

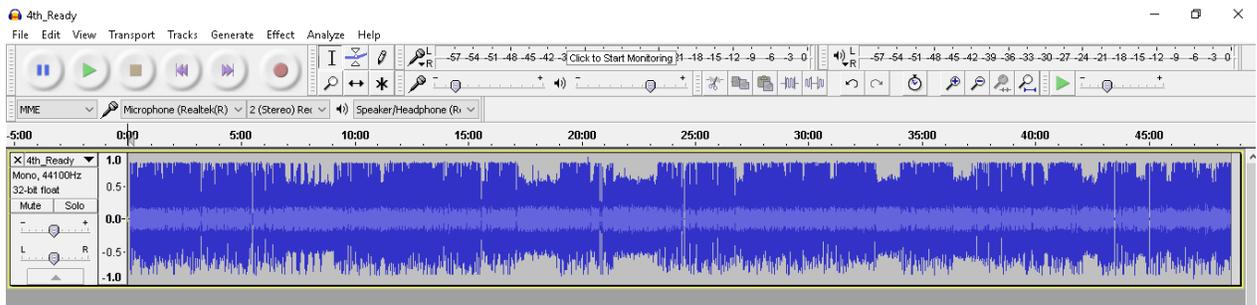
Adding a Music Bed in Audacity

Once an audio episode has been edited, a common finishing touch is to add music beds. In the case of the Fun. Feisty. Fabulous! podcast, short music beds are added to the beginning and the end of the episode.

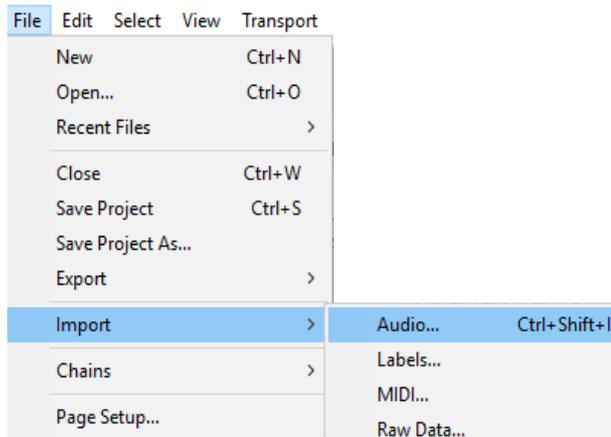
In this job aid, the FFF_Intro and FFF_Outro will be added to the 4_Ready episode.

Opening and Importing Files

1. Open **Audacity**.
2. Find and open the podcast episode.
 - a. **File > Open**
 - b. Locate the 4_Ready episode in the file structure.
FFF > Episodes > Independence_Day > 4_Ready
 - c. Click **Open**.

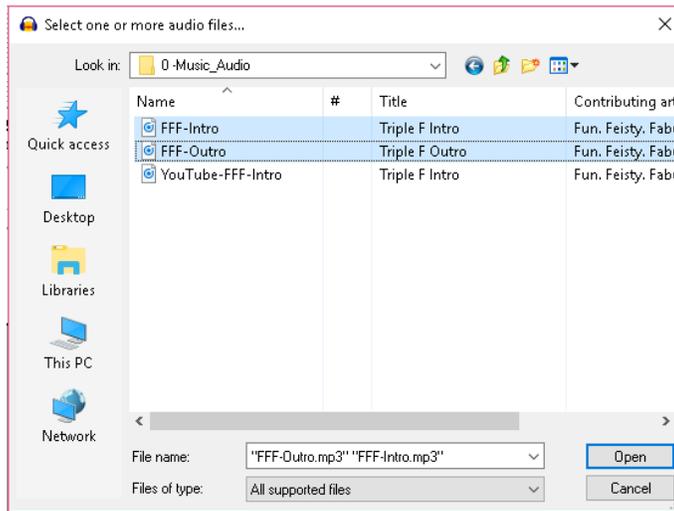


3. For the music tracks, go to **File > Import > Audio**.



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4. While holding down **CTRL**, select both **FFF-Intro** and **FFF-Outro**.

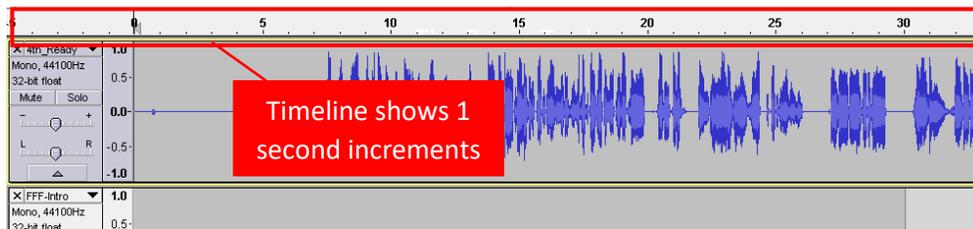


5. Click **Open**.

Using the Zoom Tool

When initially opened or imported, the Timeline is displayed in one-minute increments. For accurate editing, it is a best practice to zoom in to the files, so the Timeline shows one second increments.

1. From the toolbar, click on the **Zoom Tool** .
2. Click on the Zoom tool until the timeline is in second increments.



Moving the Outro Track

At this point, all three tracks will start at the same time, so the Intro and Outro will play simultaneously. The Outro must be moved to the end of the 4th_Ready track. It shouldn't be moved to the end of the episode track, listening to the last minute of the main track will allow you to determine when the audio track should start.

1. Play the last minute to 45 seconds of the 4th_Ready track.
2. Make note of the time the Outro should begin.
3. Double-click the Outro track.
4. Go to **Edit**, then **Cut** or hold down **Ctrl** and press the **X** key
5. Go to the end of the track, find the time where the Outro should begin.
6. Paste the track at that point, on the FFF_Intro track.

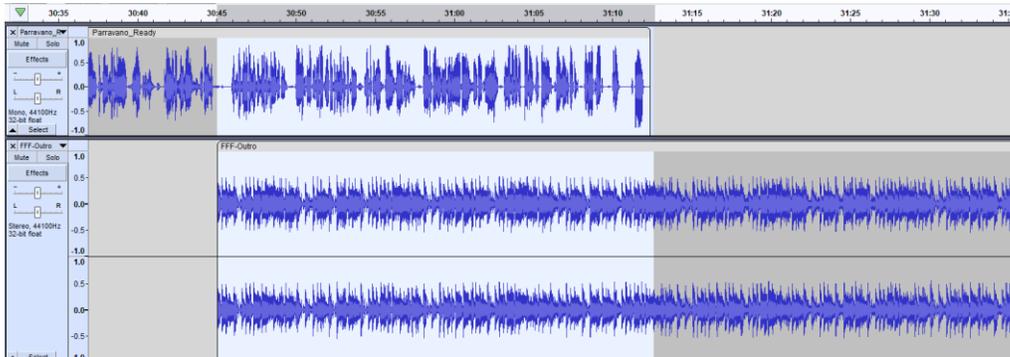
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7. Delete the empty FFF_Outro track. 

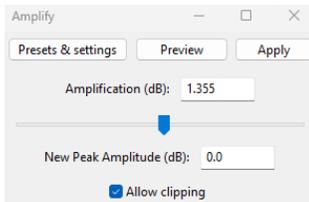
Adjusting the Audio

When determining when to begin the audio, the first few seconds normally occur while the host is speaking. The audio should play beneath the host's voice and not compete or overpower it.

1. Highlight the portion of the audio that occurs while the host is speaking.



2. From the **Effects** menu, choose **Volume and Compression**, then **Amplify**.



3. Reducing the amplification is not an exact science. You want the audio portion that comes in under the host's voice to be approximately one third to one fourth of the host's audio.
4. To reduce the audio, under **Amplification**, you want to enter a negative number. Normally, start at -5.
5. If you need to reduce again, go back and enter another negative number. If you have reduced to much increase the amplification by entering a positive number.

NOTE: This started with -5 amplification. Then a second amplification of -3 was entered.

Exporting Audio

Once the music bed is added, the complete file needs to be exported and not saved. Audacity uses its own extension for files. Saving a file in Audacity means file can only been edited and played in Audacity. To save the file as an mp3 format, it needs to be exported

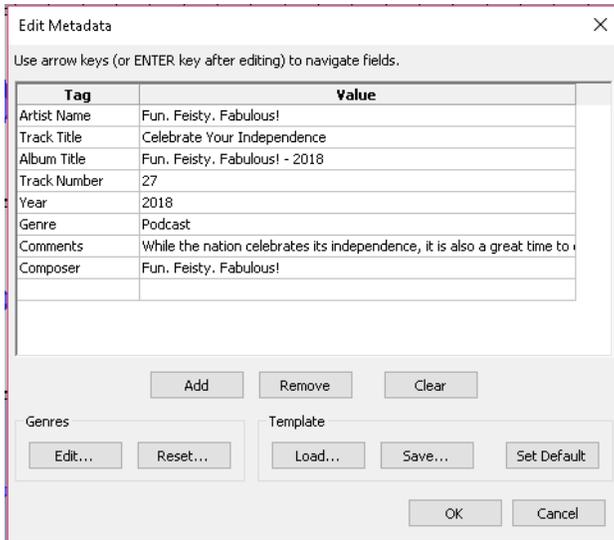
1. Go to **File > Export**.

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2. Select the mp3 format.



3. Save the file to the chosen location.
4. Edit the metadata.



- a. Artist Name: Fun. Feisty. Fabulous!
- b. Track Title: Complete episode name
- c. Album Title: Fun. Feisty. Fabulous! – Current Year
- d. Track number: Number of the episode within the year (between 1 – 52)
- e. Year: Current year
- f. Genre: Podcast
- g. Comments: 3-4 sentences describing the episode
- h. Composer: Fun. Feisty. Fabulous!

Now the episode is complete and ready to be uploaded to Libsyn for distribution. Using music beds can be a simple way to elevate the quality of a podcast or narration. Creating music beds in Audacity can be accomplished quickly and straightforwardly.