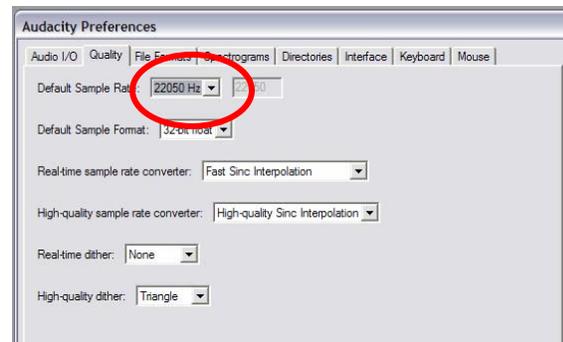
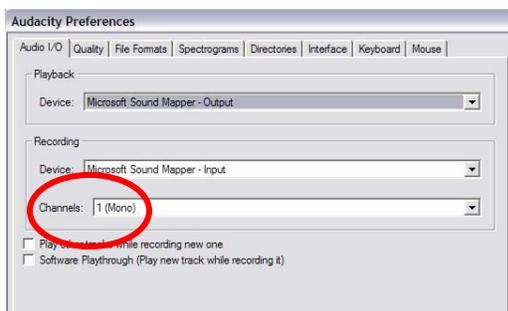


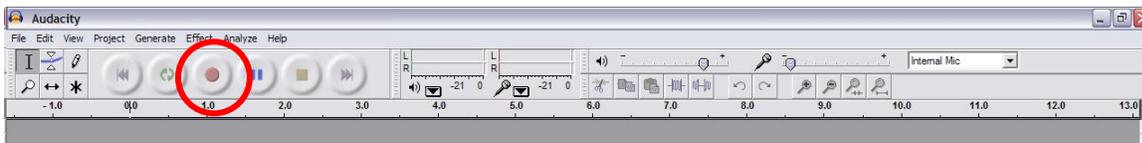
Audacity

To record your voice in Audacity:

- 1) Make sure your microphone is plugged in and on
- 2) Do a microphone check:
In the Lab, use the Mic check icon on the desktop.
On your own machine, you can record something in Windows Sound Recorder (Start >> Accessories >> Entertainment >> Sound Recorder).
If the microphone is not working, check the Windows sound settings (Instructions at the end of this document)
- 3) Check your Audacity settings
 - a. Edit >> Preferences
 - b. Recommended settings:
 - i. Audio I/O >> Recording Channels [Mono (1)] >> [OK]
 - ii. Quality >> Default Sample Rate [22050 Hz] >> [OK]



- 4) Click on the red Record button



- 5) Speak into the microphone

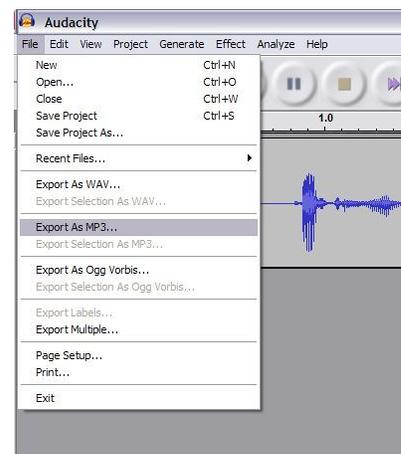
NOTE: You may need to adjust the recording level in the Windows volume control

- 6) To stop recording, click on the yellow Stop button

- 7) Export

(File >> Export as [whatever format you want])
Choose a filename and location
(In the Lab, you can only save to Temporary Local File Storage or your own AFS space)

NOTE: for .mp3, you will have to set the ID3 tags
Most of the time this does not matter and you can just click [OK], but ID3v1 works better in some situations, like exporting to Flash.



Audacity (continued)

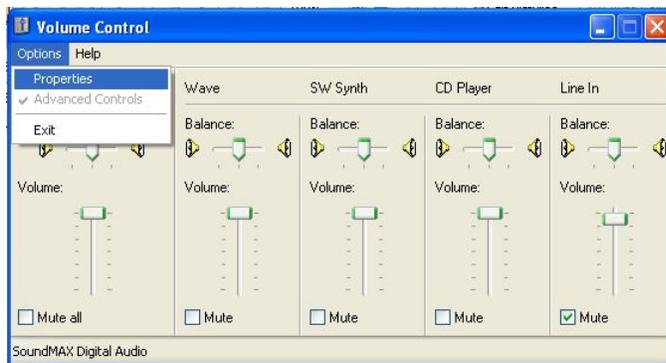
Selecting the Recording Input in the Windows Sounds and Audio Devices Properties

- a. Open the Windows volume control
 - i. Right-click on the speaker icon in the task bar
>> Open Volume Control ❶ >> Options >> Recording ❷ >> [OK]
OR
 - ii. Start >> Control Panel >> Sounds and Audio Devices ❸
>> Audio >> Sound Recording >> Volume

In ❹, if you want to use the microphone, make sure it is selected. If you want to record something off of the Internet, DVD or CD, make sure Stereo Mix is selected.

[Screenshot References]

❶



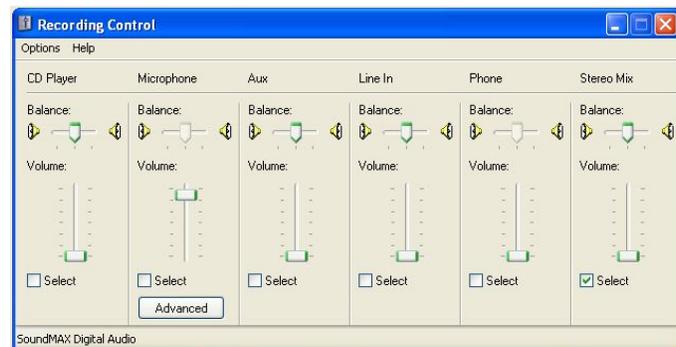
❷



❸



❹



NOTE on exporting to .mp3: The machines in the Lab are set up to export to .mp3 but if you are doing this on your own machine, the first time you do it, you will need to link to the LAME encoder. If you have not downloaded this from the link on <http://audacity.sourceforge.net>, do so and expand the file to somewhere in C:\Program Files\Audacity\Plug-Ins. Then when you first try to export as .mp3, you will have to locate the lame_enc.dll file and click on it (Audacity will guide you through this).