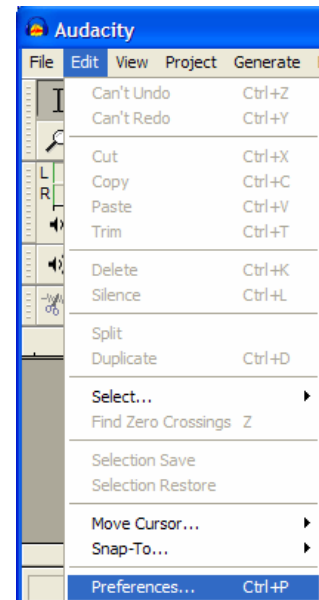
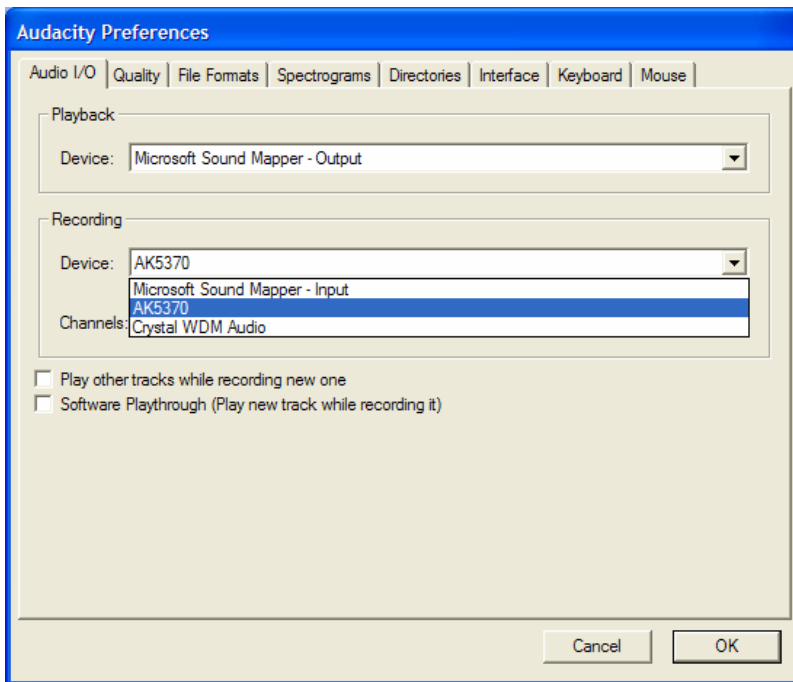


Set up Audacity

Once you have downloaded and installed the “Audacity” software from <http://sourceforge.net/projects/audacity/> and the “LAME MP3 Encoder” from <http://www-users.york.ac.uk/~raa110/audacity/lame.html>, you will need to adjust some preferences before you begin recording your podcast.

In Audacity, go to Edit on the menu at the top of the screen and choose Preferences.

In the dialog box that appears, click the tab for “Audio I/O.” This is where you will choose your microphone if you have connected an external microphone to your computer.



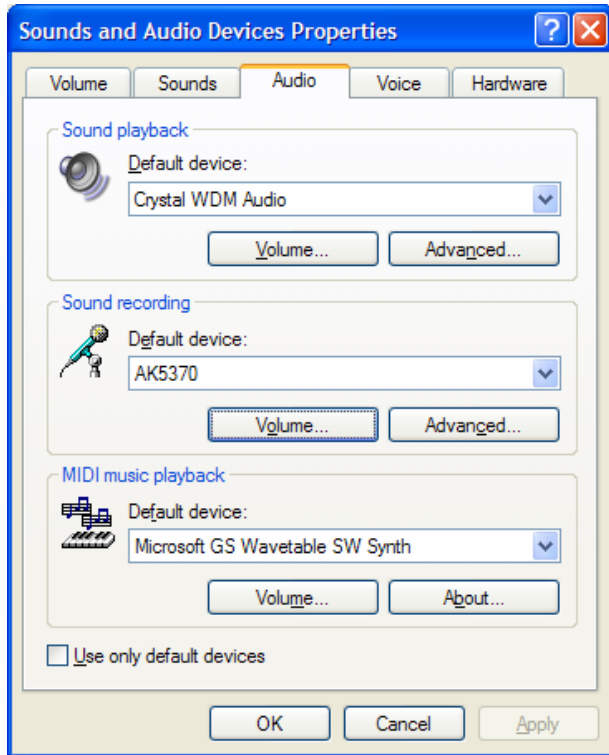
Choose your microphone from the dropdown list under “Recording →Device”. In the section for “Channels,” click and choose “1.” This will record your podcast in mono rather than stereo and create a smaller file.

Now click the File Formats tab. Click in the radio button to “Make a copy of the file before editing” in the section “When importing uncompressed audio files...”

At the bottom of this dialog box, we will need to tell Audacity where we put the LAME MP3 Encoder that we downloaded. Click the link to “Find Library.” In the dialog box that comes up, click yes to locate the library. Navigate to the location where you saved the LAME Encoder (probably in your Programs directory) and choose the “lame_enc.dll” file.

Click OK at the bottom of the Preferences dialog box and Audacity is set up. You will also need to check some of your computer settings too before you begin.

Go to the Start Menu and choose “Control Panel.” In the Control Panel window, double click on “Sounds and Audio Devices.” Click the Audio tab, and make sure that your microphone is selected and click to check the volume of your microphone under the “Sound Recording” section. Be sure that your input or microphone volume is turned up and not “muted.”



For a more detailed how to on setting up Audacity and the LAME Encoder, you can watch the video tutorials at <http://www.how-to-podcast-tutorial.com/17-audacity-tutorial.htm>