



Erasmus+ KA229 Project: “Headlines: More Than Meets the Eye”

C1 - Short-term joint staff training events

Deutsch Französische Gymnasium - Lycée Franco-Allemand

19th - 21st November 2018

ICT training - Web Radio & Podcasting Workshop – Telling stories in sound

**Thomas Sofias
ICT Teacher**

thomasofias@gmail.com

The aim of the workshop

To produce a podcast using the audio editor software Audacity.

Since Audacity is the perfect tool for mixing several tracks together and fading in/out different tracks, it makes it the perfect tool for podcast or radio show creation.



Obviously, in this workshop you will learn just the basics.

If someone wants to get deeper to Audacity, he/she should study the tutorial which is available in the link:

<https://manual.audacityteam.org/index.html>

What is Audacity?

Audacity is a free, open source, easy-to-use, multi-track audio editor and recorder for Windows, Mac OS X, GNU/Linux etc. The interface is translated into many languages. You can download it from the link:

(<https://www.audacityteam.org/>)

You can use Audacity to:

- Record your voice
- Insert music or record music
- Mixing music
- Podcasting & Radio
-And much more

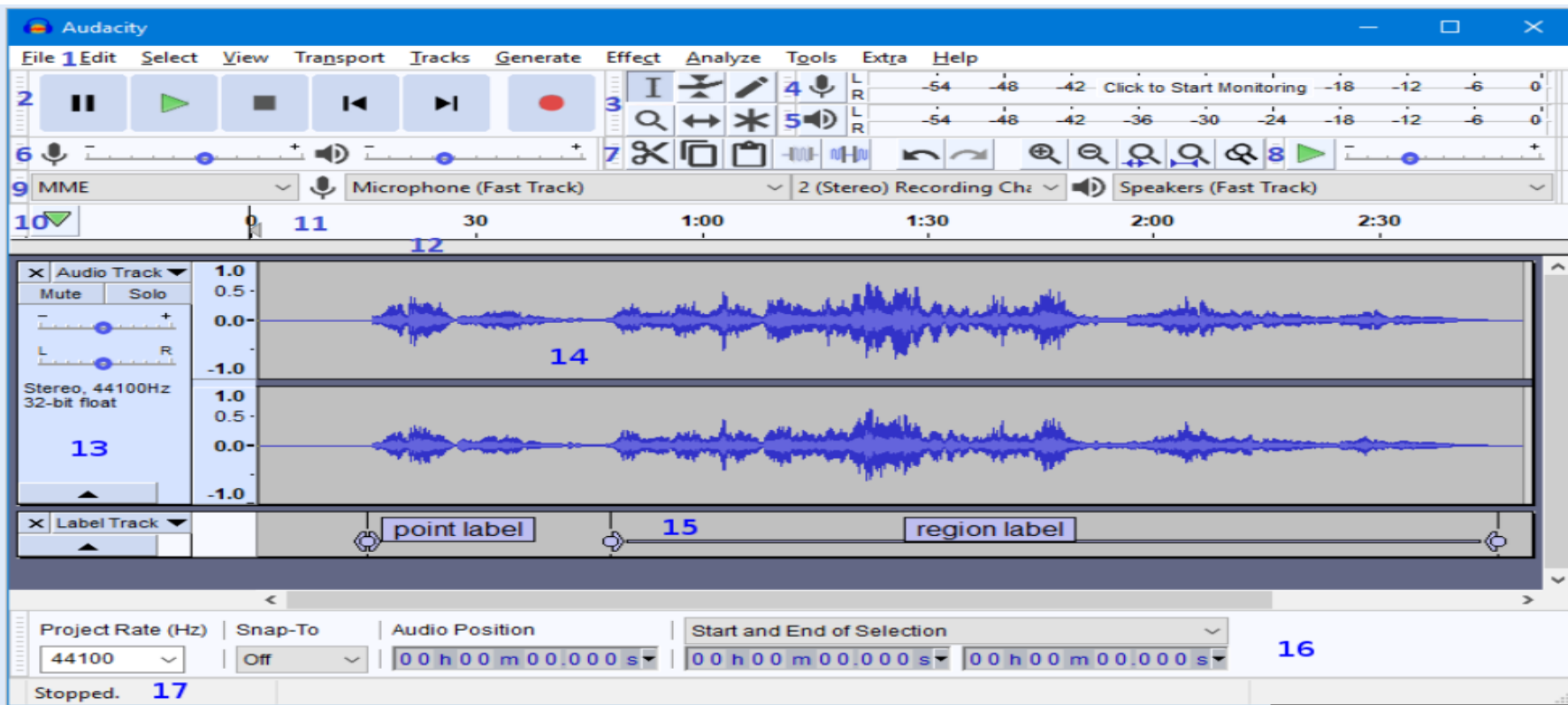


You will learn how to

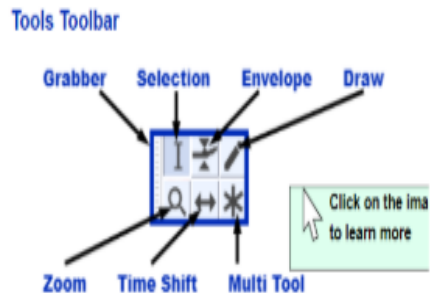
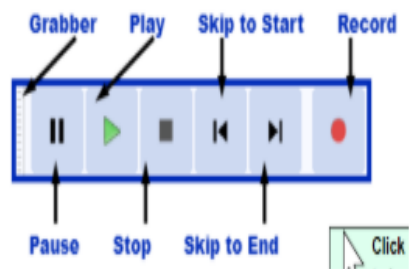
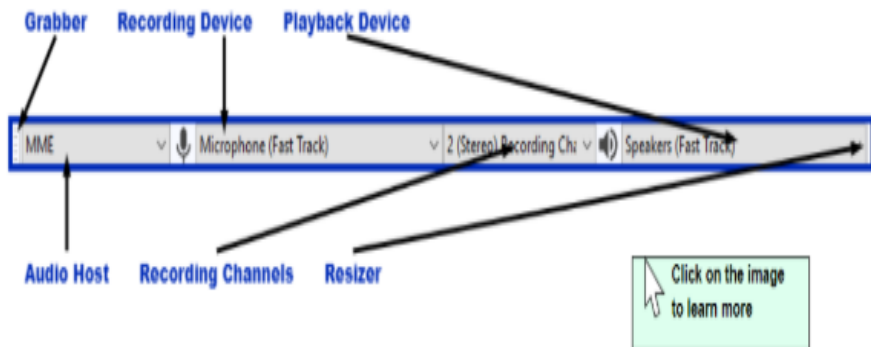
- Record your voice
- Import and play an existing audio file
- Select audio to work on (audio editing)
- Save or open an Audacity project
- Export an Audacity project to an MP3 or other audio file
- Mixing Voice with Background Music - Create your own podcast

The interface

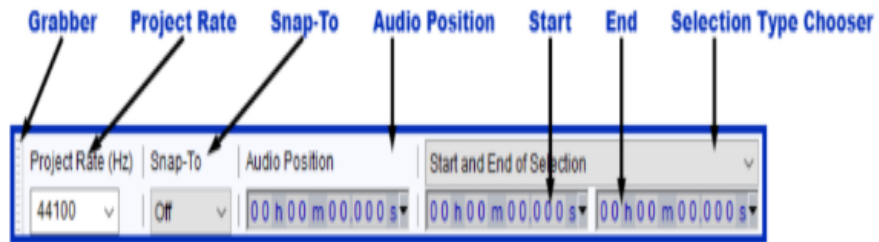
- 1 Menu Bar 2 Transport Toolbar 3 Tools Toolbar 4 Recording Meter Toolbar 5 Playback Meter Toolbar 6 Mixer Toolbar
7 Edit Toolbar 8 Play-at-Speed Toolbar 9 Device Toolbar 10 Unpinned Play/Recording Head 11 Timeline 12 Scrub Ruler
13 Track Control Panel 14 Audio Track 15 Label Track 16 Selection Toolbar 17 Status Bar



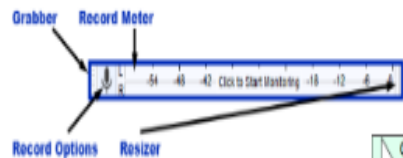
Audacity Toolbars



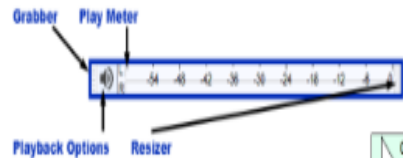
Selection Toolbar



Recording Meter Toolbar

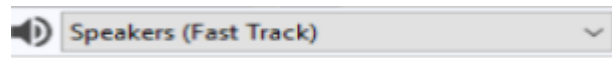
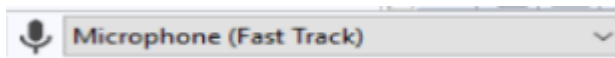



Playback Meter Toolbar



Record my voice

Step 1. Set the input (microphone) and output (speakers) device to audacity. Try them if they work!



Step 2. Click the RECORD button.  Talk on the microphone as long as you wish.

Step 3. You can PAUSE and restart the recording with the Pause button




Step 4. Click the STOP or the SPACE button to stop.

As you see, a new track is created in the working area and a waveform is appeared which is a visual representation of our audio signal.

EDITING: Select, Zoom in, copy, paste etc.

NOTE: Note that we always select some audio first, then choose what action we want to perform on it.

Step 1. Choose the *Selection Tool* . Then click near the point you are interested in.

Step 2. Then click the *Zoom In* button. Keep clicking the *Zoom In* button until you see the detail you need.

Step 3. Select the range (portion) of audio you want to change.

Step 4. You can play it back. You can delete it. You can copy or cut it and paste it to the same or another track.

Note: If you make a mistake, you can always click on **Edit > Undo**. Audacity has unlimited Undo and Redo.


Import audio file:

Step1. Click on “**File**” and choose “**import\audio**”.

- A new track is created with our audio with a stereo waveform.

Step 2. To listen to the imported audio click the PLAY button. 

- You can use the Space key on the keyboard as a **shortcut** for Play or Stop.

Step 3. Click on the SELECTION tool  and then click on the waveform to choose a place start point. Then click the PLAY button.

Fade out the last 1 second (or more)

Step 1. Click the *Skip to End* button.

Step 2. Zoom In until you can see the last two or three seconds of the waveform.

Step 3. Click in the waveform about 1 or more second(s) before the end.

Step 4. Click on **Select > Region > Cursor to Track End** or use the selection tool.

Step 5. Click on **Effect > Fade Out**. The last second of the audio is smoothly faded out.

Note: Follow exactly the same steps to fade in a audio portion.

Export the resulting file

Step 1. Save your work!! **File > Save Project .** Audacity projects can be opened only by Audacity. If you want to have it in a audio format like MP3 you must export it!

Step 2. Exporting an MP3 file:

- Click on **File\export\ Export as MP3 files**
- Choose name and location for your MP3 file.
- There are some options, leave them as they are!

Channels, Tracks and Clips

- A **channel** is for audio recording (input) or playback (output). Audacity can record two channels of input (stereo), and two channels of playback (output).
- An **audio track** is like one instrument in your symphony, or one voice in your podcast. You can add more tracks, and all of them will be mixed together to create your final output, but during editing you can manipulate each track independently.
- A **clip** inside an audio track is a separate section of that track which has been split so that it can be manipulated somewhat independently of the other clips in the track.

Mixing a Narration With Background Music

The main objective of the 2nd part of the workshop is to create a podcast.

You will learn how to:

- record a simple narration,
- add some background music,
- cut the narration to fit the music,
- lower the volume of the music during the narration,
- and finally mix and export the final product.

Step 1. Record your narration

1. **File\new** and a new untitled project window opens. Save your project
2. Set the recording device to your microphone and speakers.
3. Click the *Record* button in the Transport Toolbar. Record your narration.
4. **Remember:** Use PAUSE button to pause narration without creating a new clip and and STOP or SPACE button to stop narration creating a new clip.

Note: For the workshop's purpose, import the audio file “ Narration sample”

Step 2. Import the background music file

1. Choose **File > Import > Havana** and open the background music file you've chosen for the project. Audacity imports the music file into your project and puts it in its own stereo track.
2. Click the *Skip to Start* button on the Transport Toolbar, then click the *Play* button. Note that Audacity automatically mixes the music and narration for you. Click the *Stop* button when you've heard enough.

Note: The "Mute" and "Solo" buttons. Clicking the "Mute" button will turn that track off - it will not be included in the mix when you press the Play button. Clicking the "Solo" button will cause only that track to be heard when you press the Play button.

Step 3: Time-shift the tracks

Cutting the Narration Track

1. Start by clicking the "Solo" button on the narration track - we do not want to listen to the music track while we're doing this work on the narration track.
2. Find the spot between the first and second portions of the narration. Using the *Selection Tool* click at this point. Choose **Edit > Clip Boundaries > Split** - a split line appears. There are now two clips on the narration track.

Step 4: Marking the places in the background music track where you want the narration clips to start

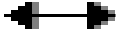
Remember, our goal is to cut the narration to fit the music. So our next step is to pick the spots in the background music track where we want the three narration clips to start

Click the "**Solo**" button on the narration track to turn off the Solo function on that track. Click the "**Solo**" button on the background music track so you will only hear that track.

Identify the point in the background music track where you want the narration to begin. Click at that point with the *Selection Tool*. Choose **Edit > Labels > Add Label at Selection**. Type a name for the label, for example "First Narration".


Similarly, identify the points in the background music track where you want the second and third narration clips to begin, and create labels at those points. Your project window should

Step 5: Moving the clips to work with the music

- Using the *Time Shift Tool*  drag the third narration clip so that the start of the clip lines up with the third label.
- Similarly, drag the second narration clip to line up with the second label, and drag the first narration clip to line up with the first label.

Step 6: Using the Envelope Tool

Zoom in on the first narration clip. A quick way to do this is: double-click on the first narration clip; choose **View > Zoom > Zoom to Selection** ; then choose **View > Zoom > Zoom Out**

Select the *Envelope Tool*  from the Tools Toolbar. In the music track, click to create a control point a second or so before the first narration clip begins. Click to create a second control point just as the narration starts. Drag the second control point down to reduce the volume of the music track. Click in the Timeline a few seconds before the start of the first narration clip to hear the effect. Press **Space** to stop playback. Adjust the first and second control points to get the length and depth of the fade you want. In a similar manner create the fade up at the end of the first narration clip.

Step 7: Save and Export

The **File > Save Project > Save Project** command just saves the Audacity project.

File>export>export as MP3