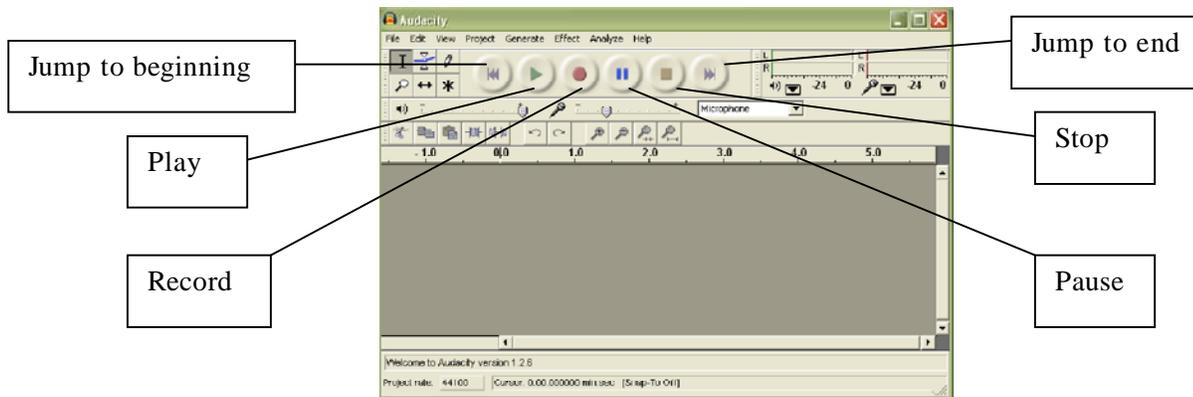


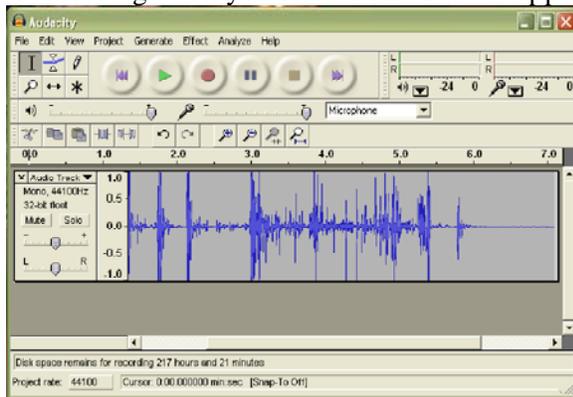
## Using Audacity on a Windows computer

Audacity is a very simple Audio recorder and editor. The basic interface looks like this:



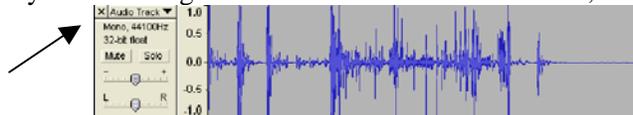
If you are working with pre-existing audio, open it in Audacity by going to *File > Open* and finding it on your computer (Note: it must be on your computer, if it is on a CD you must first rip that CD to your computer as MP3s, you can do this using iTunes.)

If you are recording your own audio, simply hit the record button and start speaking, you will know it is recording when you see the audio track appear like this:

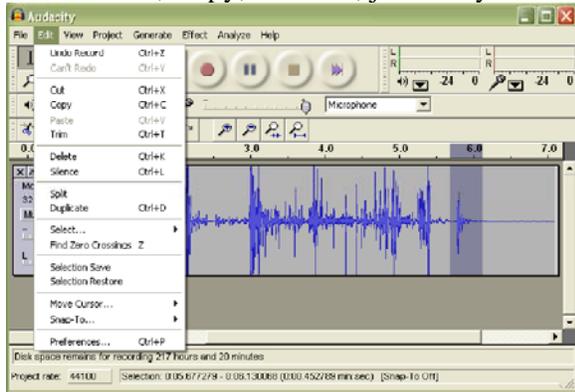


Each time you stop and start you will create a new track, if you pause and start again the recording will be on the same track. Making more than one track is not a problem, because they will be compressed together when you save it as an MP3.

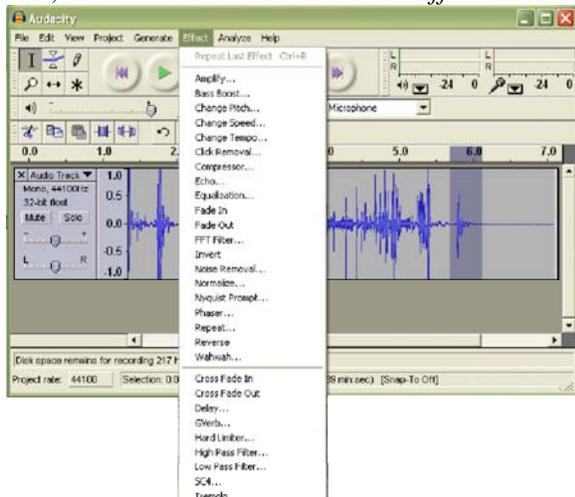
If you want to get rid of an entire track of audio, simply click the x button on the left.



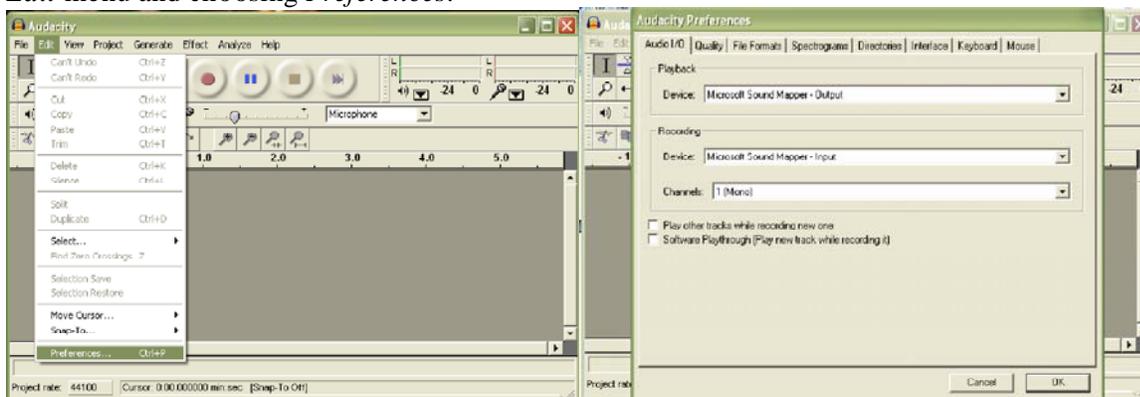
To do simple editing of your audio, you can just highlight the piece you want to edit and use the *Edit* menu to Cut, Copy, or Paste, just like you would in a Word document.



For other types of editing, such as adding a fade-in, or change in speed, highlight the part you want to edit, then use the tools under the *Effect* menu.



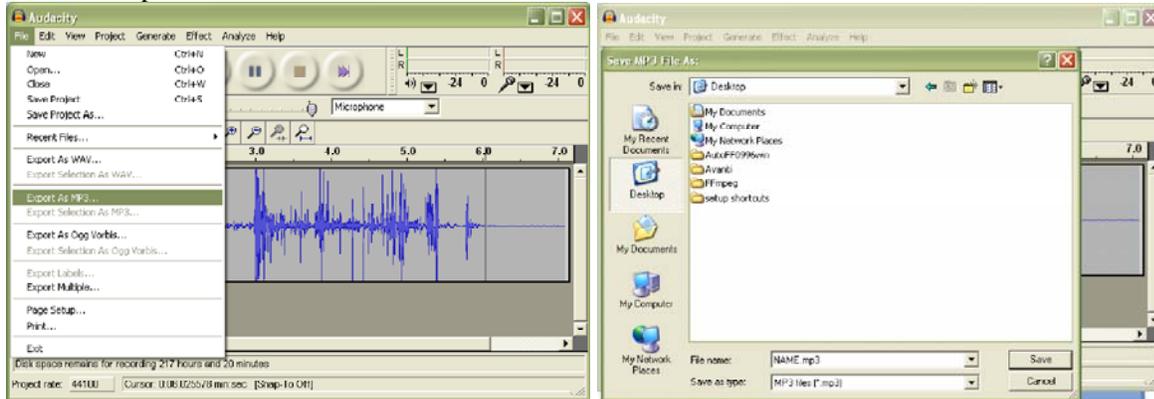
If you are having problems with Audacity, such as the audio not being picked up by your microphone or not hearing other tracks while you record a new one, these settings can be accessed by going to the *Edit* menu and choosing *Preferences*.



Remember, you must have a microphone of some sort to record audio. If your computer does not have a built-in mic (as many PCs do not), you can get an inexpensive Logitech USB mic online, or borrow one from the Humanities Resource Center (HRC) on the main floor of Humanities.

When you are done recording/editing your audio file, you are going to want to turn it into an MP3. **It is very important that you make an MP3** if you need to send the file to your professor, saving it as an Audacity file will NOT work to upload, e-mail, or burn to CD.

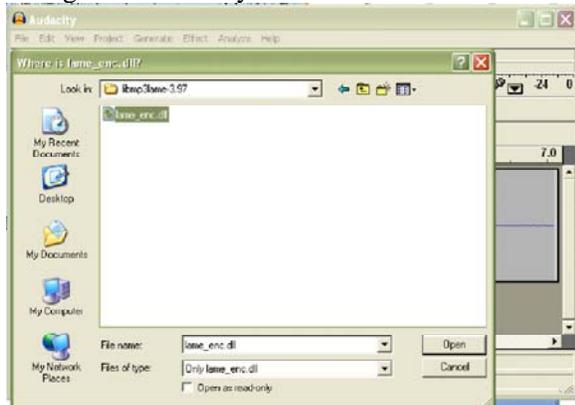
To make an MP3, go to the *File* menu and choose *Export as MP3...* Then name your file and save it to the computer.



If this is your first time making an MP3, this box will pop up and you will have to help your computer locate the LAMELib file you downloaded before. Click *Yes*



Navigate to where you save that LAME folder, open it up and click on the file inside and click Open



If a box like this pops up when you are saving, you can choose to fill it in or not, this is just extra data that the file can carry, the file will work whether or not you fill it out.

