





Intermediate Podcasting/recording: using Audacity

What is Audacity? Audacity is a free and open-source digital audio editor and recording application software available for Windows, macOS, and Linux.

What is an interface? An audio interface is a device that connects your computer to musical instruments, microphones, and other audio equipment allowing you to record, play, and process sound with your computer.

1. Connect the Focusrite interface from the Podcast kit to the computer.

<p>Connect the Focusrite interface to the computer with the cable on the desk labeled Focusrite input.</p>	
<p>One end of this cable connects to the USB port at the front of the computer tower (located on the bottom shelf of the desk) and the other connects to the back of the interface.</p>	
<p>Connect 1 or both mics to the front of the interface with the XLR cables and plug the headphones into the headphone jack.</p>	
<p>The Focusrite should have the following settings:</p> <ol style="list-style-type: none"> 1. 48V on and lit up (This gets power to the interface.). 2. Direct monitor on and lit up (This allows you to monitor sound coming through the mics.). 3. Monitor and headphone knob turned up (if you don't hear sound coming through the headphones, check that this is turned up). 4. Gain for 1 or both mics turned up (This controls the input level of each mic.). 	

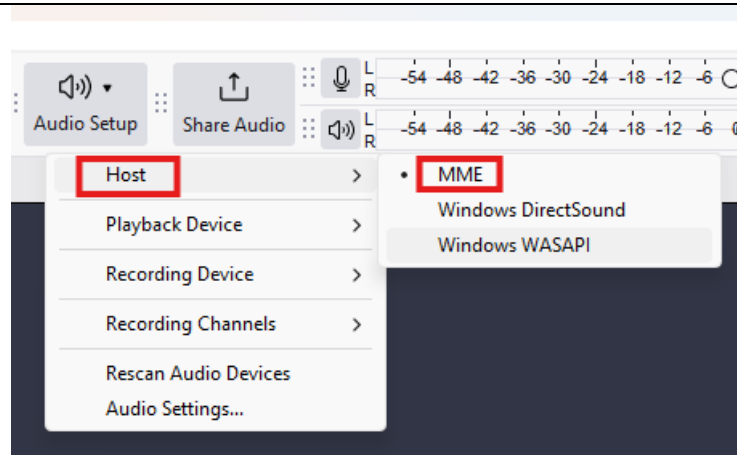
Put on the headphones and make sure that you hear sound coming through the mics.



2. Audacity settings

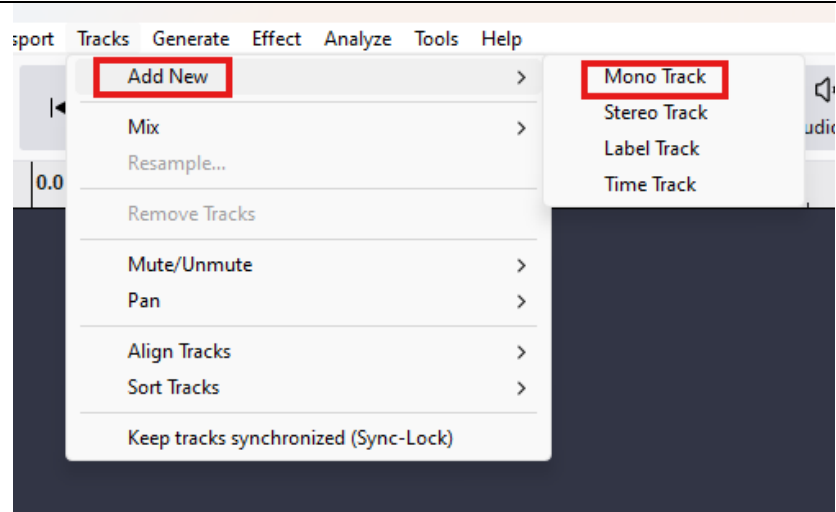
Check for the following settings under audio setup:

- Host should be set as MME*
- Recording Device should be set as Analogue 1+2 (Focusrite USB AUDIO)



Add a new track.

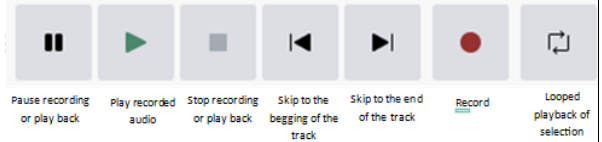
- Mono tracks use one audio channel, stereo tracks use two audio channels: the left and the right
- Best practice for podcasting is mono tracks.



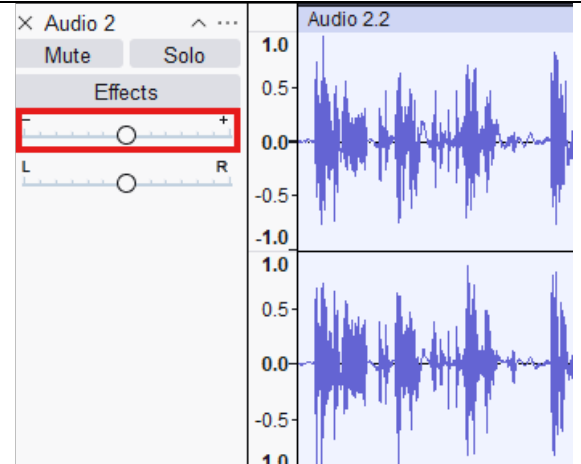
*The Host setting in Audacity is selecting the interface type your computer uses to communicate with the recording inputs (such as microphones) and the playback outputs (such as speakers). The MME is the Windows interface with the widest compatibility range.

3. Record!

Hit the red button to start recording. Hit the stop button to stop recording.



- Record a test track to make sure the mics are being picked up and that the sound levels are even.
- Use the slider on the track to change the volume.
- If one mic is louder than the other, or if one person is louder than the other, use the gain knobs on the interface to balance the recording levels.


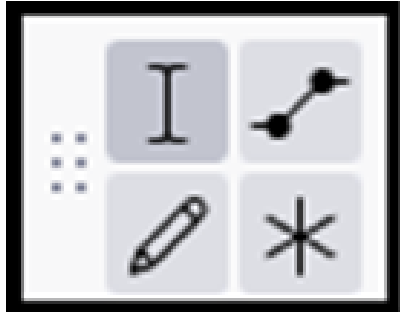
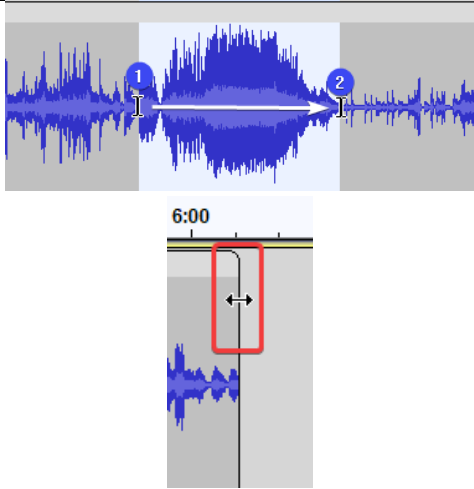



If recording with 2 mics, both mics will record on one track. You should see the sound waves reflect each mic as you're recording.

- Audacity can only record from one sound device at a time. Recording 2 separate tracks at the same time requires additional software or work arounds. More information here: https://manual.audacityteam.org/man/faq_recording_how_to_s.html



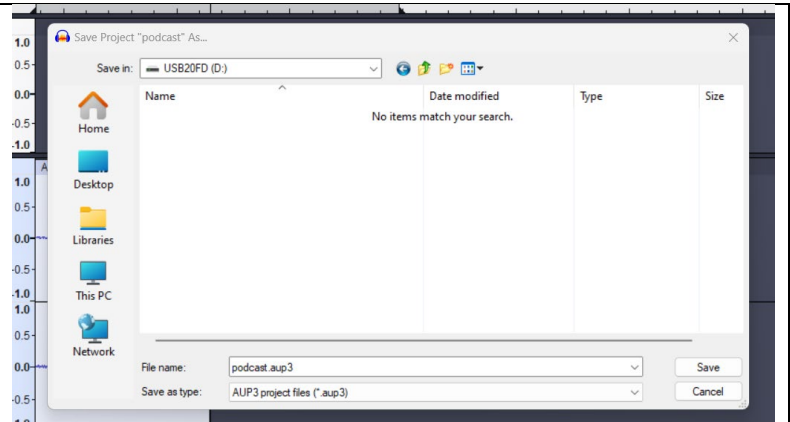
4. Editing basics

<p>Editing tool bar:</p> <ol style="list-style-type: none"> 1. The top row of the editing tool bar allows for different ways to zoom into or view a track. 2. Trim Audio removes all audio that is not selected. 3. Silence Audio replaces the currently selected audio with absolute silence. 4. Undo and Redo revert or restore actions. 	 <p>1</p> <p>2 3 4</p>
<p>Tools toolbar:</p> <ol style="list-style-type: none"> 1. Selection: This allows you to select a portion of the track and delete it by pressing backspace. 2. Envelope: Allows smooth volume changes to be made over the length of a track by means of embedded volume "control points." 3. Draw: Manually redraws the waveform; it can thus be used to make volume changes to individual samples or to affect repairs to clicks/noise. 4. Multi Tool: Combines all the other tools in one. One tool is available at a time, according to the mouse position and modifier key chosen. 	<p>1 2</p>  <p>3 4</p>
<p>Here are 2 ways to trim audio:</p> <ol style="list-style-type: none"> 1. Trimming in the middle of the track: Use the selection tool to highlight the portion of audio you want to delete. Then use backspace or delete to remove it. 2. Trimming the beginning or end of a track: Hover with your cursor around the upper third of the left or right edge of a clip, then click and drag the edge to trim the clip to the desired length. 	
<p>You can also edit by creating clips:</p> <ol style="list-style-type: none"> 1. Click into the waveform where you want to split the clip. Use the zoom tool if needed. 2. Right click > Split Clip or Ctrl+I 3. Click and drag on the top of the clip to move it around. 4. Hit Backspace to delete it. 	

5. Exporting audio

If you would like to continue editing your project in Audacity either in the Production Studio or on your own device, save the file onto a flash drive, or email it to yourself.

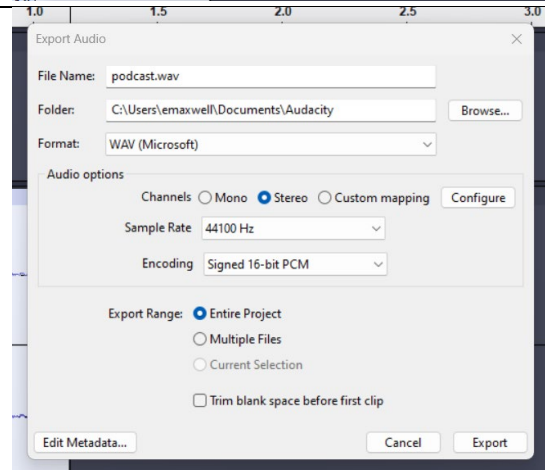
File > Save Project > Save Project As



If you are finished editing your project or would like to work on it in a different editing software, export the project.

File > Export Audio

Wav and MP3 files will work in most editing software.



Trouble Shooting Tips:

- Check out Audacity's extensive trouble shooting tips here:
<https://support.audacityteam.org/troubleshooting/troubleshooting-overview>
- If the mics are not being picked up, make sure that the recording volume and playback volume (found above the device tool bar) are turned up.
- If the mics are buzzing and picking up a lot of background noise, lower the gain knobs on the interface and make sure that the mics are plugged in properly.
- Make sure that you have selected the Focusrite as your recording device.
 - Audio setup > recording device> Analogue 1+2 (Focusrite USB AUDIO)
- If the computer is recognizing the mics but Audacity is not, close Audacity and reopen it, or try rescanning for audio devices.
 - Audio setup > rescan audio devices

More Audacity Resources:

- **Audacity Reference Manual:** tutorials, how-tos, and FAQs from Audacity
<https://manual.audacityteam.org/index.html>
- **How to Record | Audacity Step-by-Step 2024 - Part 1** by Master Editor on YouTube
https://www.youtube.com/watch?v=cYbSeXQ6_hU
- **Audacity Tutorial - Using common effects** by LinkedIn Learning on YouTube
https://www.youtube.com/watch?v=iDpoU-5H_qU
- [Jump into the World of Audio Editing](#) – LinkedIn Learning online course