

# Recording Audio with Audacity

## **Purpose**

Audacity is a free open-source audio recording program. This guide will outline how to use the basic recording functions and how to export your files for use in other projects or for website submittal.

## **Obtaining Audacity**

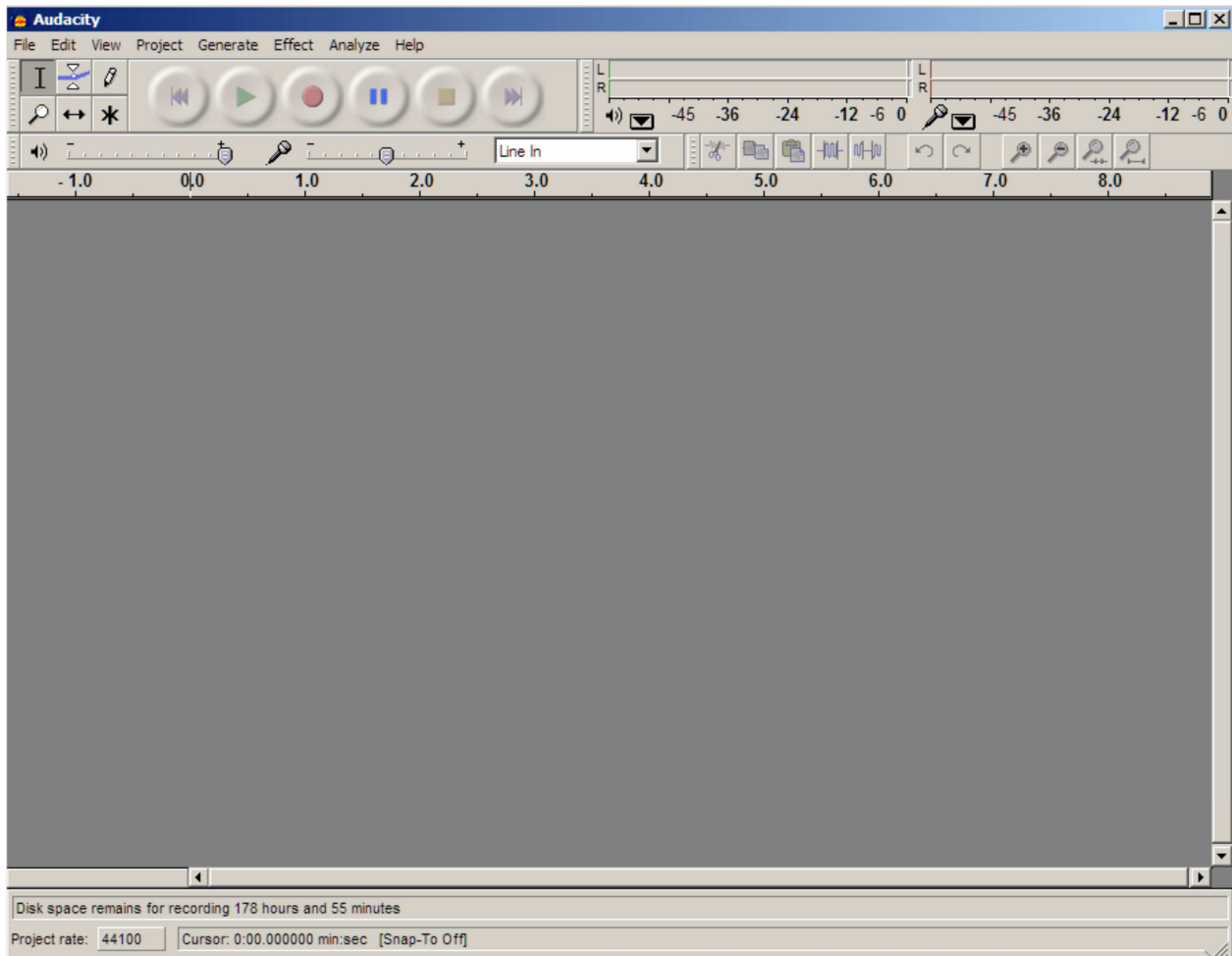
Audacity is available for both Macs and PCs, and can be downloaded from:

<http://audacity.sourceforge.net/>

Also, all of the lab computers have Audacity installed.

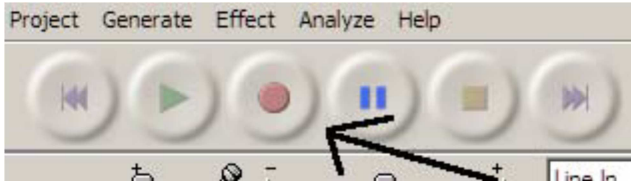
## **Recording a File**

After opening up Audacity the main screen looks like this:



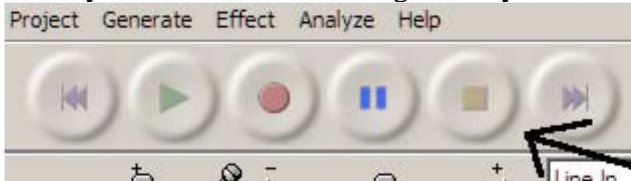
Make sure you have a headset or microphone plugged into your computer before starting.

1. The third button is the record button



To record simply press this button and begin speaking. The main window will show the progress of your recording.

2. When you are finished recording hit the yellow Stop button:



3. There are ways to edit and crop your clip, this is beyond the scope of this document. There are many documents on Audacity on Google that can help you with any editing you need to do. This guide outlines some basic editing functions:
  - a. [http://bavatuessdays.com/bavawiki/index.php?title=The\\_Basics\\_of\\_Editing\\_Digital\\_Audio\\_with\\_Audacity](http://bavatuessdays.com/bavawiki/index.php?title=The_Basics_of_Editing_Digital_Audio_with_Audacity)

### **Exporting Your Audio**

After your clip has been recorded, the next step is to export it for use in your projects.

1. Go to File/Export
2. Ensure that the "Save As Type" is listed as WAV(Microsoft) signed 16 bit PCM or similar
3. Select an appropriate filename and location such that you will remember where it is.
4. You can ignore the "Edit Metadata" page, simply click "OK" to continue.
5. Conversion may take several seconds to minutes.

That's It! Please remember to upload this file to the appropriate Dropbox.