

How to Download Audacity for Podcasting

1. Launch a web browser and visit <http://audacity.sourceforge.net/download/windows>
2. Download the installer to your computer. Once downloaded, double-click it to install and follow the prompts.
3. Before running Audacity, return to the URL above and click to download the LAME encoder for mp3. Once the LAME zip file is on your computer, unzip it (Windows XP should allow you to right-click the file and select “Extract All”). For simplicity’s sake, unzip the files to the Audacity folder located under Program Files.
4. Launch Audacity. Record a test clip by using the mouse to press the “record” button (with a red circle) and speaking into the microphone. Use the mouse to press the “stop” button (with a square) after a few moments.
5. Click “File” and scroll down to “Export as mp3”. The program should ask you for the location of the LAME encoder. Click browse and locate the file you unzipped earlier. Click OK. (You won’t have to locate the LAME encoder each time you export to mp3; just the first time.)
6. The program should now ask you where you’d like to save the mp3 file and what you’d like to name it. Name it “test.mp3” and choose a location that you can remember.
7. At the moment, the test.mp3 file is encoded with a high bitrate, which is a default used to make music sound good. Since this is voice-only, we can make future files much smaller. Click “Edit” and scroll to “preferences.” On the popup, change the tab to “file formats” and locate the “mp3 Export” area near the bottom. Change the pulldown menu to “16 bit” and click OK.
8. Close Audacity. There is no need to re-save the open file; for that matter, as long as you export to mp3 each time, there is never a need to save Audacity “projects” either.
9. Re-open Audacity and record another brand new audio file. Save it by “Export to mp3” and name this file test2.mp3 – you will find that this file takes up considerably less hard drive space. You’re ready to podcast for real!
10. You can use Audacity to edit, crop, and adjust the raw recordings before you export them to mp3, but this is not required. Just ignore the other buttons and leave the defaults where they are if you wish.