1. Download Audio Recorder File
   - Plug in to computer
   - Find Sound track in file folders

2. Open Audacity
   - Drag file from desktop into Audacity

3. Go to Bensound.com or Creative Commons or Freesound.org
   - Search for a song and a couple sounds to use in your podcast
   - Download them as .wav or .mp3
   - Drag the file (or import) into Audacity

4. Practice Audacity Functions to Split & Move Sound Tracks & to Fade Sound In/Out
   - Note: hitting pause while using audacity makes some of the tools unavailable
     - Select a sound track
       - Use the selection tool – I icon
       - Note: if you are currently playing or pausing a soundtrack, the selection tool will not work. Hit the stop button, then try the selection tool again.
       - Note: If you click above the track, that track will start playing and the selection tool will not work (see above note).
     - Time shift to move an individual track
       - Icon
     - Fade In Sound
       - Highlight the amount you want to fade In
       - Menu >> Effect >> Fade In/Out
     - Delete
       - Select an area of an individual sound track
       - Once selected, use the Delete key on your keyboard
     - Split Sound Track
       - Menu >> Edit >> Clip Boundaries >> Split

5. Save Your work as an MP3 or WAV file
   - Note: save often! If audacity crashes, you must start all over again, which is a huge bummer.
     - File >> Export Audio >> File Type (drop down menu) >> Save as MP3 or WAV

6. 10 minutes before class ends, you need to have a 10-minute podcast ready to play and uploaded to Canvas so we can hear them before we leave class.
   - If we have time =