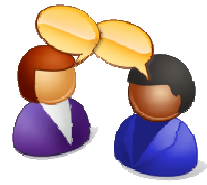


Reader's Theater Process



1. Get scripts



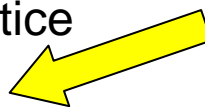
2. Practice



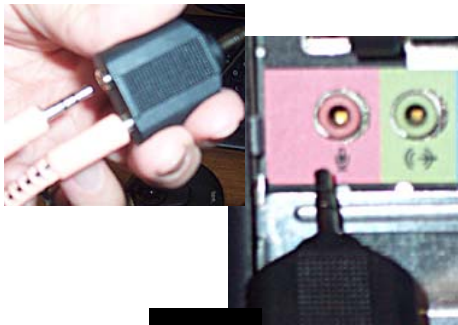
3. Record



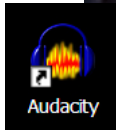
4. Save in share drive



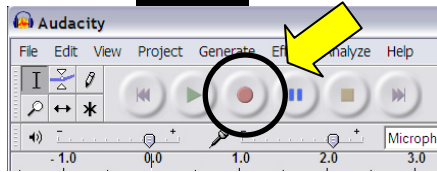
3. Detailed Record Process



Plug microphones into splitter
 Plug splitter into pink connection on the back of the computer

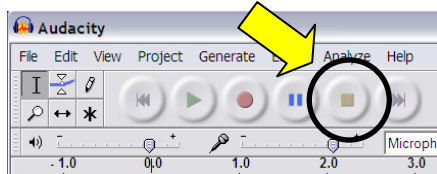


Open Audacity

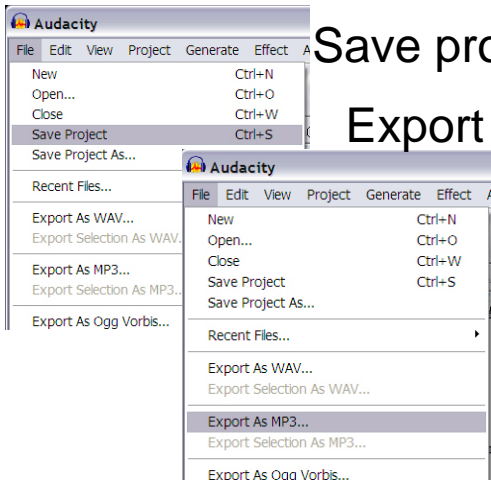


Click record when ready

Tip – keep microphone close (about two fingers from mouth)

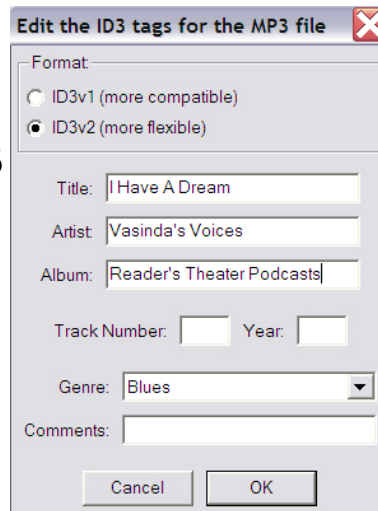


Click stop when finished



Save project

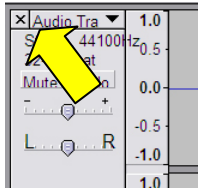
Export as mp3



Fill in the details – these details will scroll while people are listening to the podcast

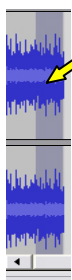
Audacity Editing Details

To start over:



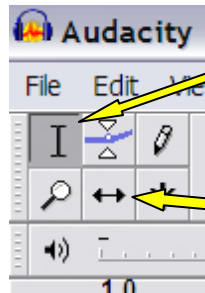
Click X to delete track

To delete:



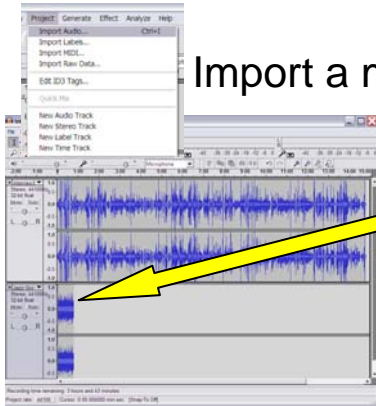
Highlight using selection tool and hit the delete key

Editing Tools



Selection tool – used to select and edit the audio
Time shift tool – used to move audio around

To add music at the beginning and ending:



Import a music audio file



You will see a new track underneath



Fade the music out – Use the selection tool (see editing tools above) to select the last part of the music and then click Effect -> Fade Out. This will make the music get softer gradually as the talking starts.



Fade the music in – Import audio again (see above) to use at the end of the podcast. Using the time shift tool, move the audio to the end of the speech track. Then, using the selection tool, select the first part of the music and click Effect -> Fade In. This will make the music get louder gradually as the talking ends.