

Helpful Hints for Using Audacity

1. Make sure you have a headset with a microphone plugged into the computer.



2. Open Audacity on your computer. Double click this icon →

3. Press the '**Record Button**' (red circle at the top of your audacity screen)

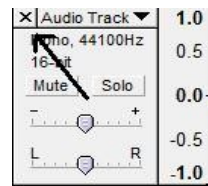


4. Begin talking into your microphone. You should see the blue line moving up and down. If it isn't moving, then your microphone isn't plugged in or the volume control on your microphone isn't turned up.



1. If you like how you sounded, then press the '**Stop Button**' (yellow square at the top of your audacity screen)

2. If you don't like how you sounded, then you press the '**Stop Button**' and the '**X**' on that specific track.



4. You can record as many voice tracks as you like. It is smarter to record short segments individually and then line the tracks up after all have been recorded.

- To record another track use the “**Cursor tool**” and click where you want the next track to begin. Tracks can be moved if you want them in a different order.



5. Remember to save your project while you are working on it. This way, you won't have to restart every day you work on it. You can simply pick up where you left off on the next day of recording.

- To save your project you must click on the '**File**' tab then click '**Save Project As...**'
- You must save to your 'Z-drive'
- You must name your project in this format (“your first name and the first initial of your last name” - Period Number) **Example: “Mark G – Period 3”**
- **PLEASE SAVE THROUGHOUT YOUR PROJECT TO PREVENT LOSING YOUR HARD WORK!!**

6. Now it is time to export your project as an mp3. **ONLY EXPORT WHEN YOU ARE 100% FINISHED AND READY FOR A GRADE.** You will not be able to make any adjustments after you have exported.
 1. You must click on the '**File**' tab and select '**Export as Mp3.**'
 2. You must save your mp3 on your 'Z-drive'

AN ERROR SCREEN MIGHT COME UP. DON'T PANIC!!

- You just need to locate the *lame.dll* file. *(If you're doing this at home, do a google search for this file)*
 - It is located in the **R-drive > Ms. B only > Mr. Granitos Classes > libmp3lame-win-3.97 > lame.dll**
 - Double click the file when Audacity asks you to find it.
7. Then you will need to “Edit the ID3 tags for the MP3 file”
 1. For '**Title**' enter the your **first name**
 2. For '**Artist**' enter **Mr. Granito**
 3. For '**Album**' enter your period number
 8. Click OK. Your project has been saved as an mp3!!
 9. Come get me if you reach this step. I need to put your mp3 on my flash drive.