Audio Recording/Podcasting Workshop

Gathering gear:

- Select a cardioid polar pattern on the mic
- Turn Volume knob completely down on the mic
- PlugIn headphones into microphone
- Plugin Mic USB cable into laptop

On the laptop computer:

- Go to System Preferences
- Click on Sound
- Under Input select external mic ex. Blue
- Under Output select external mic ex. Blue
- Close System Preferences

Setting up Audacity:

- Open Audacity
- Go to Preferences
- Select Devices – For Playback device select the External mic- Under Recording Select the External mic – Keep the Channels on Mono
- Select Recording - Check the Hardware Playthrough preference
- Click "Ok"
- Click on Meters to start Monitoring
- Speak into the mic while adjusting the Gain on the Microphone and keep consistent at -12on the meters. Your voice should not go over -6
- Turn the volume up on your Microphone volume knob to get an overall level that you are comfortable monitoring at
- Save your project on the desktop

Recording in Audacity:

- When you are ready to record press the Red circle record button
- Space bar can be used to start and stop the recording
- NOTE: you can press the "P" key if you need to Pause the recording for any reason and then Press the "P" key to start the recording again. We recommend this!
- Save your project on the desktop based on your Group name. Use Command S to Save continuously!

Importing files into Audacity:

- Please access SFU Vault at https://vault.sfu.ca/index.php/s/VYEaM7ElfLdDARf and download the Music and SFx .zip folders to your desktop
- Once the .zip files have downloaded, you can double click on them to open their folders
- Import these files into Audacity under the File - Import option
- You will see these files be added as new tracks inside of Audacity

Editing in Audacity:

- Use the Selection tool to highlight any areas you want to delete. We recommend deleting any long pauses, or coughs and glitches
- Use the Envelope tool to create points to adjust the track volume at certain points of the audio file. An example of this would be fading in and fading out an audio track
- You may end up using the Move tool to select and move an audio region on the timeline

Exporting in Audacity:

- Use Command A to select all of your edited audio recording tracks
- Under File select Export Audio and give your file a name and save it as an MP3 file. Please save the file to your desktop
- This may force you to install the Audacity LAME editor. Please follow the instructions on screen and it will guide you through the process
- Please save your Exported file to the desktop as your group name
- Please add your file to the EdMedia USB key!