## **Audacity Recording Instructions**

Audacity is a free download (<u>https://www.audacityteam.org/</u>). 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.

Audacity													- 0	×
File Edit Select	t View Trans	port Tracks	Generate Effe	ect Analyze H	elp									
11 15				IXI	₽ R -57 -54 -5	51 -48 -45 -42 -5 Cli	k to Start Mo	itaring !1 -18 -15	12 -9 -6 -3 0					
				९ ↔ ¥	1) R 57 54 -5	51 -48 -45 -42 -39 -	38-33-30-2	7 -24 -21 -18 -15	12 9 8 3 0	J		•	• • •	
×60	10 HI IN		2 2	< I 🕨 📖										
MME	~ 🌷 Micropi	hone Array (Real	tek ~ 2 (5	Secor ~ 🕪	Speakers (Realtek I	High Def ~								
▼ - 1.0	00	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0
														<u>^</u>
														~
	<													>
Project Rate (H	z) Snap-To	Audio Posit	tion	Start and Er	d of Selection		~							
44100 ~	Off .	~    00 h 00 i	m 00,000 s	•    00 h 00 m	00:000 5* 0	0 h 0 0 m 0 0 0 1	00 s*							
Stopped.														
H О Ту	pe here to sea	arch		0	📻 L	<b>III</b> (9)				A <sup>A</sup> ^	🛎 🖿 <i>(</i> ()		ENG 4/23/2018	6

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

x lp	H Stop	▶ ● @ @ Q Q d	I <del>I</del> / ↓ Q ↔ * •0 : Q ► · · · ·	-57-54-51-48-45- -57-54-51-48-45-	42 Click to Start Mo 42 -39 -36 -33 -30 -2	toring 11 -18 -15 -1 -24 -21 -18 -15 -1	2 9 6 3 0 2 9 6 3 0	Į I	•		••••	
ME 7 1.0	Microphone Arr.	y (Realtek ~ 2 (Stere 2.0	o) Recor v 🌒 Speaks	rs (Realtek High Del ~ 4.0 5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	1
Audo Track - Pe Solo - R Ro, 44100Hz Ro, 44100Hz Ro for a	10 05 00 05 10 05 05 00 05 00 05 00 05 00 05			_	_	_					_	

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, the 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'.

() Audacity													- 0	~
Eile Edit Select View	Transport	Tracks 1	Generate Effeg	t <u>A</u> nalyze <u>H</u>	elp									
New	Ctrl+N	N		[ ] /	L -57 -54 -5	1 -48 -45 -42 -3	Click to Start Me	initoring 1 -18 -11	5-12 -9 6 -3	0				
Open	Ctrl+O	P1	- C	×↔*	1 -57 -54 -5	1 48 45 42 -3	9 -36 -33 -30 -	27 -24 -21 -18 -1	5-12-9-6-3	i 🌒 📜		1 🕕 💷		
Recent Files	>	e e	2006		*									
Close	Ctrl+W	rray (Real	tak v 2 (Staran	Recor	Sneakers (Realtak H	High Det V								
Save Project	Ctrl+S	indy (recom			speakers (nearcek r	ingit o ct -		7.0			40.0		40.0	40.0
Save Project As		.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0
Export	>	Expo	ert as MP3											^
Import	>	Expo	int as www.											
Chains	>	Expo	ert Audio		Ctrl+Shift+E									
Page Setup		Expo	rt Selected Audi	io										
Print		Expo	rt Labels											
Exit	Ctrl+Q	Expo	rt Multiple		Ctrl+Shift+L									
1.0	_	Expo	ert MIDI			_								_
		Save	Compressed Co	opy of Project										
0.5			1 4 4			_								
0.0-			11 A A A A A A A A A A A A A A A A A A		4									
-0.5														
10														
	_	_			_									
														~
<														>
Project Rate (Hz)   Sna;	To	Audio Posit	ion	Start and En	nd of Selection		~							
44100 V Off	~	00 h 00 r	m 0 0 .0 0 0 s •	00 h 00 m	00.000 s* 0	0 h 0 0 m 0 0	.000s*							
Stopped.				_	_	_	_						10,00 01	
E O Type here	to search			0			9	8		8 <sup>8</sup> ^	4 🗉 (		ENG 4/23/2011	3 50

6. Save your file as LastName\_Survey1 to wherever you can access it again. I recommend saving to your documents folder or the desktop.

	~			×	-45 -42 -2 Click to Start Mo	initoring !1 -18 -15	-12 -9 -6 -3 0					
Save in	Documents	~ ~	G 🛊 😕 🗔 •		-45 -42 -39 -36 -33 -30 -3	27 -24 -21 -18 -15	-12 -9 -6 -3 0	ļ	• • •	•••	<b>01</b>	
*	Document	A (16)	Date modified	Туре ^	Det ~							
uick access	Apps of	f all kinds	4/8/2018 3:35 PM	File fol	0 60	7.0	80	9.0	10.0	11.0	12.0	
-	ELP		4/12/2018 7:24 PM	File fol								_
	ESC We	orkshopping awesomeness	11/26/2017 4:44 PM	1 File fol								-
Desktop	IDEA Fe	llowship	4/19/2018 10:01 PM	1 File fol								
1	ISP - 31	4 Files	4/23/2018 12:30 PM	1 File fol								
in the second second	LING 31	11	3/30/2018 2:21 PM	File fol								
libranes	LING 41	11	4/23/2018 9:47 AM	File fol								
	My Kin	die Content	2/4/2018 3:32 PM	File fol								
This PC	OneNo	te Notebooks	4/21/2018 1:03 PM	Filefol								
~	Scoute		117 0K 0017 4 44 DL	bile tol				_	_			-
۲.	SOCIAL	sses Kesources	11/26/2017 4:44 PN	1 File fol v								
Network	File game:	LastName_Recording1	~	Save								
	Course and serve	WAV At second stand 10 to 000		Connel								
_	save as type.	WAV (Microsoli) signed 16-bit PCM	~	Carle								
mat Optie	5											
						_	_	_	_			e
		No format specific options										
ject Rate (H	2) Snap-To	Audio Position	Start and End of Sele	ection	~							
100 ~	011 ~	00 h 00 m 00.000 s*	00 h 00 m 00.00	0 s* 00 h	00 m 00.000 s*							

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 n.

(=) Audacity													- D	~
<u>File Edit Sele</u>	ct <u>V</u> iew T <u>r</u> a	nsport Iracks	Generate Effe	st Analyze He	lp									
				TIN	0 -57 -54 -	51 -48 -45 -42 -51	lick to Start Mo	nitorino !1 -18 -1	5-12 -9 6 -3	0				
II 🕨		I <b>∢ ►</b> I	•			in the let in the	de de de d	a da lia da da				+ -0 -	•	
				र <b>⇔</b> ≭ '	P R -57 -54 -	51 -48 -45 -42 -39	-36 -33 -30 -2	7-24-21-18-18	5-12-9-6-3	• •	•••••	- ¶)		
X 🖸 🗂	-101- 0110 🖌		9990	& 🕨 🗔	·····									
MME	V U Micro	phone Array (Re	altek v 2 (Stere	o) Recor 🗸 🌒 s	peakers (Realtek	High Del V								
▼ 1.0	d,o	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0
	- 1													
× Audio Track -	1.0													^^
Mute Solo	0.5		14.00											
			A AA	the h	Save changes	to suntitled>?			X					
L R	0.0-		MACON MAL	man y	Sure changes									
Stereo, 44100Hz	-0.5				Save project	before closing?								
32-bit float	10					-								
	-1.0				-	Ye	s <u>N</u>	o Cano	cel					_
	1.0								_					
	0.5		1.4.55				1							
	0.0	-	Alah	Amerik										
	0.0		a l'anne		1									
	-0.5													
	-1.0													
														~
	<													>
Project Rate (H	Hz) Snap-To	Audio Po	sition	Start and En	d of Selection		~							
44100 V	Off	~ 00 h 0	0 m 0 0 . 0 0 0 s	• 00 h 00 m	00.000 s • 0	00 h 00 m 00.	000s-							
Stopped.														
	when the second	earch		A m		11				~ ^		a dx as	ENG 12:34 PM	-
	spende to s			÷	-					A			4/23/2011	3 1

9. Submit your recording as a file upload

File Upload	Media	Dropbox	Onedrive		
Upload a file,	or choose a	a file you've alr	eady uploaded.		
File: CI	loose File	LastName_Ba	sline1.wav		
Click	Add Anothe there to find a	r File i file you've alread	y uploaded		
Comments			1		
Cancel	Submit	Assignment			