

## Creating Files for Podcasting

---

### Getting Started with Audacity

1. Download Audacity: [MAC](#) [PC](#)

You also need to download the “**LAME MP3 Encoder**” This will allow you to export your files as MP3’s.

2. **Create** a **NEW Folder** to store all of your Audacity and Podcasting related files
3. **Open** Audacity
4. File: Click New

Now, you can record your own audio files or import them.

### Creating your own Audacity files

1. Begin Recording your Podcast:

**Helpful Tip:** Rehearse what you want to say a few times before you begin recording. This will hopefully make you less nervous and more comfortable during your recording.

3. Click the **Red Circle:** This is the **Record** button.
4. To **Stop** Recording: Click the **Yellow** Square.

If you are unhappy with your recording don’t worry! You can re-record and edit it as many times as you like!

### Stereo vs. Mono

Stereo files are best for music

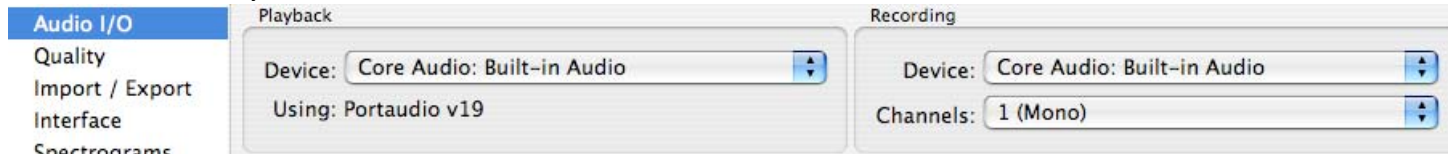
Mono is best for spoken word. Spoken word in stereo can cause a distracting shift in sound from one side to the other

Stereo files are twice as large as mono files.

Most podcasts are mono unless they are music podcasts.

Audacity records by default in stereo, but this is easy to change.

## 1. Click Audacity in the menu, choose **Preferences**



Make sure that your recording setting is set to what you want, mono or stereo.

## 2. You can also manually change the setting of a track to mono after it has been recorded or imported.

Select the track you wish to change

Select **Tracks** from the main menu and choose, “**Stereo Track to Mono.**”

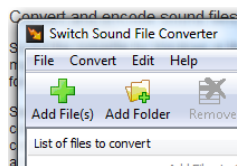
## Importing files to edit with Audacity

1. Go to File, click **Import.**
2. Choose **Audio.**
3. Choose the file you wish to import. You can import WAV, AIFF, AU, MP2/MP3 and OGG files. If your file is not in this format you can download the program [Switch Converter](#) to modify your file.
4. Some good sites to download free sound effects and music tracks are:  
[CCmixter](#)  
[Free Sound Effects](#)  
[Free Sound](#)-requires sign up

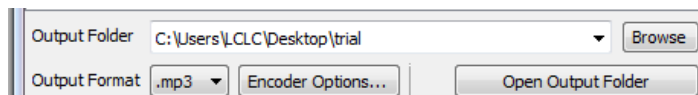
## Using Switch Converter

Download the program

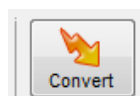
Browse for the file you want to convert by clicking the green “+.”



Choose the file format and file destination.



Click Convert



## Editing your Audacity Files

### Basic Audacity Functions

1. Audacity offers many basic and some advanced editing functions. Practice the easy stuff first like: **Cut, Copy, and Paste.**

These tools work the same here as they would in a word document.

### More Advanced Audacity Functions

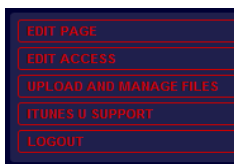
Please visit the following links for more advanced tips on how to use Audacity.

- [U of Iowa](#)
- [Brown University](#)

## Uploading your files to iTunes U

1. Go to [UIC's iTunes U Website](#)
2. Login as a **Content Creator** using your netid and password.
3. Scroll down to the College of Liberal Arts and Sciences, **Click GER 487** icon.
4. As a content creator you can upload your podcasts to our site. To do this click **Upload and Manage files.**

**NOTE:** Make sure that you name your files like this:  
***yourlastname(name&#ofpodcast)***



5. If you have iTunes on your computer at home, you can subscribe to our podcast by clicking **Subscribe**. If you prefer to only download individual episodes, click **Get Track**.

