Downloading and using Audacity to record audio

1. How to Get Audacity - PC Version

Audacity is the name of a widely used sound recording and editing program and it's free. Audacity will allow you to record, edit and export your file as MP3 or wave.

You can download your copy from **http://audacity.sourceforge.net/** (or just google for Audacity). Download the PC or Mac version. But **stay away from the Beta versions** because that is actually, a test version.

When you download, you will get an installer program (for PC an .exe file). You'll be asked to save it. **NOTE**: Make sure to save it to your **Desktop** or somewhere where you won't forget where you put it!
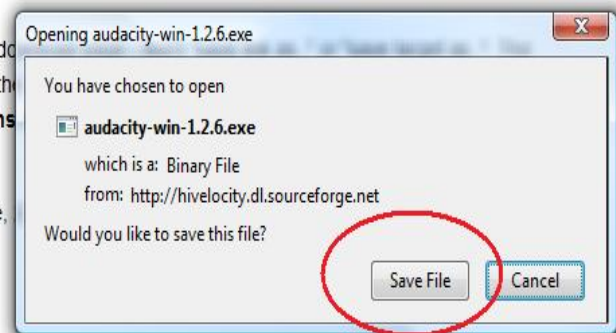

Once the installer is downloaded, double-click on the icon, and it will install Audacity for you. (Afterwards, you can delete the installation program).


For more information on downloading Audacity, go to Youtube video on downloading Audacity (**http://www.youtube.com/user/101ling#p/a/u/2/6Osith6hCtk**)

How to Check that Audacity 'Hears' your Microphone

Make sure your microphone is plugged in before you start Audacity! **Audacity won't recognize your microphone if you plug it in after you open Audacity opened. If you have problems finding your microphone in Audacity, close Audacity and re-start it.**

1. Once you've plugged in and started Audacity, go to the **Edit** menu and choose **Preferences**. That's where you control microphone settings. (On Mac, go to the **File** menu and choose **Preferences**).
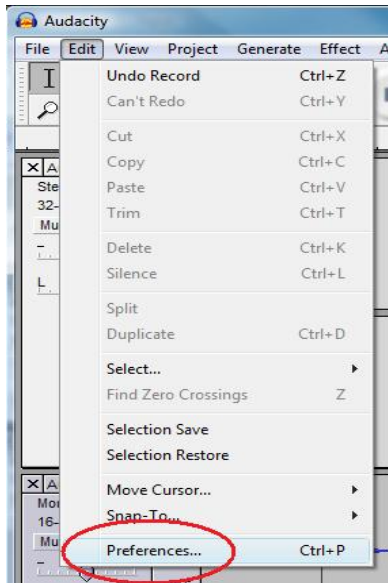

2. Go to the **Audio I/O** Tab (I/O is short for 'input/output'). Here, check that your Recording Device is set to your plugged in microphone.
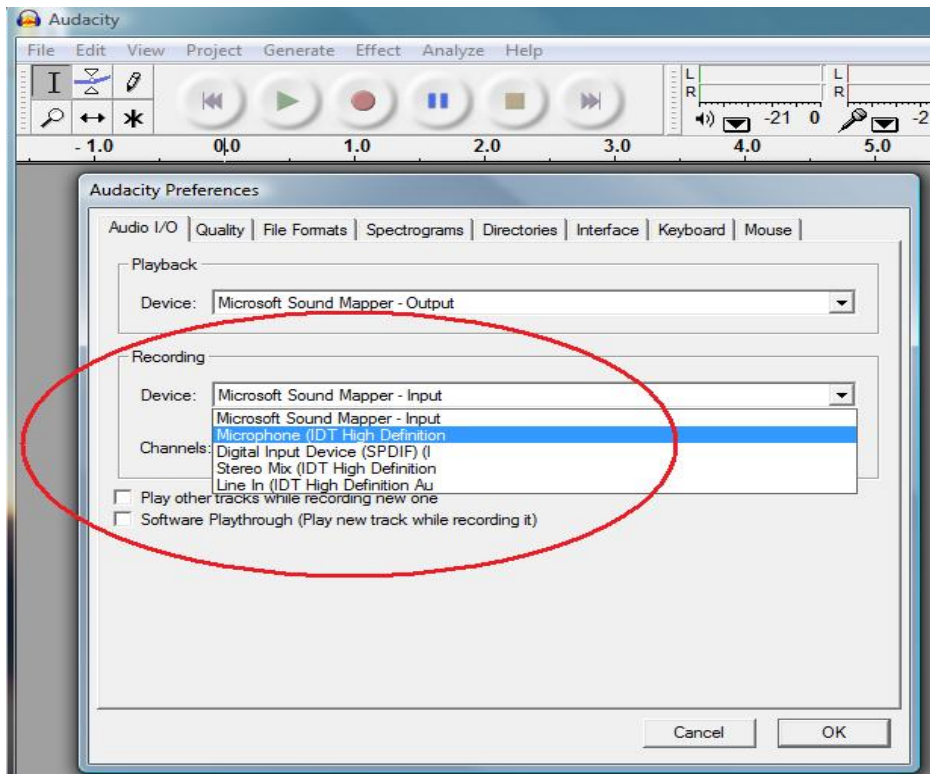
3. You can also set the Playback device to your headset (if you are using a headset), but you don't have to. If you use the computer sound card, your audio will play back through speakers.
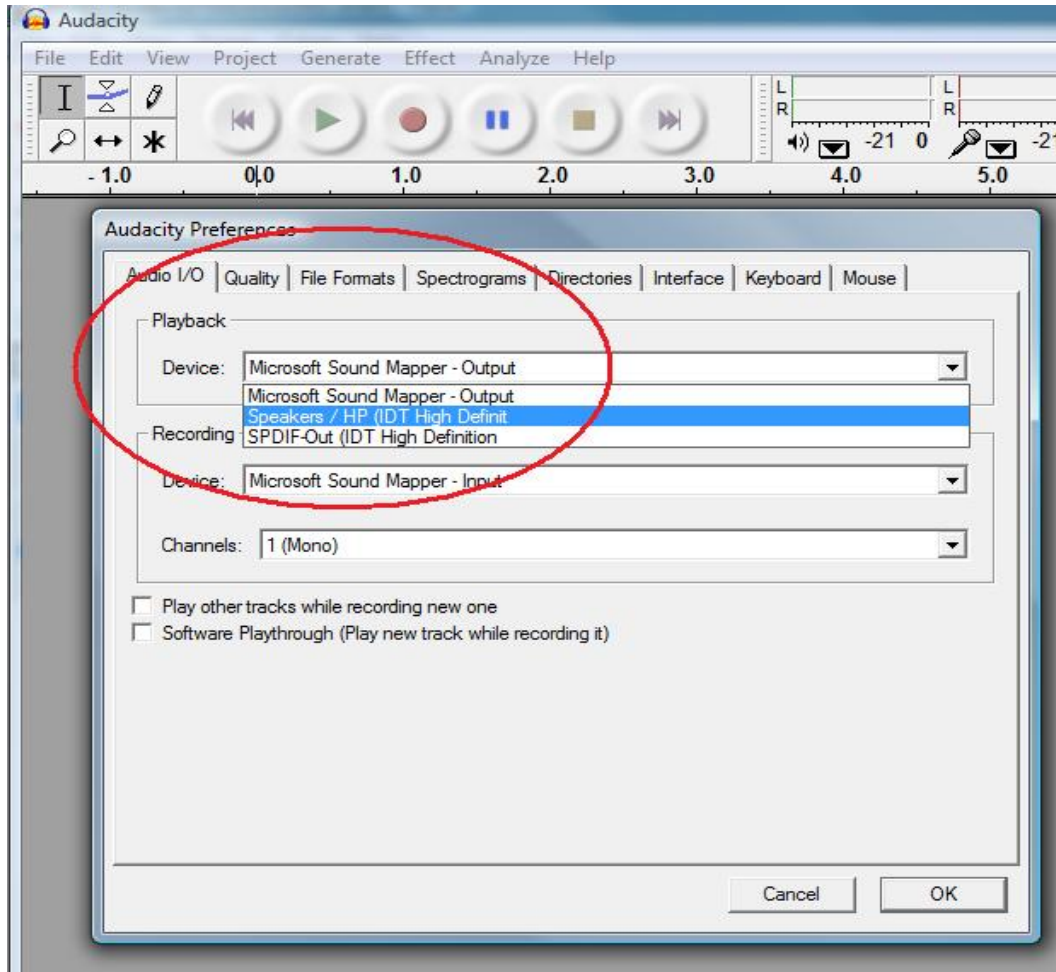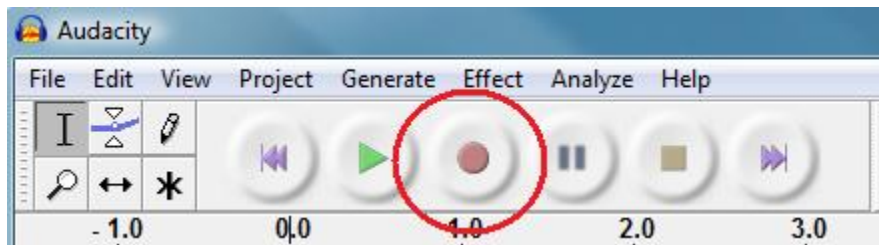

4. The **Recording Channels** setting should say **1 (Mono)**. That is best for voice.
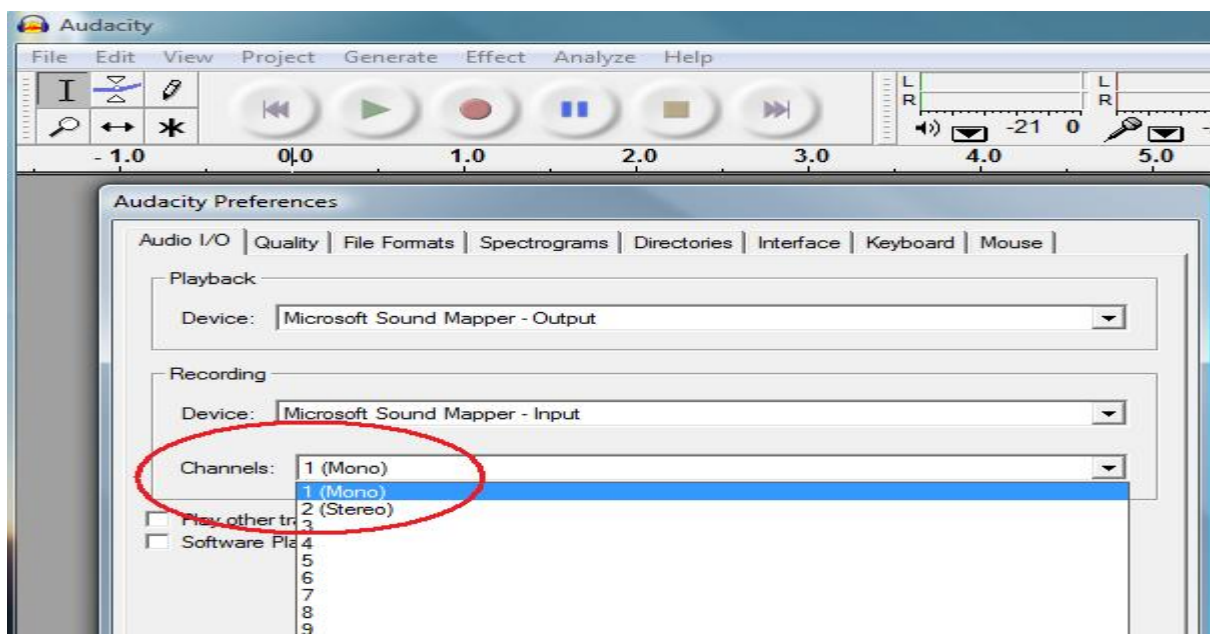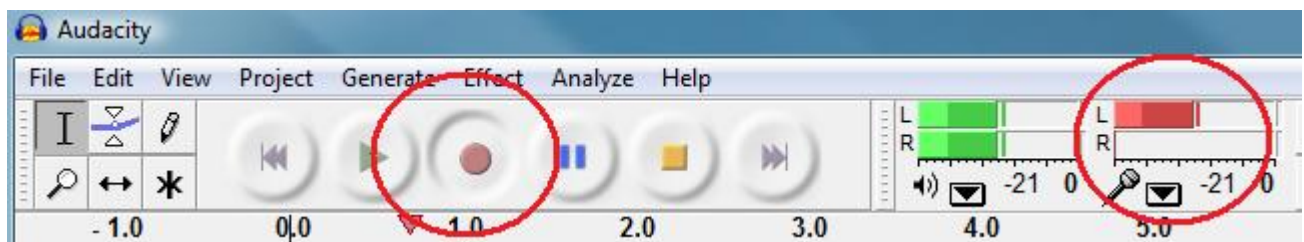
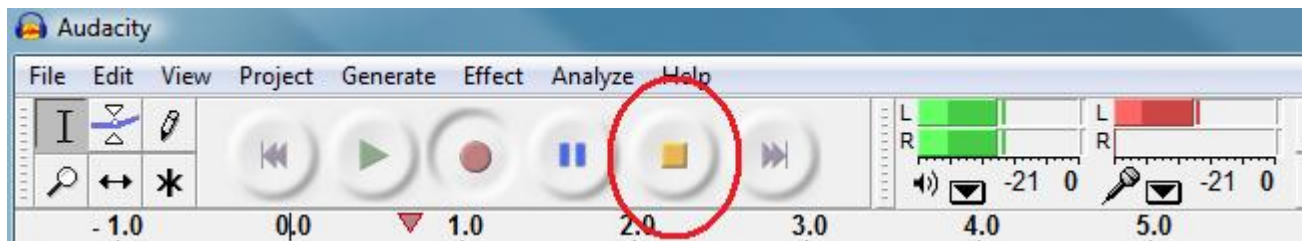## How to Record in Audacity (record-pause-stop, export)

Once Audacity is picking up your microphone, hit the **record** button. That's the red button.
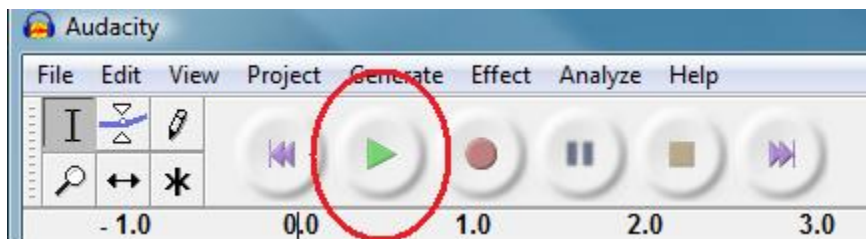

Audacity starts recording, so go ahead and talk into your microphone. The **levels** on the meters should go up and down.
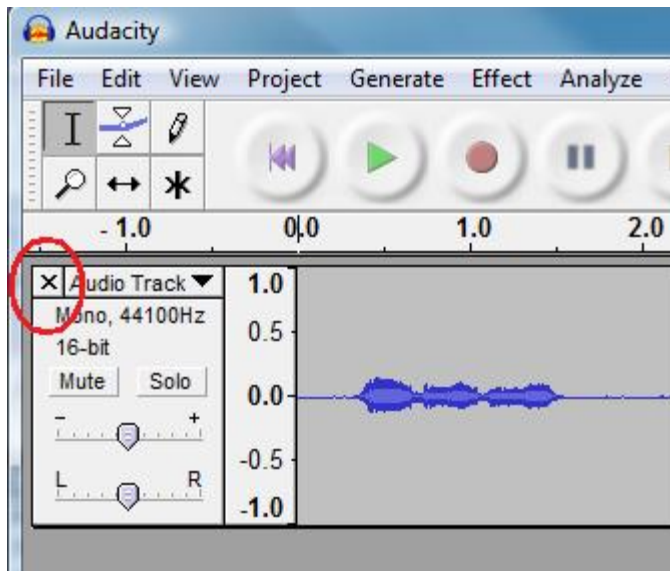

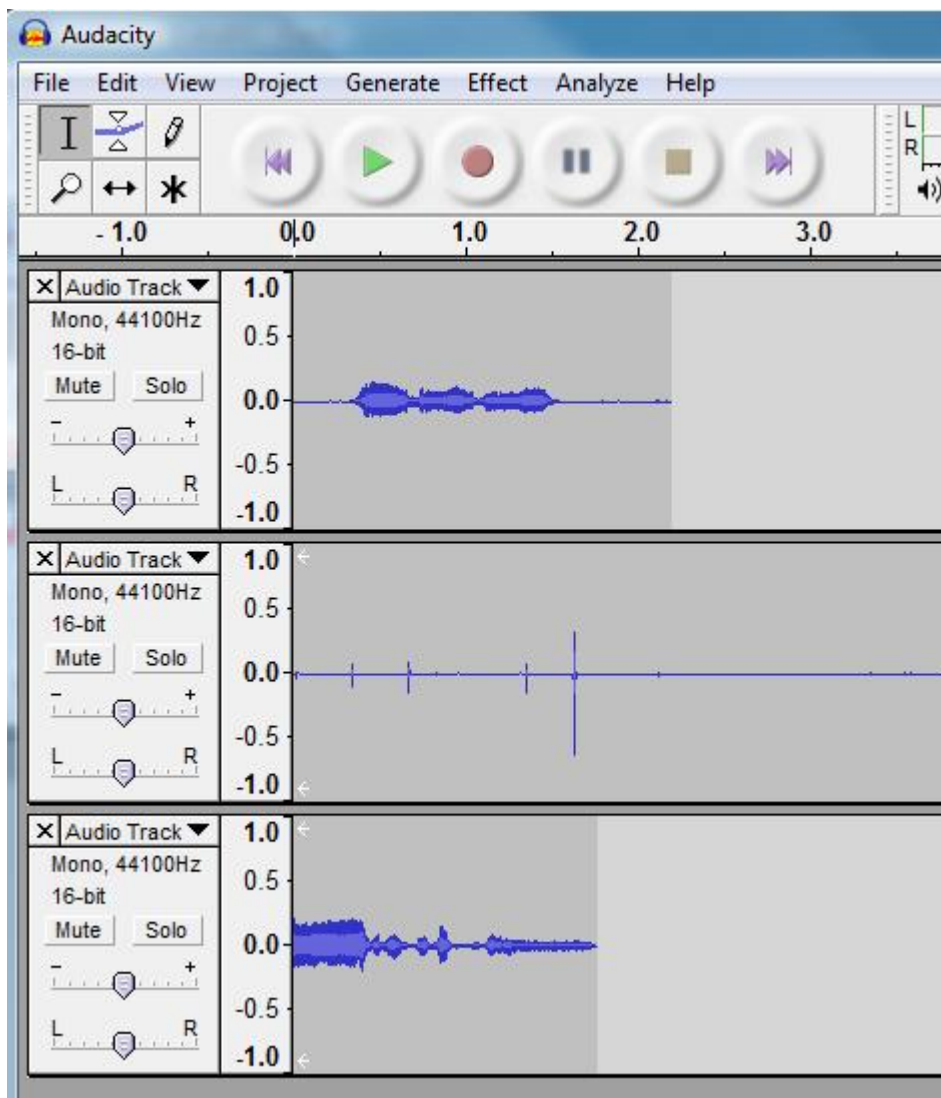When finished recording, press the **Stop** button (the square one).

Click the **Play** button to play back what you recorded. (You may have to hit the **Rewind** button. If part of the track is selected, it only plays that selected part).

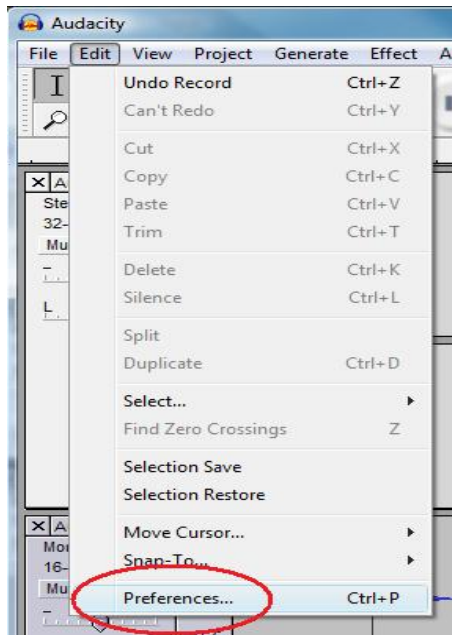Click the **x** button on the track to **delete** the track.

Audacity starts a new track **every time** you hit stop and then record.

Some Tips!

When you record even **once**, is your track strangely **doubled up**? That means you're recording in Stereo. Go back to the **Edit** menu and choose **Preferences**, and turn it back to mono.

Is your Audio track just a feeble **little line**? You need to **increase** your microphone input level, and/or **move your microphone** closer to the mouth. Aim for a nice '**fat**' line that is still in the borders of the track.
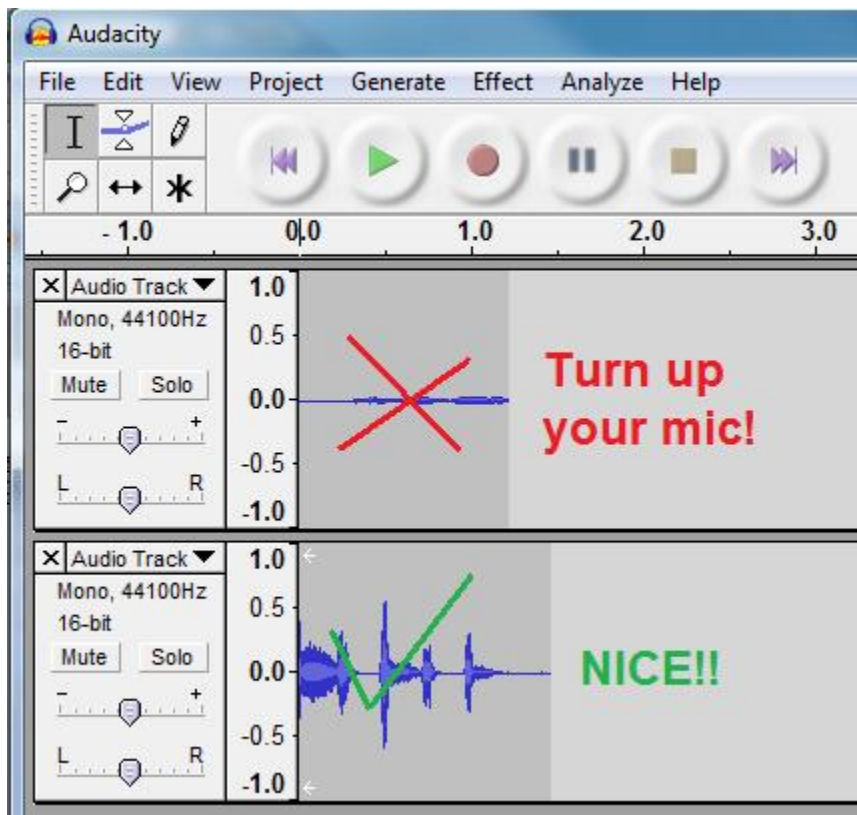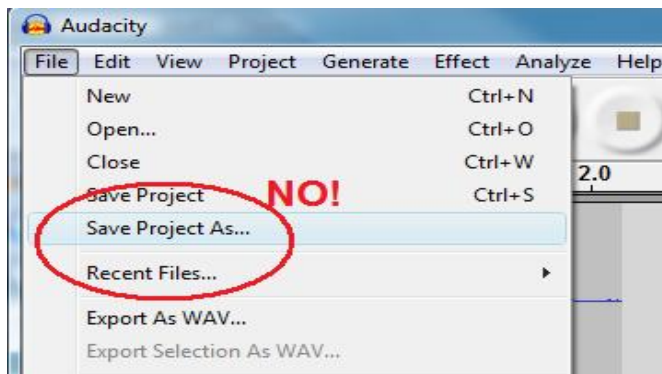
Saving your File

NOTE: In order to save your audio file as a MP3, you need to download and install the LAME MP3 Encoder, which you can do here: **http://audacity.sourceforge.net/help/faq?s=install&i=lame-mp3**

- Go to the **File** menu and choose **Export As MP3** (**NOTE** that the menu structure varies a bit with Audacity versions, so you may have to go to **Preferences > Export > As MP3**). That creates a **MP3** file, which you can **save** and then **upload to Moodle.**

- Before you type in the file name, always check FIRST that you are saving to the correct folder. **ALWAYS CHECK THE FOLDER YOU ARE SAVING TO** (Audacity will default to whatever was the last folder used--and very often, that will send your file to the wrong folder).

NOTE: DO NOT use 'Save' or 'Save As' in Audacity. In Audacity 'Save' or 'Save As' will save the file in a special Audacity format, called AUP. AUP files are only useful for certain very specific editing purposes. For now, just use **Export as MP3**.

If you've exported your file, you **do NOT** have to save again when you **quit Audacity**. You can **just say 'no'** when you quit! (Saving now would just save in that non-shareable format.)
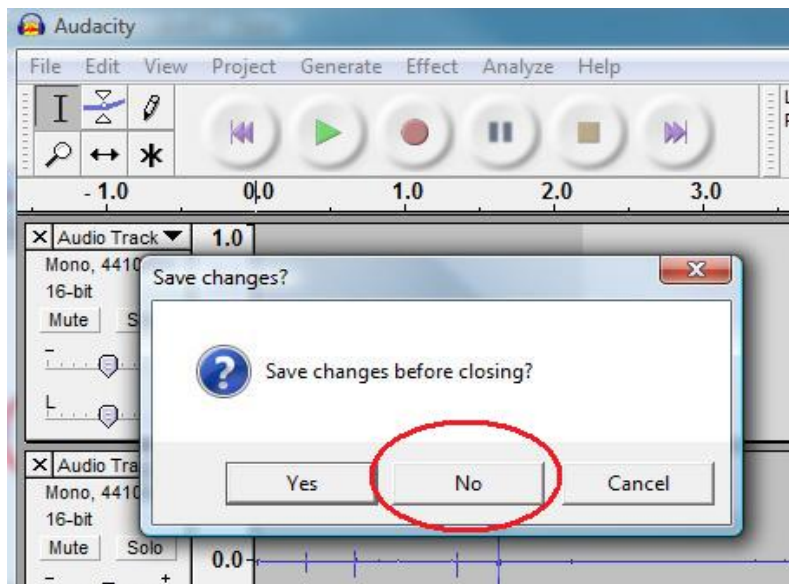
After you have exported your file, always check in your folder from your Desktop or My Documents, to make sure the MP3 file DID get into the right folder. You should see it there--and if it's not there, go back and try to figure out where it went (re-export it if necessary).