

# Boca Raton Christian School

## Creating an Audiocast

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# Creating an Audiocast

## Installing Audacity

1. Start by going to <http://audacity.sourceforge.net/>
2. Click **Download Audacity for Microsoft Windows**
3. Select the **Recommended Download** – (this will be the latest version)  
(Keep this browser window open for now, you will need to use it again later.)
4. The download window will then appear. Click **Run** for the process to begin. You will be prompted to complete the process through various steps.
5. Once the install is complete, the Audacity recording toolbar will appear on your screen.

## Equipment Needs

You will need two more things before you start recording:

- a microphone
- a set of headphones

Any type of microphone that will fit in your computer headphone jack and a simple set of headphones that will stop feedback from your computer and microphone will do.

# Installing the LAME MP3 Encoder

The LAME MP3 encoder is used to export audio files as an MP3 file. This makes files significantly smaller while still keeping it a high quality file.

1. Start by going back to the website used before:  
<http://audacity.sourceforge.net/>.
2. Click **Download Audacity for Microsoft Windows**
3. This time, under **Optional Downloads**, select **LAME MP3 encoder**.
4. Under **Windows**, select **LAME download page**.
5. Click on the link under **For Audacity on Windows**. The download window will then appear.

From this point on you need to unzip the file.

- Right-click on the zipped folder and select **Extract All...**
- Follow the process indicated in the Extraction Wizard.

# Saving an Audacity File

Note: Audacity can be found on most school computers. For directions to download and install Audacity at home (free), [click here](#).

1. The lame\_enc.dll file must have been previously saved in the My Documents folder. Check to see that it is there before trying to save. For directions to install the LAME MP3 Encoder, [click here](#).
2. Record the audio file using Audacity and select Export as MP3 file.
3. In the save panel, use the down arrow to select the My Documents folder.
4. Give the file a name and Save.
5. You will get an error message. The system wants to know where the lame\_enc.dll file is located. Select Yes. Select Open.
6. The MP3 save panel should come up. Give the file a name and save it.
7. The MP3 file can now be moved to another folder (optional).
8. When the MP3 file is double clicked, a startup panel from Windows Media Player may come up. Select the top radio button (Express Settings) and Finish. This panel should not come up again.