


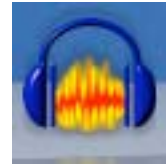
USING AUDACITY IN THE GLOBAL STUDIO (MAC)

Audacity is a free sound recording and editing utility installed on the computers in the Global Studio. You can use Audacity to record your own voice and to edit audio files.

If you have a microphone on your own computer, you may install and use Audacity; it is free. Please ask for the *Using Audacity* document to learn how to do this.

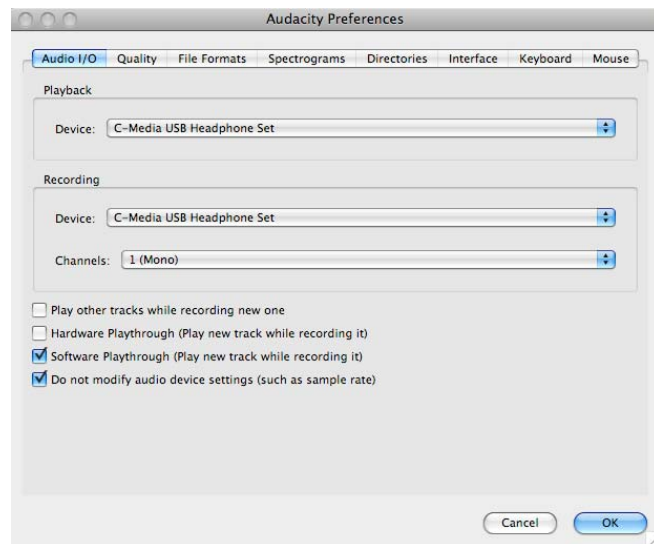
 Before opening Audacity, go to the Mac menu bar and use the SoundSource widget to configure your input and output devices. On the iMacs, use **C-Media USB Headphone Set**; on the Mac towers, use **Logitech USB Headset**. The Logitech desktop microphone is **AK5370**.

Open Audacity by clicking the Audacity icon in the Mac's dock.



To Record a File

1. Put on the headset with the microphone in front of your mouth. (If you have trouble hearing yourself or nothing records, you should make sure that the USB plug of the microphone is firmly connected to a USB port on the back of the computer.)
 - If asked to choose a language, you may choose whichever language you prefer; however, these instructions are written for the English menus.
2. Go to **Audacity > Preferences** and set devices for both Recording and Playback. For voice recording, use the **Mono** setting. To hear yourself as you record, check the **Software Playthrough...** box. Click **OK**.



3. Make sure the microphone is working:
 - When you click the red circle to **record** and then speak, you should see something other than a straight blue line. Stop recording and play back what you have done. You should hear yourself.
4. When you are certain everything is working, go to **File > New** and click the red circle to **record**.
5. Click the blue double lines to **pause**.
 - Choose to **pause** rather than stop if you want to interrupt your recording and think. Click the pause button again to re-start the recording.
6. Click the yellow square to **stop**.
7. Click the green arrow to **play back** your file. The volume control of the headset is on the headset cord. *You cannot listen to your recording while it is paused. Finish your entire recording before listening.*

For each new recording, open a new project by going to File > New. You may open as many new projects as you like. However, you should save your work, since clicking Close will sometimes close the application, and you will lose your work.

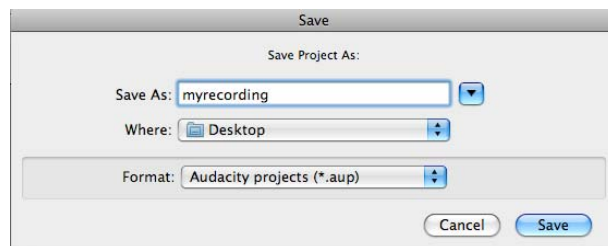
To Save Your Files

Remember: ALL FILES ON A STUDIO COMPUTER WILL BE ERASED WHEN THE COMPUTER IS REBOOTED.

The best way to save your finished files is to export them as MP3s and save them in your Netfiles space. Other formats may be too large to store on the network or e-mail.

1. First, save your project from **File > Save Project**. This will create a file with an .aup extension and a folder with [name of project]_data. These can be opened and edited in Audacity. (When a warning box appears, click OK.)

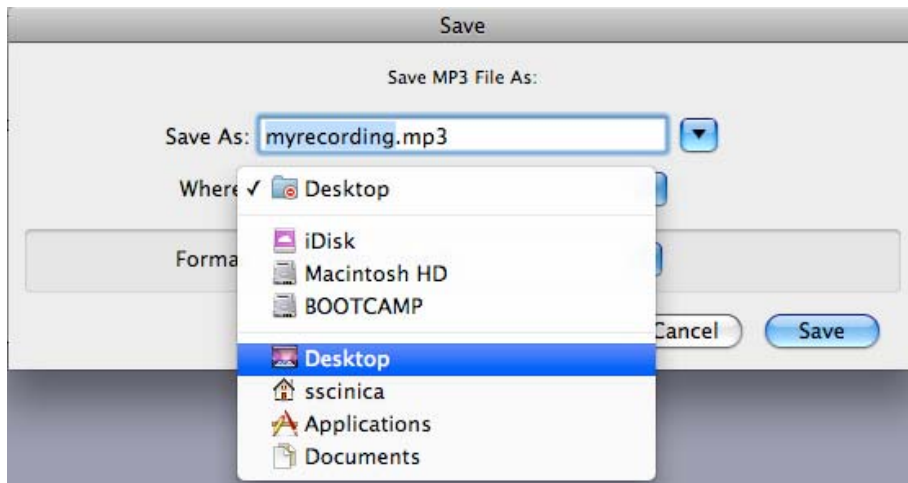
- **YOUR FILE NAMES SHOULD HAVE NO SPACES OR ACCENTS.**
- **ADVICE:** Save your files to the **Desktop** of the Studio computers, then



move the MP3s to your Netfiles drive. Do this even if you have uploaded the file to Blackboard or e-mailed it to your professor.

2. Second, export your file as an .mp3 from **File > Export as MP3**.

- When exporting an MP3, you will see a dialogue box called "Edit the ID3 tags for the MP3 file." Click **OK**.



Warning: When you try to save your file, you may see a red line on top of a folder. Click on the arrow next to the Where box and select another place to save. In the example above, the file will be saved to your desktop.

3. Find the MP3 file on the Studio computer. Save it to Netfiles. You don't need to save the .aup and DATA files. Once you have the MP3, you can upload it to Blackboard, post it on the web, or use it however you need.

Note: You may be asked if you want to locate the lame_enc.dll file; say "yes." Then go Macintosh HD > Library > audacity and highlight the libmp3lame.dylib file. Click Open.