

Audacity is **free** open-source software for **recording** and **editing audio** using Windows, Mac, or Linux/Unix. To use Audacity you need to have the program **downloaded** onto the computer you are using. In order to save your Audacity files as MP3s, you also need to have LAME installed on the machine. Additionally, you need to have a **microphone** or a headset in order to record your voice and **speakers**, headphones, or a headset in order to hear what you have recorded.



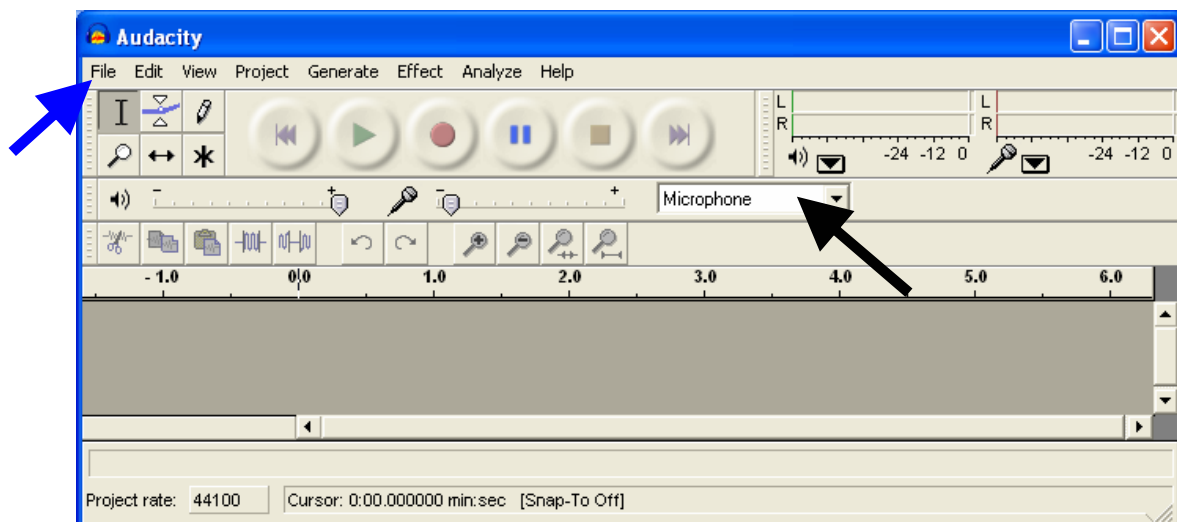
INSTALLATION

1. Go to <http://audacity.sourceforge.net/> if you need to download Audacity.
 - instructions in Spanish (<http://audacity.sourceforge.net/?lang=es>)
 - instructions in French (<http://audacity.sourceforge.net/?lang=fr>)
 - instructions in German (<http://audacity.sourceforge.net/?lang=de>)
2. Go to http://sourceforge.net/project/showfiles.php?group_id=290 if you need to download LAME.
3. The first time you save an Audacity file as an MP3, you will need to show Audacity where the LAME file is saved, so remember where you save it!
4. If you have further questions, you can refer to the Audacity Wiki: (http://audacityteam.org/wiki/index.php?title=Main_Page).
user tutorials in Spanish, French, and German: (<http://audacityteam.org/wiki/index.php?title=MultiLingual>)

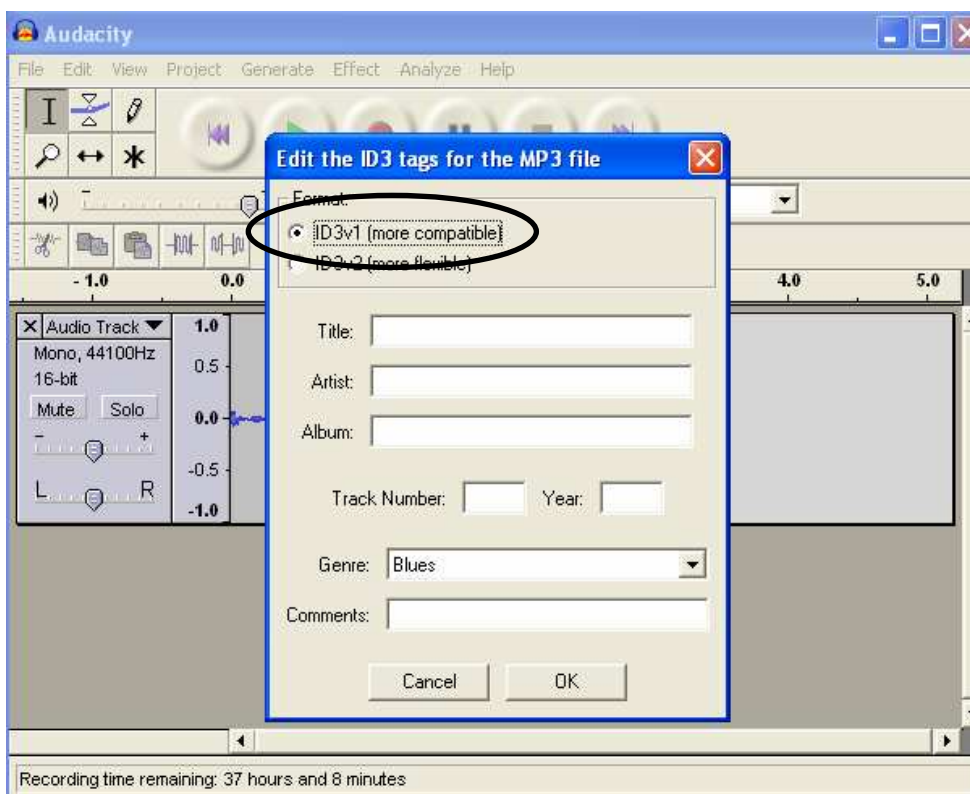
DON'T WORRY, ALL OF THIS IS EASIER THAN IT MIGHT SOUND!!

RECORDING YOUR OWN VOICE USING AUDACITY

1. Once Audacity and LAME are installed on the machine you are using, it's very straightforward. Audacity looks like this:



2. Just like on most tape recorders/CD players/VCRs/DVD players, the **red circle is for RECORD**, the **green triangle for PLAY**, the **square for STOP**, and the **two vertical lines for PAUSE**.
3. Be sure that you have MICROPHONE selected as the input source – indicated here with a black arrow.
4. Once you have recorded something, you can save it as an MP3 file. Under the FILE menu in the upper left hand corner of the screen (shown here with a blue arrow), select EXPORT AS MP3. DO NOT CHOOSE SAVE. (If you choose SAVE, the file can only be opened using Audacity and with no other media software, such as iTunes, RealPlayer, Windows Media Player, etc.) The advantage of saving the file as an MP3 (rather than as a WAV file is that MP3s take up significantly less storage space).
5. Once you choose to export your recording as an MP3, a window will open where you can choose where to save your file and what to name it (just like when you save a Word document).
6. Once you've named your file and have chosen where to save it, a second window will open. In this window, choose **ID3v1 (more compatible)** (circled below).



7. When you exit Audacity, you will be asked whether you would like to 'save changes before closing.' Click NO. You have already saved the file as an MP3.

If you want to rerecord something entirely, the easiest way to do this is to simply open a new Audacity window.

File menu → New

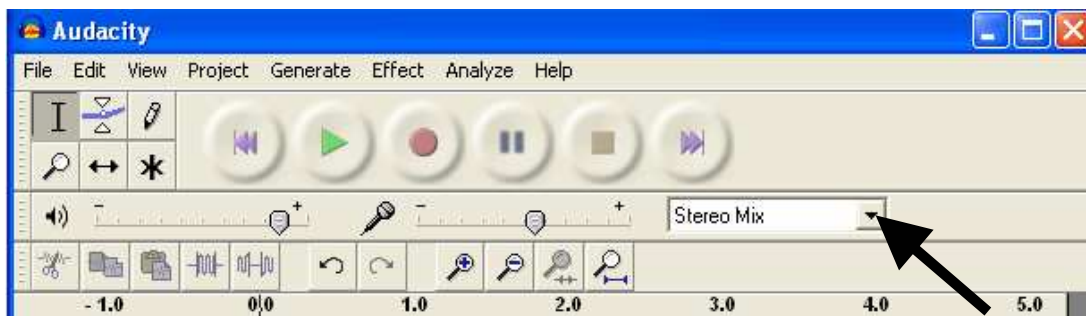
- OR click on the Control key and the N key at the same time on your keyboard.
- If you want to delete parts of what you have recorded,
highlight the section you would like to delete using your mouse and
click on the delete/backspace key on your keyboard
- OR Edit menu → Delete within Audacity
- OR click on Control and K.
- If you want to restore what you have just deleted
Edit menu → Undo Delete
- OR click on Control and X.

RECORDING ONLINE AUDIO USING AUDACITY

1. It is also possible to use Audacity to record whatever you can hear from your speakers or earphones on your computer (such as a Skype conversation or online radio). This is particularly useful if you would like to record an online radio piece for one-time educational use in a classroom without internet access OR if you would like a back-up copy of online audio in case you have technical difficulties.

PLEASE RESPECT PRIVACY RIGHTS & INTERNATIONAL COPYRIGHT LAW

2. You will need to change the source from MICROPHONE to STEREO MIX (see black arrow below).



3. Now when you click on the **red RECORD button**, Audacity will record whatever can be heard from your computer's speakers.
4. Save (and edit) your file in the same way as above.