1. Record using either the computer's built-in microphone or an external microphone. Don't do your podcast in one take. Record a little, and then start a new track.
2. Record multiple tracks. The program starts a new track every time you press stop and then record.
3. Don't take forever to record. This should only take a few minutes. If you make a mistake start a new track. Edit out the mistakes.

I. Editing

A. Activate the Selection Tool if it isn't already. It looks like a capital I.
B. Select an area by doing **one** of the following:
1. Click and drag.
2. Click at the start point and shift-click on the end point, or vice versa.
3. Expand any selection by moving your mouse toward its edge and drag left or right when you see the hand cursor.
C. Perform an edit – here are some shortcuts
   1. Cut a selection with the command /Ctrl-X and paste somewhere else with Ctrl-V.
   2. Copy to clipboard with Ctrl-C and paste somewhere else with Ctrl-V.
   3. Delete and shift the following audio with the Delete key or Ctrl-K.
   4. Delete without shifting the following audio (Split Delete) with Opt-K (OS X) or Ctrl-Alt-K (Windows). This is helpful in multitrack editing.
   5. Silence the audio without moving anything with Ctrl-L. (Puts in a flatline)
   6. Trim everything *but* your current selection with Ctrl-T.
   7. Practice cut, copy and paste until you end up with one combined track.
D. Effects
   1. Experiment with the effect tool. What can you do? Remember Ctrl-Z to undo anything you don't like.
   2. Adding music
   a. Open a track with your vocals
   b. File>import>audio>select desired audio (sounzabound.com royalty free music & sound effects)
   c. Raise volume in vocal track, lower volume in music track (use volume slider on the left of the track)
   d. Play around with the time-shift tool
E. Perfectionism is an enemy to podcasting. So I recommend that you not get excessive with your edits and actually allow some "mistakes" or natural glitches. Some of them may be funny, all of them make you sound more human. **Only remove distractions**.

II. Exporting as an MP3
A. File>Export>make sure that the format selection is MP3.