

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/about.php>. If you plan to make MP3 files, you need to download not only the program but also the LAME file. **Note: For best performance, download the “stable” version rather than the “beta” version. If you have a Mac, make sure you download the correct version—Intel for newer Macs, PPC for older Macs. Some combinations of the Mac OS and G5 hardware have trouble with Audacity; however, this is rare.**

Downloading and Installing Audacity

1. Go to <http://audacity.sourceforge.net/download/> and click the link for your operating system. **Make sure you choose the link under the "stable" column.**
2. Install Audacity
 - a. *For Windows:* Download the Audacity installer; click on it to install the application.
 - b. *For Mac:* You need to know whether your Mac has a PPC or an Intel chip. (New Macs have Intel chips; MacBooks and MacBook Pros have Intel chips.) 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 on the page that opens. Advice: put the lame_enc.dll file in the Program Files > Audacity folder to make it easy to find. You will be asked to locate it 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. You will need to know whether you have a PPC or an Intel chip. Although you may put the LameLib or libmp3lame.dylib file anywhere, a good place for it is the Library folder. You will be asked to locate it the first time you export a file to MP3.

To Hear Yourself As You Record

These instructions apply to people who use headsets/headphones to record/listen.

Macintosh users cannot normally hear themselves through the headset as they record. To hear what you sound like, you must record and then play back your recording.

PC 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.**

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.
 - a. *For Windows:* Go to Edit > Preferences > Audio I/O and select your devices for both Recording and Playback. If you want to hear yourself as you record, you may need to check the "Software Playthrough..." Box.

- b. *For Macs:* Go to Audacity > Preferences > Audio I/O and select your devices for both Recording and Playback.
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.
 - 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.
4. When you are ready to **record**, click the red circle.
5. 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.
6. Click the yellow square to **stop**.
7. 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 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 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 the ID3 tags for the MP3 file." 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, 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 will 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. Highlight it and click Open.