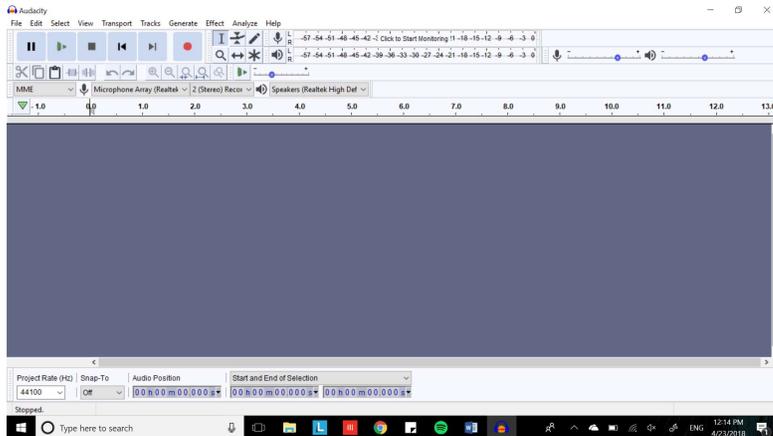


Audacity Recording Instructions

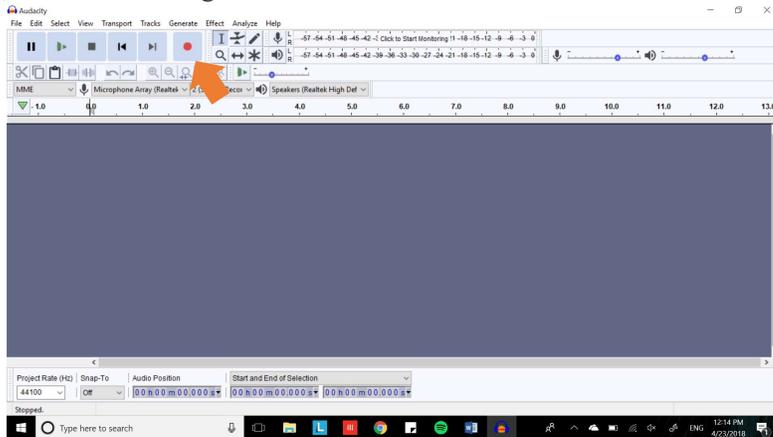
Audacity is a free download (<https://www.audacityteam.org/>). You may also have another recording program on your computer, feel free to use that as long as it gives you a .wav file!

Audacity instructions

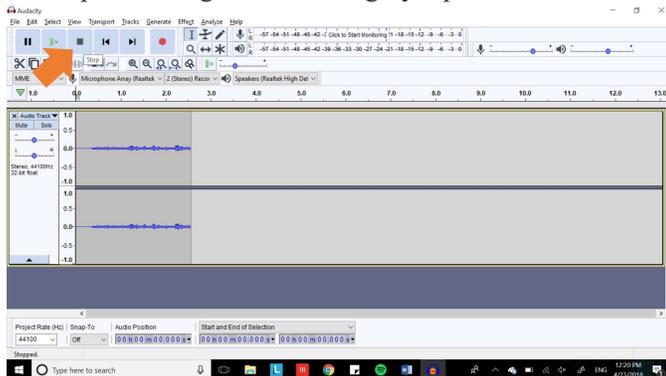
1. Open Audacity. A pop up may come up on 'How to get help'. Click okay. The resulting screen will look like:



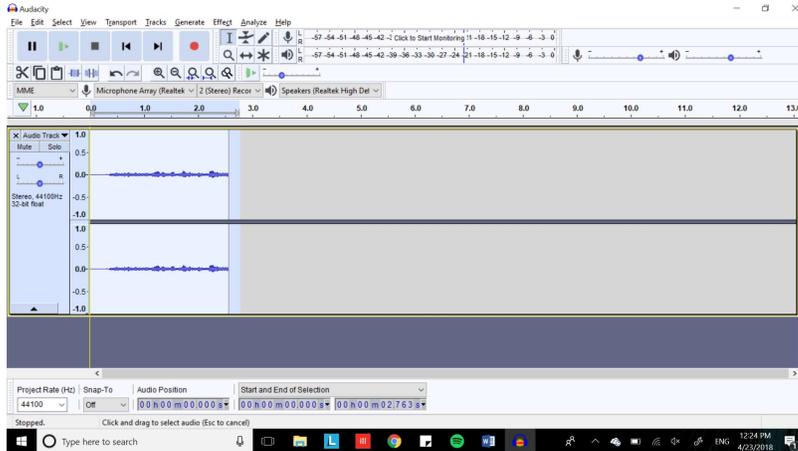
2. To start recording click on the red dot icon.



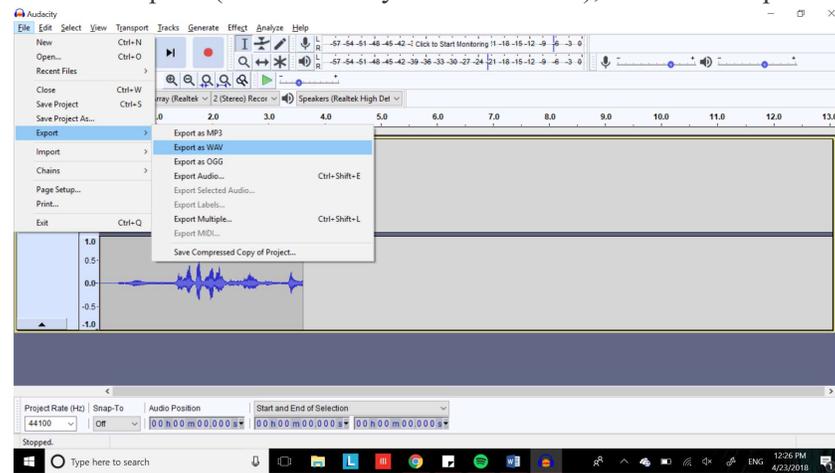
3. To stop recording click on the gray square icon.



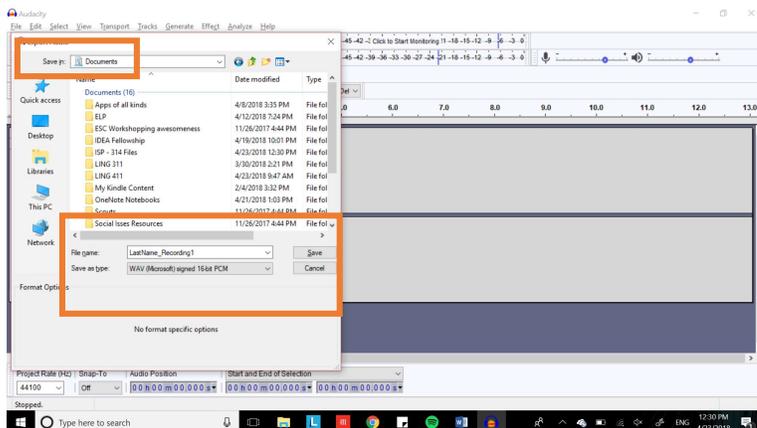
4. Play your recording (click on the green triangle icon) and make sure that there is not a lot of background noise. If you need to delete it and start again, left click and drag across your recording to select it, then click the 'backspace' key.



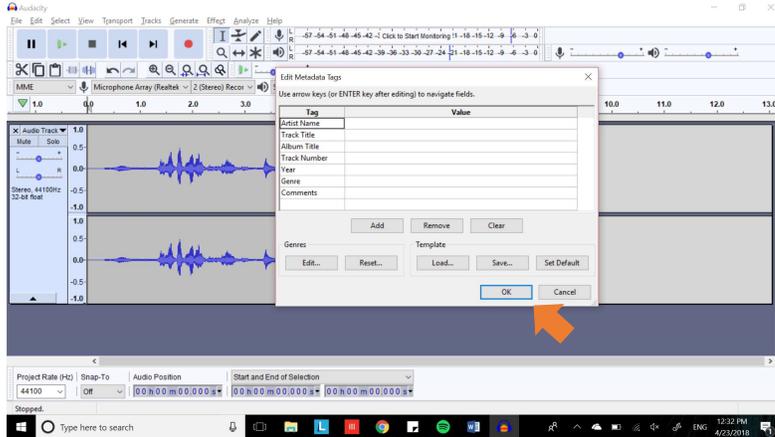
5. If your recording is clear and you are ready to send it: Go to the 'File' menu in the top left corner, click on 'Export' (about half way down the menu), and click 'Export as WAV'.



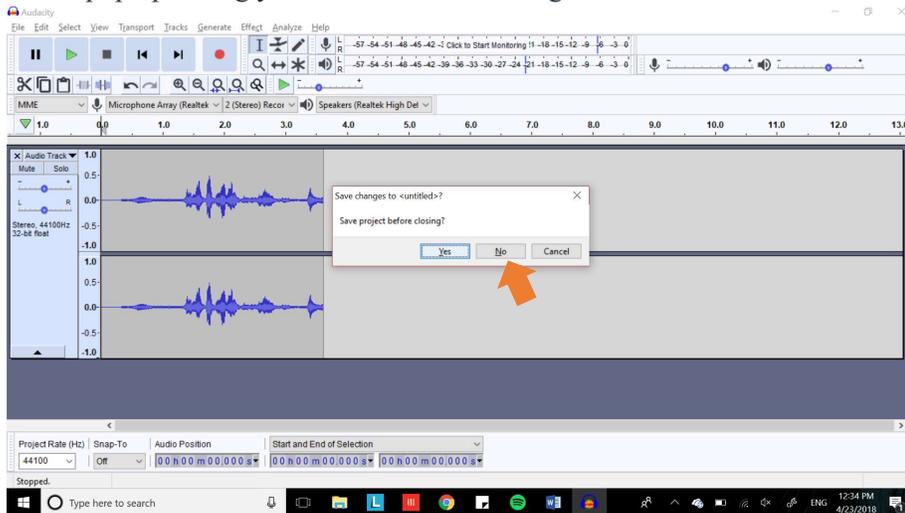
6. Save your file as LastName_Survey1 to wherever you can access it again. I recommend saving to your documents folder or the desktop.



7. After you press 'Save' Audacity will ask you to enter Tags; just press 'okay'.



8. You can now close Audacity. Since you have already exported your recording you can press 'No' on the pop up asking you to save before closing



9. Submit your recording as a file upload

