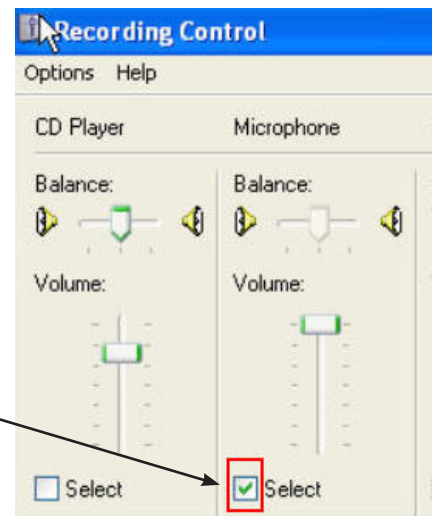


Quick Guide for Recording & Exporting Audio Using Audacity on a PC

Record Audio

The mics in the classroom are connected to the PC so you don't need to use an external microphone.

Verify that the microphone is working by going to **Start->Programs->Accessories->Entertainment->Volume Control->options->Properties->Recording**. Make sure the Select box under "Microphone" is checked.

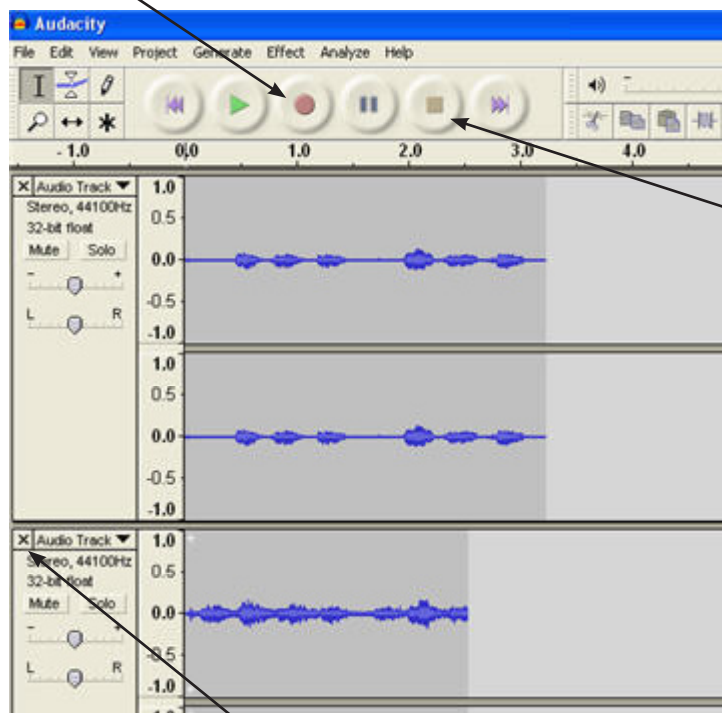


Open Audacity and click the red RECORD button.

The audio will begin recording immediately.

The file will be saved temporarily on the classroom computer.

If you hit the RECORD button again after you press the STOP button, you will record a new track.



When you finish, click STOP button.

If you stop and start a few times you may want to get rid of the unneeded tracks. To close a track, click the X.

Select Finished Audio File Format (.wav or .mp3):

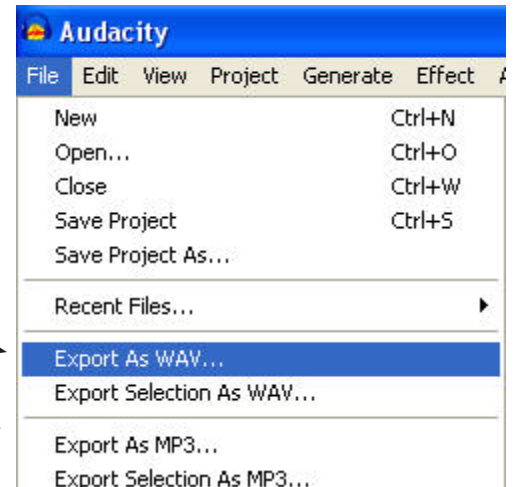
File Format	.wav	.mp3
Audio Quality	excellent	good
File Size	BIG (uncompressed)	small(compressed)
Compatible With	most media players	most media players
Best Format For	audio CD's, high quality audio	web audio

Go to File menu and select either:

Export As WAV

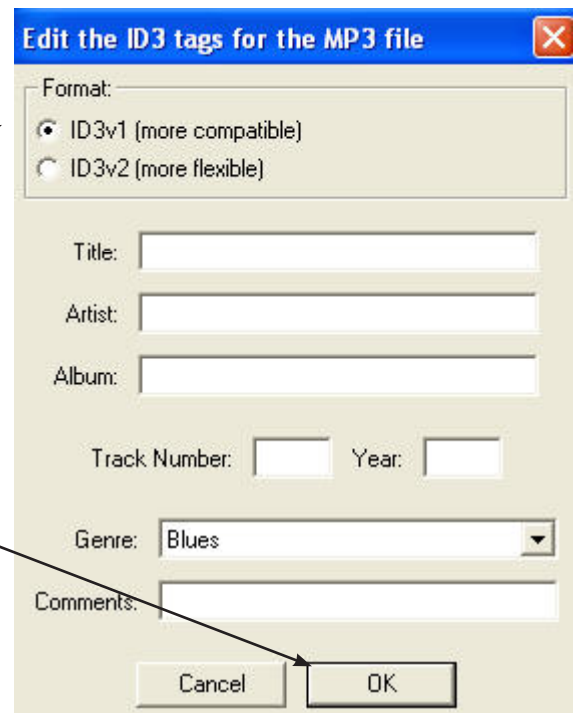
or

Export As MP3



When you select **Export As MP3**, an edit window will appear. Either format is okay but ID3v1 is more compatible. The rest of the information on the form is optional.

Click **OK**.



Select Where the File Will Be Saved

IMPORTANT: For security reasons, files left on the computer are removed on a regular basis.

The file is temporarily stored in c:/temp/audacity and must be moved/saved before you leave the class.

To save the file for later use, copy it to a flash drive, portable hard drive, server, etc.