Audacity Quick Start Guide

Audacity is a software program for recording and editing sounds. Start Audacity on a PC by going to **Start**> **All Programs**> **Audacity**.
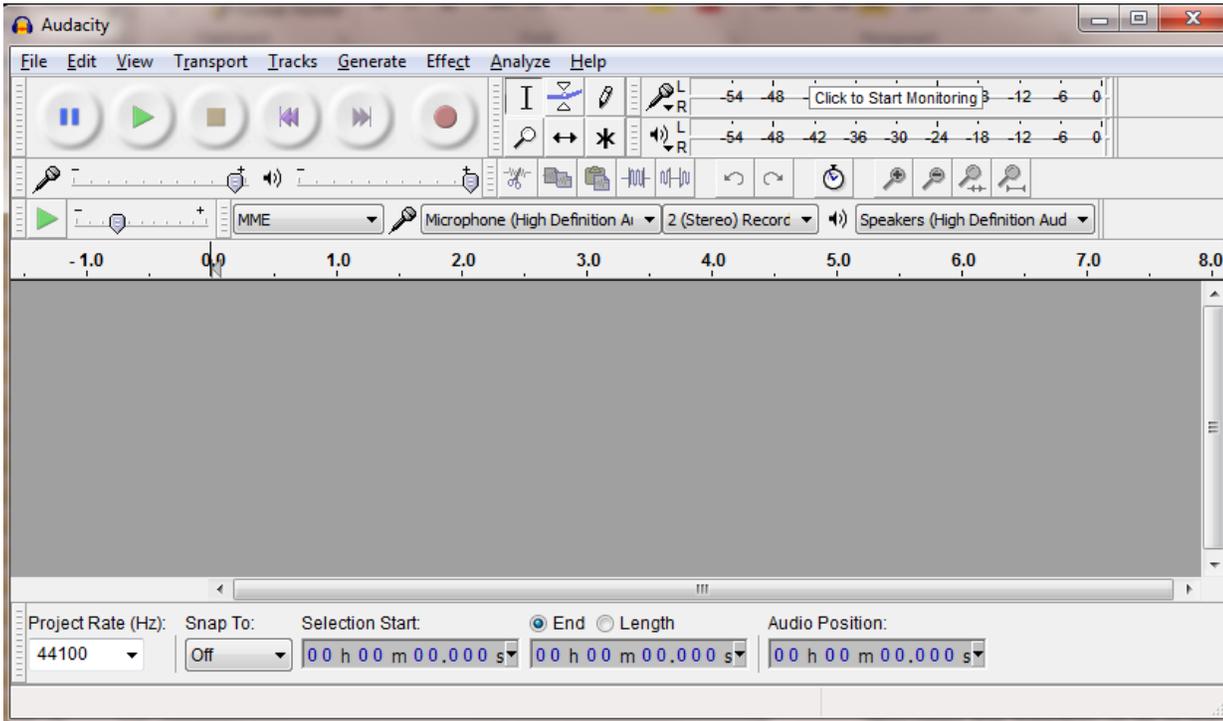
Audacity is shown in the graphic above. Students will use the **Play**, **Record** and **Stop** buttons for recording their audio files (just like a tape recorder). The graphic below describes the function of all of the Audio Control Buttons. Some of these buttons will be used for other functions in Audacity.

Audio Control Buttons

Skip to Start - moves the cursor to time 0. If you press Play at this point, you project will play from the beginning.

Play - starts playing audio at the cursor position. If some audio is selected, only the selection is played.

Loop - if you hold down the Shift key, the Play button changes to a Loop button, which lets you keep playing the selection over and over again.

Record - starts recording audio at the project sample rate (the sample rate in the lower-left corner of the window). The new track will begin at the current cursor position, so click the "Skip to Start" button first if you want the track to begin at time 0.

Pause - temporarily stops playback or recording until you press pause again.

Stop - stops recording or playing. You must do this before applying effects, saving or exporting.

Making a Recording - Make sure users have plugged microphones into the input jack on the computer. Users should check to make sure that the sound is not muted on the computer. If the sound is muted, uncheck the mute box by clicking on the **Volume icon** in the System Tray.

Click the Record button to create a test recording, and speak clearly into the microphone.

Click the Stop button and your audio track has been recorded.

Click the Play button to listen to your test recording.

If you love it, click File, and Export Audio as Mp3. Type in a name for the file and be sure the file type is set as Mp3. Click **SAVE** and then click **OK** when the Edit Metadata box pops up. .

If you would like to create a new recording click File, and then NEW so you are not recording over your previous sound recording. There is no need to save the Audacity file unless you intend to edit the file at a later date. The Mp3 file is the one you will put in your Plato course.

Note: If you are prompted for the location of the file **LAME MP3 Encoder**, you should select "download" to get the LAME file.

Be sure to select the LAME download for your computer type (PC or Mac).

If you need assistance with this, please contact Lisa or Joe in the CIT at 413-572-8130.