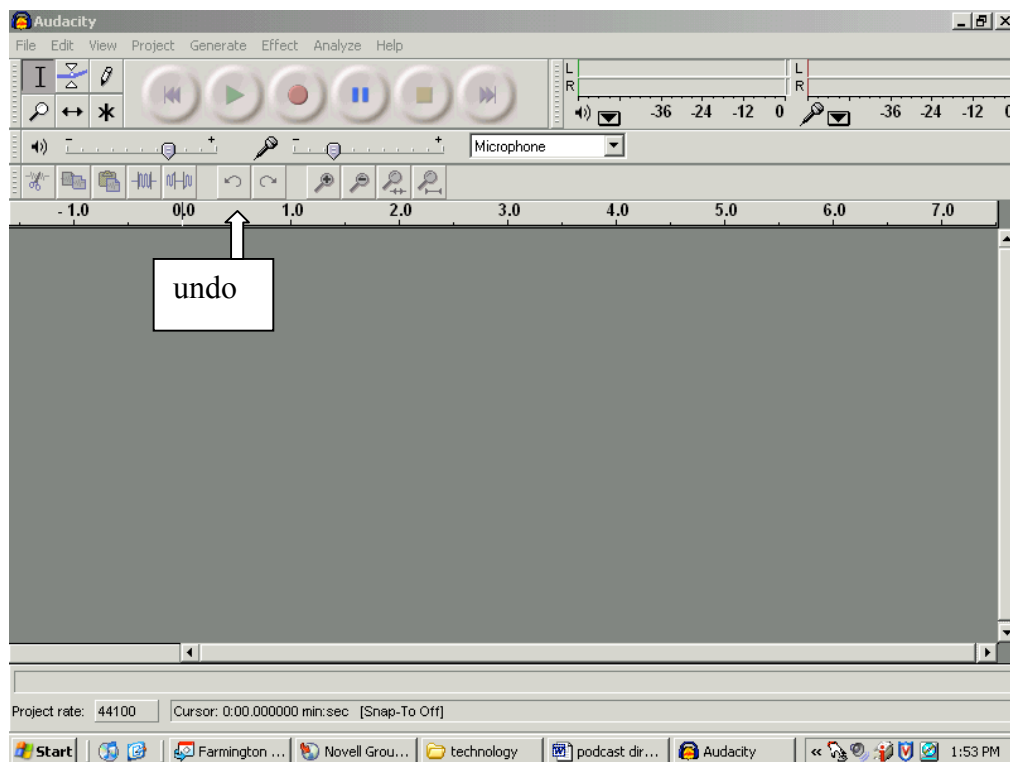


## Podcasting

1. To record your message
  - a. click the red circle and start talking
  - b. click the yellow squar to stop
  - c. click the purple arrow on left to rewind
  - d. click the green triangle to listen to your podcast
  - e. use your mouse to highlight anything you need to delete
  - f. click on the scissors or go to “Edit” and “Cut”
  - g. click on “Edit and “Undo” if you delete the wrong part



2. To add “freeplay” music to enhance your podcast
  - a. Listen to the music and write down the name of the music you want to add to your podcast.
  - b. Go back to Audacity and click on “**Project**” “**Import Audio**”
  - c. Find your song and click on it.
  - d. You will need to copy and paste your music at the beginning and end of your podcast. (Remember- only paste about 10-15 seconds of music or your audience may get tired of waiting on you to speak.)
  - e. Once you paste music at the beginning of your podcast go to “**Effects**” and click on “**Fade Out.**”
  - f. After pasting music to the end of your podcast go to “**Effects**” and click on “**Fade In.**”
  - g. You need to delete that music track. You can do so by clicking the “**X**” on your music track only. This will close the music track and you will be left with your podcast.
3. To save and export your podcast
  - a. click on “**File**” and “**Save As**”
  - b. Type a title for your file and click “**Save**”
  - c. Export your file as an MP3. Go to “**File**” and click on “**Export as MP3.**”