zoom

Audio editing requires a close look at time. You must be able to see a usable timeline. Currently the Timeline displayed in Audacity starts at 0 has a few small lines denoting seconds and then the number 5. This can be difficult to use. To make Timeline show the correct seconds, do one or both of the following:

Using Keyboard Shortcuts

To Zoom In, do the following:

- 1. Press the keyboard buttons Ctrl+1.
- 2. Your Timeline should now show each second written like this: 1.0, 2.0. It will look similar to the picture below.



- 3. You can also Zoom Out.
 - a. If your Timeline does not look similar to the picture, try alternating between Ctrl+1 and Ctrl+3.
 - b. Make sure the Timeline makes sense to you.

Using View in Menu Bar to Zoom

If you prefer, you may use the tools provided in the menu bar where you can control the view using commands from a menu. To use View in Menu Bar, do the following:

- 1. Click on View in the Menu Bar.
- 2. Click Zoom.
- 3. A new window will appear. It should look similar to the picture below.
- 4. From the new window you can click Zoom In once. If your screen looks satisfactory, you may stop. If not, continue clicking Zoom In. You may also click Zoom Out to change the Timeline size again.
- 5. *Note:* The previously mentioned keyboard shortcuts can be found in this menu if you forget.
- 6. **REMEMBER:** You may need to horizontal scroll depending on the size of your window and your task.

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Special Note About Below Time Instructions: There are times given in the instructions below. They are to be used as rough guides for your work. For example, if the instructions say 7.0 seconds and you have your line under 6.75, that is perfectly fine. If your files do not match up exactly with the given times, that is alright. Being off for a few seconds is allowed.

Cutting the Track to the End

You will need to edit out the second mistake where the speaker repeats herself and then points it out. This means you will cut the track starting around the 16 second mark to the end. To select to the end section of your track, do the following:

- 1. Click on the Selection Tool.
- 2. Click in the track between the 13 and 14 second mark before the second time you hear the words **"Now you can play it and edit it in Audacity. Oops that was a repeat."**
- 3. A line will appear on the track. This shows the Selection Tool
- 4. Press the SHIFT + END keys on your keyboard. **OR:** Click and drag from the selected spot to the end of the track or a bit past.
- 5. Now the section from where you put the Selection Tool to the end has been selected. It will look similar to the picture below.
- 6. To remove the highlighted track, do one of the following:

- a. Press the Delete key on the keyboard
- b. Right click on the selection and click Cut
- 7. Make sure the highlighted portion of the track is gone and your track is shorter in length than when you began.



Pick Time To Play: Note About Selection Tool: You can use the Selection Tool to start playing in any part of the track. For example, if you want to start listening to this track at the ten second mark, just click on the Selection Tool and then click on the track under the ten second marker. A line will appear on the track. Now when you press the play button, playing will start at the ten second mark.

Save Your Work

It is time to save the changes you have made. Since you have already named and saved this file you can do the following:

- 1. Click File
- 2. Click Save Project from new menu
- 3. Click Save Project from new menu again.
- 4. OR: Use keyboard shortcut : PC: Press Ctrl+S. Mac: Use Command+S.

Try saving your work again using the above steps. You will notice that Save Project on the last menu is grey and you cannot seem to click it. That is because Audacity is telling you your file has been saved therefore no new changes have been made since you last saved it.

Import Second Audio File

You can have more than one audio file in your podcast. The second file you will import is audio2.mp3. It is in the podcasting-student-files folder on your Desktop. To import the second audio file, repeat the previously given import steps.

When you have finished importing audio2.mp3, your screen should look like the picture below. The track audio2 is longer than audio1. To view the entire track, you may need to scroll right and left by using the horizontal scroll bar at the bottom of the window.



Moving A Track

Moving a track in Audacity means that you will change the time the track is heard or ends. You do this by moving the track horizontally left and right using the Clip handles. To move a track, do the following:

- 1. Move your mouse pointer over the name audio 2 in the light grey label on the top of your audio track.
- 2. Your mouse pointer will change into a hand like the picture on the right.
- 3. Click on audio2 and drag the track to the right. Stop when the left side is under the 23 second mark or close to it. You may need to use the horizontal scroll bar to view the move by scrolling to the right.
- 4. Now if you click at the beginning of this work, before audio 1 and press play, you will hear a

22.0 23.0 24.0 25.0 23 second mark. Mouse pointer is now a hand. audio2 Beginning of track.

pause between the two tracks. This is because there is nothing to hear in between the tracks. (Well, nothing yet.)

5. Save your work.

Moving Second Track for Fade-In

You will need to create a fade-in of music for this project. To do that there MUST be no speaking at the beginning of the track. Therefore, you will need to move the audio1 track. To move the audio track, do the following:

- 1. Move the audio1 track so that the left side is under the four second marker like the picture below.
- 2. Save your work.



Track Size - Viewing Your Work In Audacity

You may have noticed that depending on the placement of the audio tracks you need to use the horizontal scroll at the bottom of the Audacity window. This is because when you move a track it will often go off the screen. At times you may want to see everything in each track. Other times you may want to have more detail in the Timeline. There are many ways to determine how you can look at your work in Audacity. Below you will see instructions for using View from the Menu bar and Zoom.

View – Track Size

View lives on the Menu bar above the Stop button. It is used to access preset views of the audio tracks. This is located under Track Size. To use the preset track sizes in View, do the following:



- 1. Click on View in the Menu bar.
- 2. Click Track Size. A drop down menu will appear on the right.
- 3. Click on Fit to Width.



- 4. You will see that your audio tracks have shrunk down to fit into the Audacity screen. (See below.)
- 5. Do this when you want to see all of your work.
- 6. *Note*: When you important a new file, your tracks will automatically shrink to fit the Audacity window.



Close Audacity

To close Audacity, do the following:

- 1. Click File.
- 2. From the new menu, click Close.
- 3. *IF you have not saved your work*, a window will come up asking if you wish to save your work before closing. If you are pleased with everything you have done, click the Yes button.
- 4. *If you are not satisfied with your work*, click the No button. Your work will close without saving!

Open An .aup3 File

Now you will open your saved Audacity file project. So far in Audacity you have *imported* and *converted* .mp3 files for editing. When a file is .aup3, you open it because it is already in the correct format. You will be shown two methods for finding and opening your Audacity project. Whatever way works is the right way for you.

Method One – Find and Open File

Find Audacity Project

To find your Audacity project, do the following:

- 1. **MAKE SURE YOUR** podcasting-student-files folder **IS ON YOUR DESKTOP!** If it is not, put it there!
- 2. Go to the Desktop.

- 3. Open the podcasting-student-files folder. (*Note:* You may have a podcasting-student-files folder inside your podcasting-student-files folder.)
- 4. Your folder should look like the picture below.



5. Locate your file by name. Also look for the Audacity icon and the .aup3 extension.

Open Audacity Project

- 1. Double-click the Lastname_Firstname _Podcasting_Audio.aup3 file.
- 2. The Audacity program will open.
- 3. Your project will display in Audacity.
- 4. You are now ready to continue editing.

Method Two - Open Audacity and Find File

Open Audacity Project

To open the Audacity project through Audacity, do the following:

- 1. Open the Audacity program.
- 2. Select File.
- 3. Select Open.
- 4. Navigate to the podcasting-student-files folder on your Desktop.
- Select file Lastname_Firstname_Podcasting_Audio.aup3 and then click the Open button. *Or* double-click file Lastname_Firstname_Podcasting_Audio.aup3.
- 6. The project file should now be open in Audacity.

Fading Music In & Out with Zoom and the Envelope Tool

Think back on the last time you watched a movie or TV. Usually music will fade in, going from soft to loud at the beginning of a show and then fade-out so you can hear the show. (*Note: Star Wars* movies start with no sound and then hit with the trumpets - LOUD. That works too.) Music fading in and out at the beginning and end of a podcast is a good way to introduce the beginning and end of the program to the audience. When the music fades-in, the audience knows the podcast is about to begin. When the music fades out at the end of a podcast it alerts the audience the podcast is over. Fades are also used to introduce new topics within one podcast.

In Audacity, a fade-in/fade-out **looks** like a mountain in the audio track. It can also look like a plateau. When you make a fade-in, you are going for a slope up. When doing a fade-out, you are creating a slope down.

Since there are many ways to make fades, you are given two options in Appendix A: K200 Instructor Fade Methods at the end of this manual. Study them both. They will give you an idea about what your fade-in/fade-out should look like. Either example, or method, is acceptable for this project. The names given the methods below reflect the style of the K200 instructors. These names are not used in the world outside of K200. Yet.

Steps to Making Fades

The steps below are used to make a fade. They each feature a tool or commands used in Audacity. The steps are:

- 1. Import Music File to Fade;
- 2. Adjust Timeline to personal preference with Zoom; and
- 3. Find and use Envelope Tool.
- 4. Cut, Copy, and Paste.

Import Music File to Fade

Music is commonly used for fades. To import the correct music file for this project fade, do the following:

- 1. Import the music file danosongs.com-the-experiment.mp3 into your project. It is in the podcasting-student-files folder on your Desktop.
- 2. Once you have imported the file you will see the first two speaking only audio files look compressed. They have been made smaller, so you can see more or all of the larger danosongs file.
- 3. You may need to scroll right or left so you can see the entire danosongs track.
- 4. You will see the music track has two parts, denoting stereo sound. The music track can be edited just like the previously inserted voice only tracks.

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Figure 15– Import music track, 2020

- 5. Make sure you can see the very beginning of all the tracks.
- 6. Click the Mute button on the inside of tracks audio1 and audio2.
- 7. You will see that the once blue tracks are now grey. This denotes that they are muted and will make no sound when played.
- 8. Now when you press Play, you will only hear the music.



If you need, scroll to the beginning of the project so you can see 1.0 on the Timeline.

STOP! READ: Video Instructions!

Due to software changes, the fade instructions will be delivered through video. Click the video link below and perform the work given with Ms. Lion.

CLICK ON VIDEO HERE: Audacity Fades Summer 2023 -

<u>https://iu.mediaspace.kaltura.com/media/t/1_vd7cgfdl</u>. Or open the video and watch it in Canvas.

If you wish to read about Fades, go the online Audacity manual <u>Creating Fades with</u> the Envelope Tool.

When you have finished the fades, save your work and come back to this manual.

Music Volume: It is acceptable if you hear a little of the audio track before and after the fades. However, if the music track overpowers the audio tracks, you will need to adjust the fade to make the music softer.

Converting To An .MP3

The final step to making your file ready for podcasting is to convert it to the .mp3 format. You MUST convert it to an .mp3 for it to be acceptable as a podcasting file and to receive a grade for it in K200.

- 1. Save your Audacity project to be sure you will convert the finished version.
- 2. Click File and then Export as MP3.
- 3. The Export Audio window will open.
- 4. Go to the **podcasting-student-files** folder which must be on your Desktop.
- 5. Open the **podcasting-student-files** folder. Your view should be like the picture below.

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6. The File name text box should have the name of the Audacity project but with .mp3 at the end.

- 7. The Save as type text box should have MP3 Files showing. If it does not, click the drop-down arrow in the Save as type: menu and choose MP3 Files.
- 8. Click Save.
- 9. You will receive a warning sign about mixing tracks down. This is as it should be so click Ok.

<u> (</u> Warning		×
Your tracks will be mixed	down and exported	d as one stereo file.
Don't show this warni	ing again	

- 10. You will now see the Edit Metadata window. The metadata gives information about the .mp3 to a player.
- 11. Fill out the Edit Metadata window with the information in the list below. It will look similar to the picture below. *However, use your name and put in the correct year.*
 - a. Artist Name: Put in your name
 - b. Track Title: Audio for Podcasting
 - c. Album Title: For K200
 - d. Track Number: 1
 - e. Year: (Type current year; Example shows 2019.)
 - f. Genre: Class work
 - g. Leave Comments and Band as is. Sometimes words will appear here and sometimes they will not. This is due to the music file chosen. Words or no words here is not important so ignore it.

Tag		Value								
Artist Name	Margaret Lion									
Track Title	Audio for Podcast	Audio for Podcasting								
Album Title	For K200									
Track Number	1									
Year	2019									
Genre	Class work									
Comments										
Band	Dan-O at DanoSo	ngs.com								
	Add	<u>R</u> emove	Clear							
Genres		Template								
Edit	Reset	Load	Save	Set Default						

Figure 28– Edit Metadata Tags window, 2020

- 12. Click Ok.
- 13. Your screen may briefly show the project being exported, but don't be surprised if it doesn't.
- 14. Go to your **podcasting-student-files** folder. Look inside it to find your .mp3 file. It should look similar to the picture below.

Clipboard	dcasting-stud	Organize	New	NOTE: .aup3-shm and .aup3-wal extensions.	Select	
:55	^	Name	#	mont Audio 1 for P200	Contributing artists	Album P200 Anthem
	*	audio2.mp3		Second Imported Audio fi	Margaret Lion	P200
ds	*	danosongs.com-the-experiment.mp3		The Experiment	2	
nts	*	 Lion_ Margaret_Podcasting_Audio.aug Lion_ Margaret_Podcasting_Audio.aug Lion_ Margaret_Podcasting_Audio.aug 	03 03-shm 03-wal		Notice t	the name and
		Lion_ Margaret_Podcasting_Audio.mp	3	Concern Lt		tension.
1-22-23)
ng-student-f	files					

15. Close Audacity.

FILE EXTENSIONS: When an Audacity file is open it creates two extra files. Those extensions are .aup3-shm and .aup-wal. Do not try to edit, open, or in any way use these files. The only one you will use is .aup3.

Submit the Audio File for Grading

Submit the **Lastname_Firstname_Podcasting_Audio.mp3** into the correct section in Assignments in Canvas for grading.

You will NOT submit the .aup3 file or folder for grading. Failure to submit the .mp3 means you will receive 0 points. No exceptions.

For more information on using Audacity, go to References.

Appendix A: K200 Instructor Fade Methods

Below you will find the two methods used to create fades in K200 Computer Technology in Public Health, Kinesiology, Indiana University School of Public Health-Bloomington. The methods are named after the teachers: Mr. Lowell Furman and Ms. Margaret Lion. You may use whichever method you like. Both work.

The Furman Method

This fade-in/fade-out has a "flat top" and requires four envelope markers. The envelope markers are the white dots on the blue line denoting the music in the file. When you use this method, your work will look like the picture below.



The Lion Method

This fade-in/fade-out looks like a mountain with the music peaking and fading-out when the narrator begins to speak. This method requires three envelope markers. The third marker is placed directly underneath when the narrator begins to speak. The Lion Method looks like the picture below.



References

Audacity

- <u>Audacity Website</u> Official Website of the software Audacity.
- <u>Audacity Download</u> Download software from official Website.
- <u>Audacity Document</u> Links to manual, tutorials, and FAQ.
- <u>Audacity Manual</u> View current manual.
- <u>Audacity Tutorials</u> Step by step instructions on using Audacity.
- <u>Audacity FAQ</u> Provides Frequently Asked Questions about Audacity and links to informational sites and communities.

Music

- <u>Harry and the Potters</u> Official Website of the Wizard Rock band.
- Ministry of Magic Official Website of the Wizard Rock band.
- <u>Music Clips for Podcasting</u> These songs are available for use by IU podcasters.

Podcasting Information & Resources

- <u>IU Podcast Portal</u> Podcasts created at IU.
- List of Podcatchers From Wikipedia
- <u>Podcasting Legal Guide: Rules For The Revolution</u> Stay legal and respectful of created content.
- <u>Podcatchermatrix.org</u> Resource Website for information and discussion about podcatchers.
- Podcasting: The Basics; University Information Technology Services (UITS) IT Training & Education, Indiana University, Bloomington, Indiana, 2008 [Note: Title is no longer available.]
- <u>The Podcast Host</u> Everything you need to know about starting and running your own podcast.

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This text would not have been made possible without the contribution and support of those listed below. There are more to thank I am sure so if I forgot you, please let me know.

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You for choosing and reading this text

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