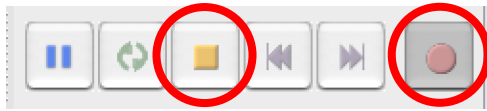# Quickguide to creating podcast with Audacity

## Recording

Rocord sound, click record botton.
When finished, click Stop.
If you create more recordings, these will show as new tracks below your first recording.
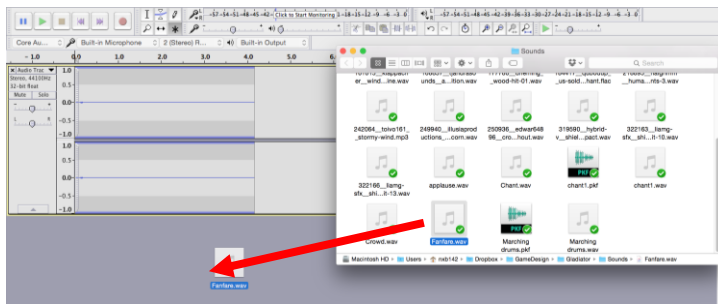


**Advise**: It is always a good idea to make a test before you start to make sure microphone is set correctly and your program works etc.

## Import of other soundfiles (music, background sounds etc.)

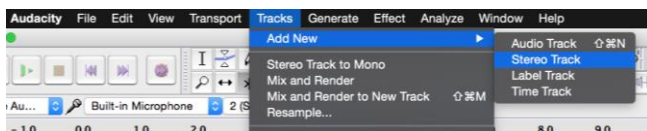Drag your soundfiles directly into Audacity. A new trackline will be created.
Alternative choose **file, import, sound.**



## Cut

After your interview and import of sounds and jingles, cut your podcast together.
Add a new track by clicking **Spor/Tracks → Tilføj ny/Add New → Stereo spor/Stereo**



**Advice**: Create new track below your recordings to make sure you don't ruin your original files.
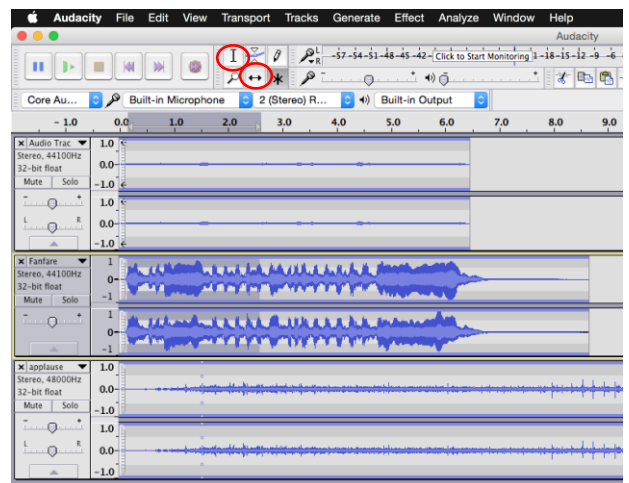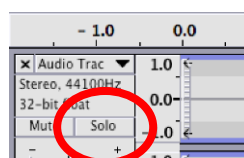
## Edit

To edit mark the part you wish to edit (e.g. the start of your interview or jinglen) and click **ctrl/cmd + C.** Find the place you want to past your soundbit to and click **ctrl/cmd + v**.
In this way you can move your soundfiles.

**Alternatively** choose marking tool and move tool in window (see picture).
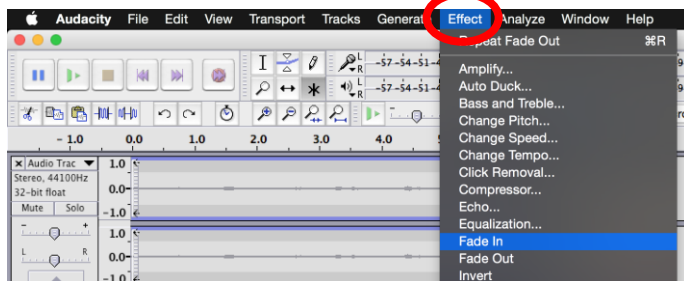
To only listen to one soundfile, click **Solo** in the left menu.

## Effects

**Fade in** and **Fade out**.

Very simply, mark your first or last bit of your track (depending on if you want to fade in or out), click on **Effekter/Effects→Fade In/Fade Out.** In danish **optoning/udtoning.**



**Advise:** Use fade effect between your tracks to get your podcast to sound more professionel. A quick stop of music or backgroundsounds will ruin a good flow.

## Export of sound file

When you are finish with recording, cutting and editing your podcast and you are happy with your result, its time to export your files into one file.

**NB!** *It is very important that you remove the tracks you don't want in your final recording.*

For export of podcast click:

**Filer/Files -> Eksport sound/Export Audio**, choose a name for your file and where you want to save it and in which format (choose **WAV or MP4).**

## Upload podcast into Absalon

When you have exportet your podcast, you can upload it to Absalon.

Go to discussions. Click replay and attach file. Click save.