

USING AUDACITY

Audacity is a free sound recording and editing utility that works on Windows, Macintosh, and UNIX/Linux. If you would like to install Audacity on your own computer, you can find it at <http://audacity.sourceforge.net/download/>. If you plan to make MP3 files, you need to download not only the program but also the LAME encoder. **Note: If you have a Mac, make sure you download the correct version for your OS. All newer Macs have Intel chips; older Macs may have PPC, but this is rare. Some older Macs have trouble with Audacity, but this, too, is quite rare.**

Downloading and Installing Audacity

1. Go to <http://audacity.sourceforge.net/download/> and click the link for your operating system. **If there is a choice between "stable" and "beta," choose the one recommended for the version of the OS that you have.**
2. Install Audacity
 - a. *For Windows:* Download the Audacity installer; click on it to install the application.
 - b. *For Mac:* You need to know which version of the Mac OS you have. Check by clicking 'About this Mac' in the Apple menu (upper left of the menu bar). If you have an older Mac, you'll need to know whether you have an Intel (all newer Macs) or a PPC (not used for at least five years) chip. Once you download the .dmg file, click on it to mount the virtual disk, and drag the application and other elements to the Applications folder. Advice: create an Audacity folder in Applications.
3. Install the LAME MP3 encoder
 - a. *For Windows:* Under "Optional Downloads," click on the **LAME MP3 encoder** link and follow the instructions under "Windows" on the page that opens. Advice: write down the path name of the lame_enc.dll file listed in the instructions. You may be asked to locate the file the first time you export a file to MP3.
 - b. *For Macs:* Under "Optional Downloads," click on the **LAME MP3 encoder** link and follow instructions. The libmp3lame.dylib file installs itself in /usr/local/lib/, which is hard to locate but should appear when you are asked to locate the file. You will be asked to locate the file the first time you make an MP3.

To Hear Yourself As You Record

These instructions apply to people who use headsets/headphones to record/listen. Do not try to hear yourself record if you are using built-in microphones and speakers; you'll get echo and feedback.

Windows XP

Windows XP users can generally configure their computers so that they can hear themselves by following these instructions:

1. Go to Start > Control Panel > Sounds and Audio Devices
1. Click the **Audio** tab and select the device you are using for Playback and Recording. If you don't know what to choose, try the default device first.
2. Click the **Volume** tab and select Device volume > Advanced.
3. In the window that opens, choose Options > Properties from the menu.
4. With the Playback button selected, check the **Microphone** box. (Don't worry if you don't see this; just proceed to the next step.)
5. When a new Window opens, **uncheck** the **Mute** box under the **Microphone** heading. Move the volume slider to the upper part of the range.
6. Close the box, then click **OK** to close the Control Panel.
7. **Remember, you will have to select the same devices in the Audacity preferences.**

Windows Vista and Windows 7

Open Audacity and select Audacity > Preferences. Check the “Software Playthrough ...” box.

Mac

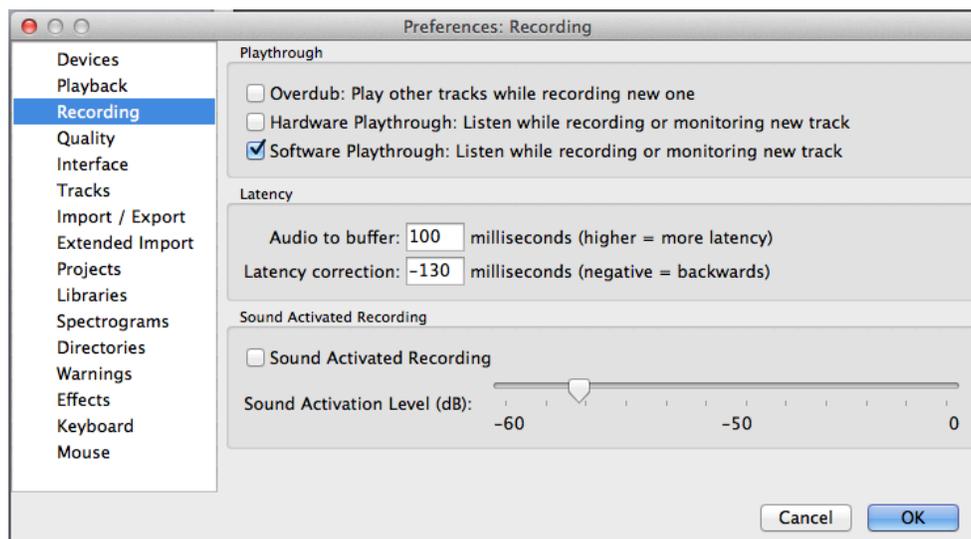
Open Audacity and select Audacity > Preferences. Check the “Software Playthrough ...” box for best results.

To Record a File

1. Open the Audacity program.
 - a. If asked to choose a language, you may choose whichever language you prefer; however, these instructions are written for the English menus.
2. Set your device preferences. (These instructions apply to version 1.3.x and higher; other versions will have similar options.) *In Windows, Edit > Preferences; in Macs, Audacity > Preferences.*
 - a. Go to **Preferences > Devices** and make sure **the device you are using** is listed for both Recording and Playback. For voice recording, the **1 (Mono)** setting is fine. Click **OK**.



3. To hear yourself as you record, go to **Preferences > Recording**. For best results, check the **Software Playthrough** box. Uncheck the **Overdub...** box. Click **OK**.



4. Check the input level of the microphone in the main Audacity window.

5. 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.
- If the microphone does not seem to work, make sure it is plugged into a working jack/port and that you have set your device preferences correctly.

6. When you are ready to **record**, click the red circle.

7. Click the blue double lines to **pause**.

- a. 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.

8. Click the yellow square to **stop**.

9. Click the green arrow to **play back** your file. The volume control of the headset is the knob on the left earphone. *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.

To Save Your Files

The best way to save your finished files is to export them as MP3s and save them in the 'cloud', e.g., Dropbox, your Netfiles space. Formats other than MP3 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 a designated folder on your computer, 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, select the folder where you want to store the MP3.
 - When exporting an MP3, you will see a dialogue box called "Edit Metadata ." If you wish, you may describe your recording here, but this is optional. Click **OK** to exit the box.
3. Once you have exported the file as an MP3—and made sure that it plays correctly by opening it in iTunes or Windows Media Player or VLC-- you may delete 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. You can even open it with Audacity and edit it.

Note: The first time you use Audacity to export an MP3, you may be asked if you want to locate the LAME encoder that you have installed. Say "yes" and navigate to the folder where you stored the file. (If you installed LAME in the default directory, you may see this location first.) Highlight it and click Open.