

## USING AUDACITY IN THE GLOBAL STUDIO (MAC)

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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 Audio Device**; on the Mac towers, use **Logitech USB Headset** (black headset) or **C-Media USB Audio Device** (tan headset) or the Logitech desktop microphone (**AK5370**). **NOTE: Make sure to turn on the volume using the sliders.**

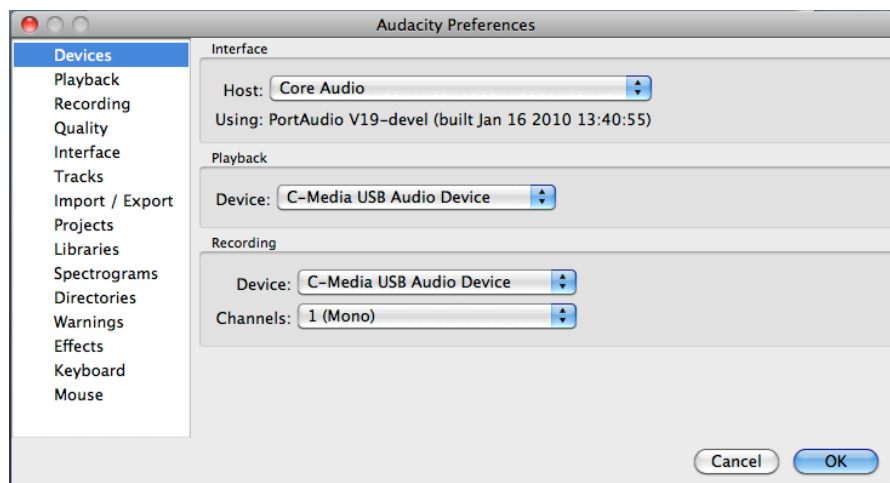


Open Audacity by clicking the Audacity icon in the Mac's dock.

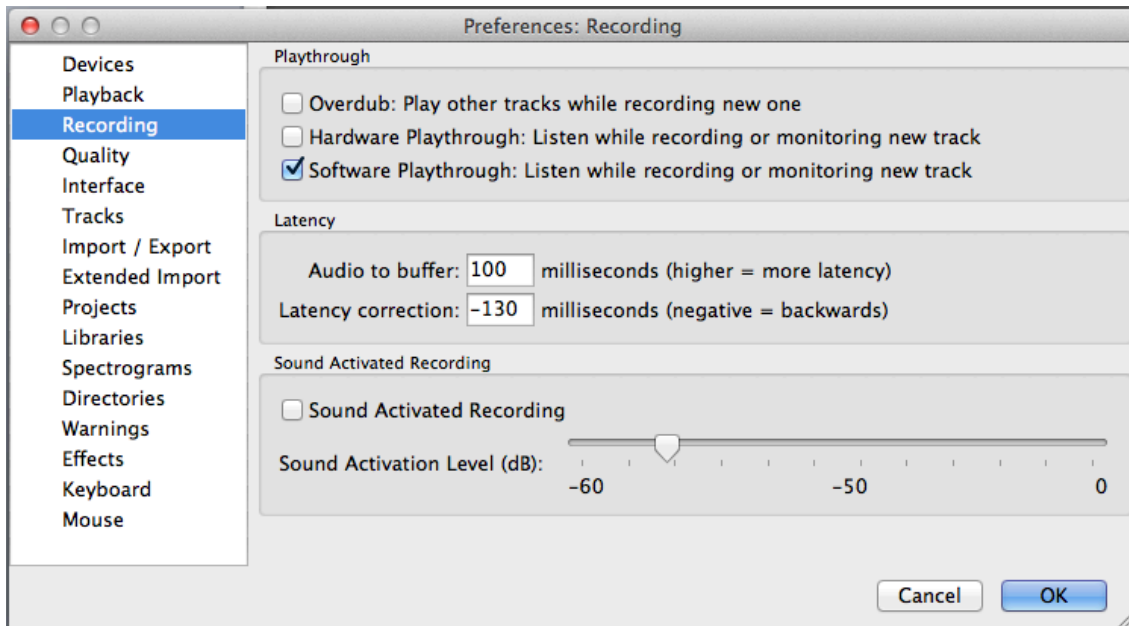
### To Record a File

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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.)
2. Go to **Audacity > Preferences > Devices** and make sure **the device you are using** (see above) is listed for both Recording and Playback. For voice recording, the **1 (Mono)** setting is fine. Click **OK**.



- To hear yourself as you record, go to **Audacity > Preferences > Recording**. For best results, check the **Software Playthrough** box. Make sure the **Overdub...** box is not checked. Click **OK**.



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



- 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.
- When you are certain everything is working, go to **File > New** and click the red circle to **record**.
- 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.
- Click the yellow square to **stop**.
- 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

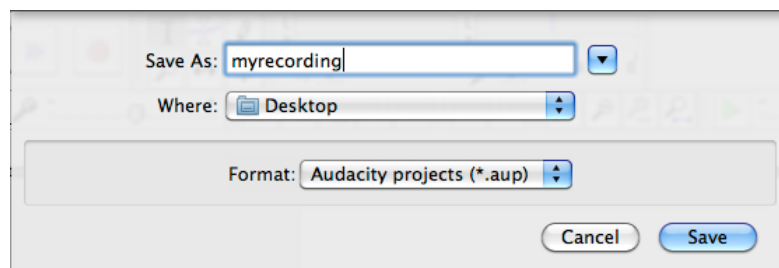
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**Remember:** ALL FILES ON A STUDIO COMPUTER WILL BE ERASED WHEN THE COMPUTER IS REBOOTED.

**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.)

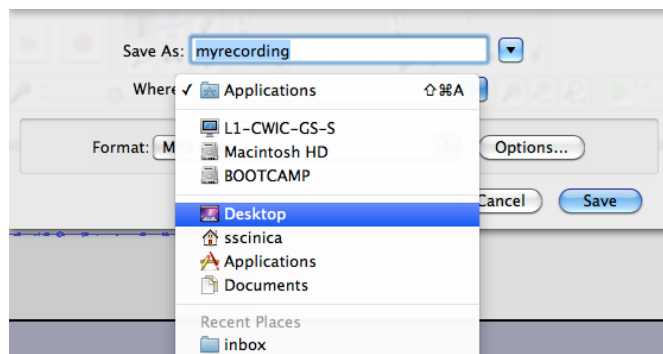
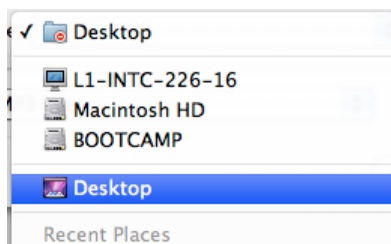
- **YOUR FILE NAMES SHOULD HAVE NO SPACES OR ACCENTS.**



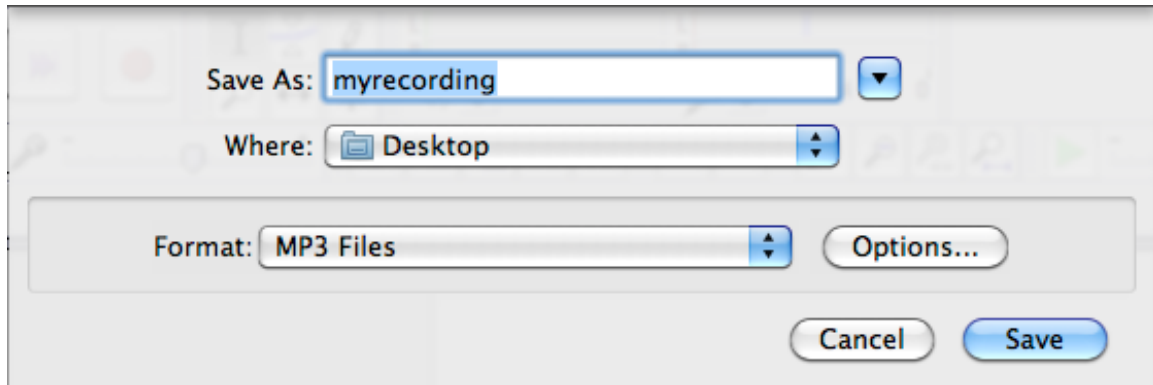
- **ADVICE:** Save your files to the **Desktop** of the Studio computers, then move the MP3s to your Netfiles drive. Do this even if you have uploaded the file to Blackboard or e-mailed it to your professor.

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

- Make sure you choose to save to the **Desktop**. If you see a red circle on the Desktop folder, you need to select **Desktop** from the pull-down menu.



- Make sure you choose **MP3 Files** as the **Format**:



- When you see the **Edit Metadata** window, click **OK**.
3. Find the MP3 file on the Studio computer. Make sure you can play back the file by double-clicking it (to open iTunes) or right-clicking to choose to open it with VLC.
  4. Save the MP3 file 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.

**If you have any problems, ask a Studio Assistant for help.**

## **Troubleshooting**

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If you are having trouble recording, make sure that the input level is set (see picture on page 2). **Sometimes, when using the Califone (tan) headsets, pushing the record button for the first time resets the input level to zero. Stop recording, reset the level, and try again to record.**