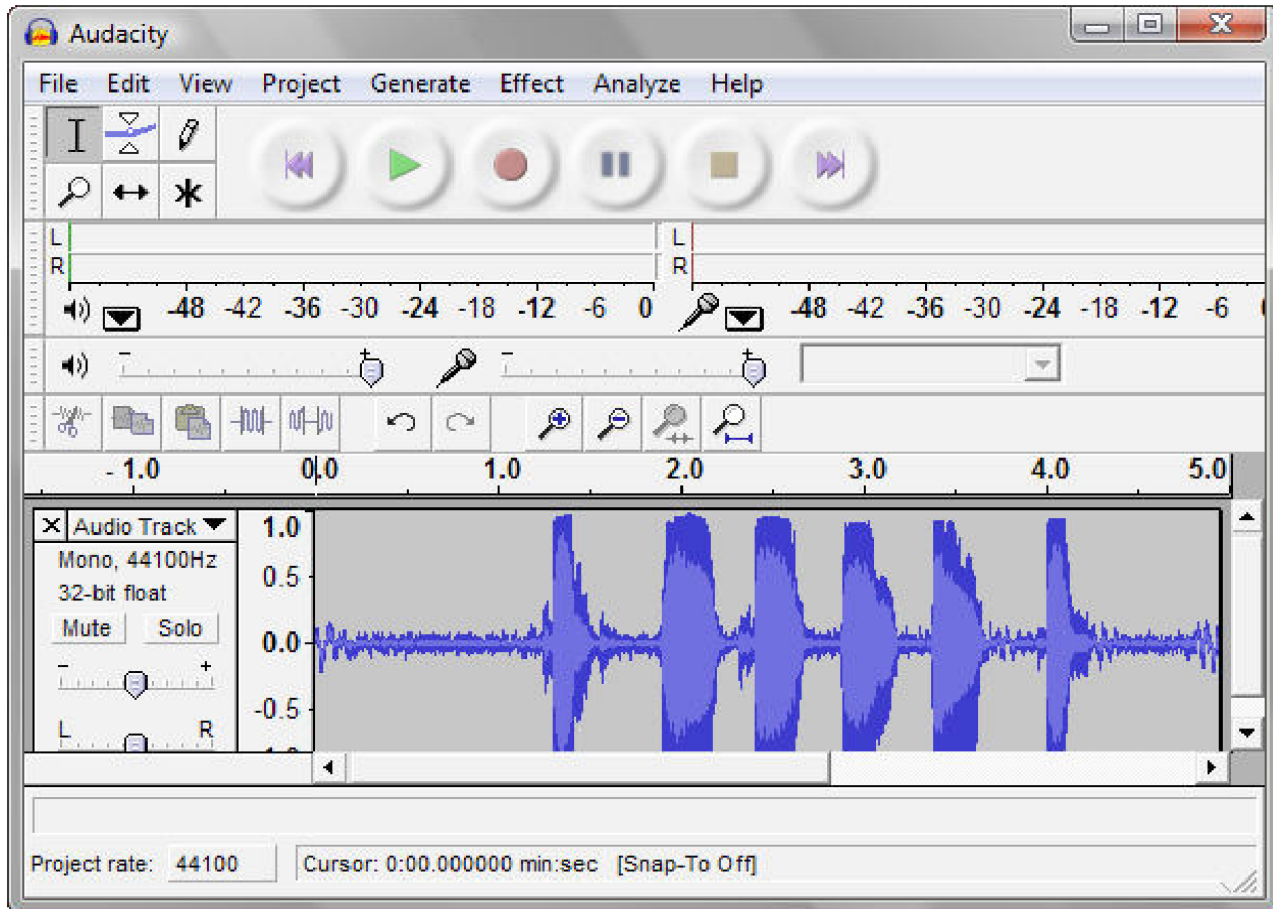




Using Audacity to Record Podcasts (MP3s)



1. Start the Audacity program.
2. Make sure that your microphone/headset is plugged in and that Audacity recognizes it. You can check by going to the *Edit* menu and choosing *Preferences* and selecting the Audio I/O tab. Your microphone should be listed under Recording:Device. Close the *Preferences* window when you are finished.
3. When you're ready, press the record button 
4. You should begin to see a "waveform" appear with large waves corresponding to the words that you speak. The picture above is what the words "testing, one, two, three, four, five" look like in a waveform.
5. When you are finished recording, press the stop button 
6. Now go to the *File* menu and choose *Export As MP3...* , and give your file a name. Click on the *Save* button. You're done!