
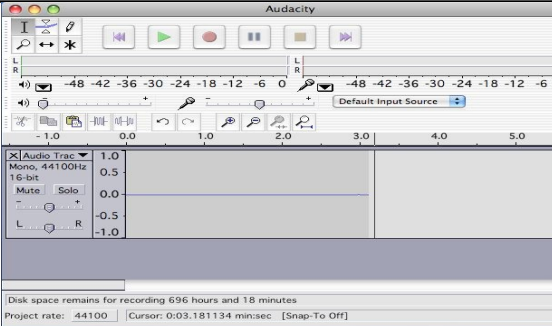


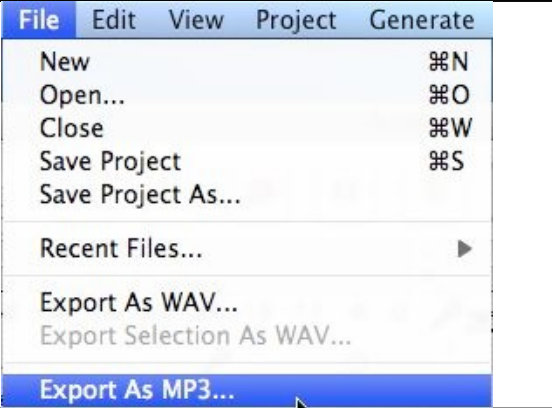


Using Audacity to Make Audio Recordings

You can use the application **Audacity** to record your voice as an MP3 file. Here are directions for making, saving, and copying an audio recording with **Audacity** in the **ESL Computer Lab** as well as directions for using **Audacity** at home.

<p>1. Click on the “Audacity” application in the Dock at the bottom of the screen. It is the icon with the headphones.</p>	
<p>2. When “Audacity” opens, you will see a window that has recording symbols like those on a CD player or cassette player. They function just like the buttons on a CD player or cassette player.</p>	 <p>Recording window</p>
<p>3. Just click the red “Record” button to record. Click the yellow “Stop” button to stop recording.</p>	 <p>>>>>> RECORD >>>Stop</p>
<p>4. Click “Play” to play back your recording. If you want to record it again, go to the File menu and click on New. This will open a new “Audacity” window.</p>	 <p>>>>> PLAY</p>
<p>5. To save, go to the File menu and choose Export as MP3. Do NOT choose SAVE.</p>	
<p>6. Type in the name of your file followed by the .MP3 extension in the</p>	<p>Name your file and save to Desktop:</p>

Save As window. Click on the Save button. Then click on the OK button. You have now saved your file to the desktop.

7. Then you can close the Audacity window. Do NOT save changes. You already saved by exporting to MP3.

8. If you want to save it to disk, copy it to your memory stick, send it to yourself in an e-mail, or save it to your WebspacE.

9. You can download **Audacity** for free from the following web site:
<http://audacity.sourceforge.net/download/>

Select the appropriate version based on your operating system (Mac OS X, Windows, etc.)

In order to make MP3 recordings, you will need to download the **LAME MP3 Encoder** from the Optional Downloads section.

10. In order to make audio recordings with **Audacity**, your computer must have a microphone. If your computer does not have an internal microphone, you can purchase an external microphone with a USB connection at a computer store.

Keyboard shortcuts in Audacity:

Space bar: Play / Stop

R: Record

P: Pause

S: Stop

