

USING AUDACITY IN THE GLOBAL STUDIO (WINDOWS)

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.

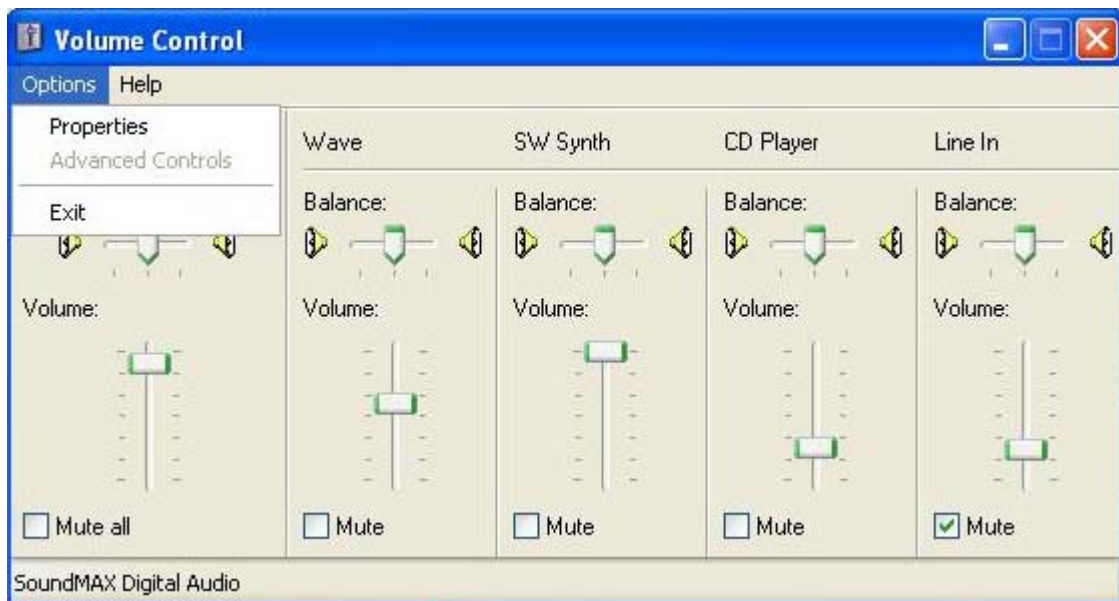
If you have a microphone on your own computer, you may install and use Audacity; it is free. Please ask for the *Using Audacity* document to learn how to do this.

To open Audacity, go to the Start menu > All Programs > MultiMedia Editor > Audacity.

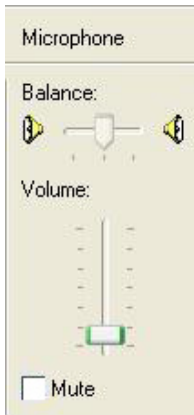
To Hear Yourself As You Record

By default, the Studio computers are configured so that you can hear yourself. If you need to turn this function off—or restore it:

1. Go to Start > Control Panel > Sounds and Audio Devices
2. Click the **Audio** tab and make sure that **C-Media USB Headphone Set** is selected for both Playback and Recording.
3. Click the **Volume** tab and select **Advanced** under the “Device volume” header. This will open Volume Control, which may be called Speaker.
4. Choose Options > Properties from the menu.

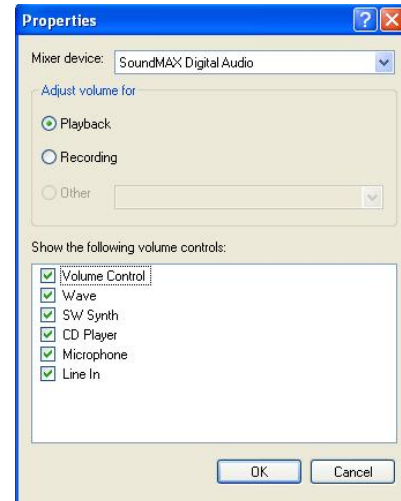


5. With the Playback button selected, check the **Microphone** box. Click **OK**.



6. Back in Volume Control, **uncheck** the **Mute** box under the **Microphone** heading to hear yourself or **check** the **Mute** box to stop hearing yourself. To hear yourself, the volume slider to the upper part of the range.

7. Close Volume Control, then close the Control Panel.



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 Edit > Preferences > Audio I/O and select **C-Media USB Headphone Set** for both Recording and Playback. For voice recording, use the **Mono** setting. 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.

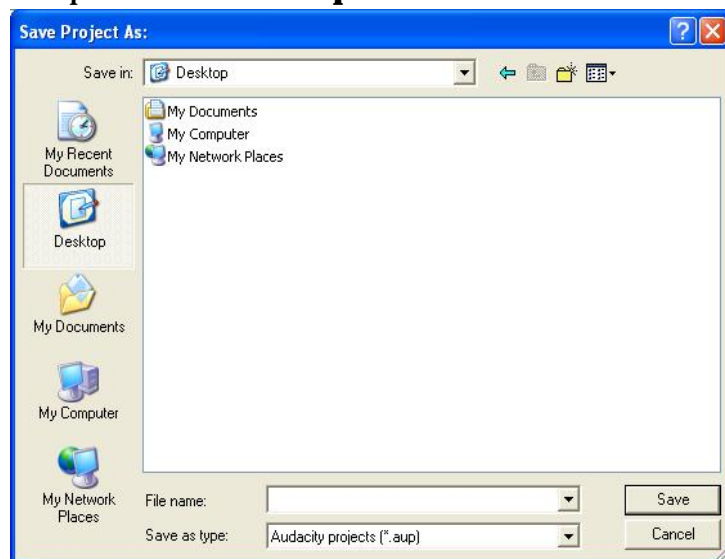
To Save Your Files

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 the "save" window opens, **click on the Desktop icon at the left** so that you will be able to find your saved file easily. **Click on the Desktop icon even if the word Desktop appears in the "Save in:" box.**



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

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 to My Computer > BOOTCAMP (C:) > Program Files > Audacity > Plug-Ins and look for the lame_enc.dll file. Highlight it and click Open.