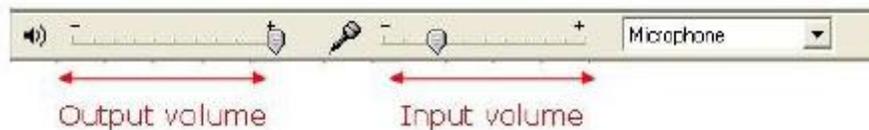


Using Audacity

The basic steps to recording an audio file using Audacity are outlined below. For help using Audacity, refer to one of the tutorial sites listed below or send me a "Help!" mail message.

Basic Steps:

1. Open Audacity.
2. Check microphone volume on the toolbar. Adjust as necessary for your voice and equipment.



3. Click **Red Record button** to start recording. Click **Gold Stop button** to stop recording.

4. To continue recording where you left off, click your cursor at the end of the recorded portion of the track. When you click the Red Record button again, the program will position the added track in the correct spot. If you do not click your cursor at the end of the recorded portion of the track, the additional recording will position itself back at the beginning and run concurrent with the previous track(s).

5. When you are done recording, you can edit as shown in the tutorial links below. Editing can adjust the volume of words and delete dead space and oopsies.

6. When you are ready to save your project, for the session or for good, click on FILE, SAVE (or SAVE AS if it's the first time you're saving the project.) Saving the project will allow you to pick up and continue with it at another time. The project contains the individual pieces needed to make a final file.

7. When you have a "finished product", click on FILE, Export to mp3. The mp3 file is your recorded audio file for distribution.

8. If you want to make changes after creating your mp3 file, you must return to your project (that's why we saved it!) and make your changes there. Then Export to mp3 again to create a new finished product.

Remember, in its most basic form, there are just two steps to using Audacity
– RECORD and EXPORT TO MP3.

Audacity Tutorials

These are from the Audacity people:

<http://audacity.sourceforge.net/manual-1.2/tutorials.html>

These are the ones we usually watch in class:

<http://www.how-to-podcast-tutorial.com/17-audacity-tutorial.htm>

Here are others:

http://www.ngfl-cymru.org.uk/1-0-0-0_good_practice/gp-how-to/gp_howto_audacity.htm

<http://www.lifelonglearner.us/other/audacity/>

<http://www.geeks.com/techtips/2006/techtips-10dec06.htm>

If some of these links are dead or to find others, do a search on Audacity tutorial and see what you find.