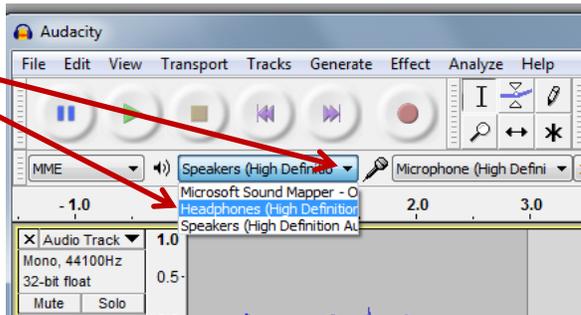
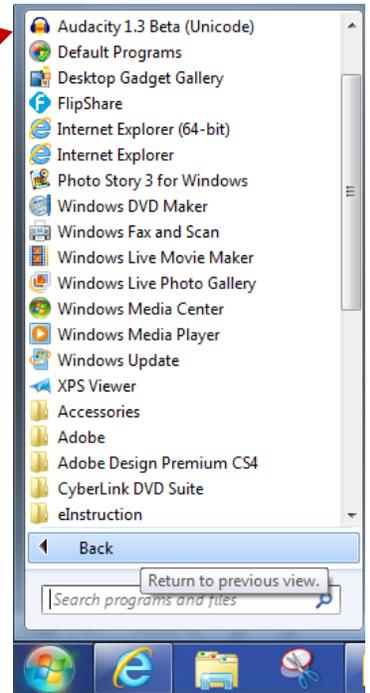
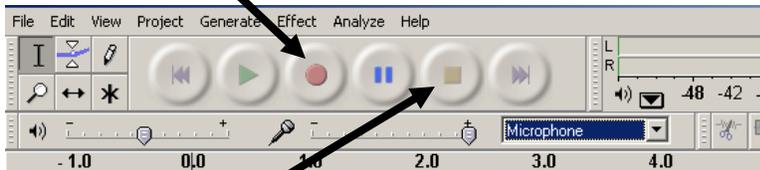


Recording with Audacity

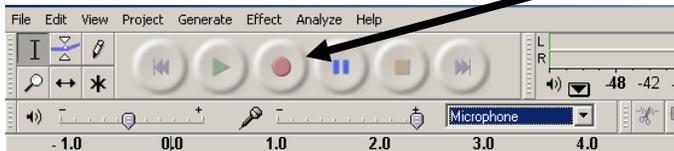
1. **Before logging in !** - Plug in headphone and microphone jacks into the front ports on the computer. Make sure to match the color of the jack with the port (green into green) and make sure they are pushed all the way in.
2. Go to **Windows Start Button / All Programs / Audacity** (above all the folders). Click on **Audacity** to start it.
3. Click on the drop down box to the right of the speaker icon and change the selection to **Headphones**.



4. Click on the **record button**. Speak into Microphone to record.



5. Click on the **Stop** button to stop recording.
6. To listen to what you have recorded, click on the **play button**.



7. To continue recording, click at the end of the last track recorded. Every time **Record** is clicked, a new track is made.

First Track (first time **record** was clicked)

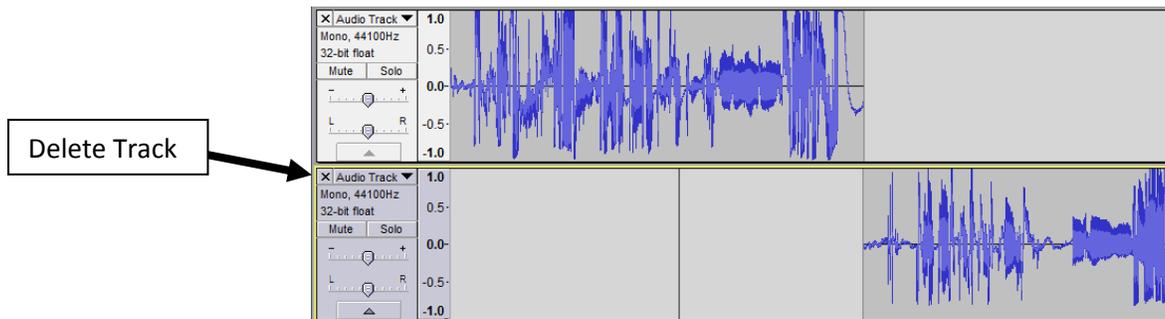
Second Track (after stop button was pushed)

A screenshot of the Audacity software interface showing two tracks of recorded audio. The first track is labeled 'First Track (first time record was clicked)' and the second track is labeled 'Second Track (after stop button was pushed)'. A black arrow points from a text box to the end of the first track, indicating where to click to start a new track.

Click at end of last track before clicking on **Record Button**.

What if You Mess Up and need to Record Again?

1. Find the track where your mistake is.
2. Delete the track by clicking on the X on the left side of the track.

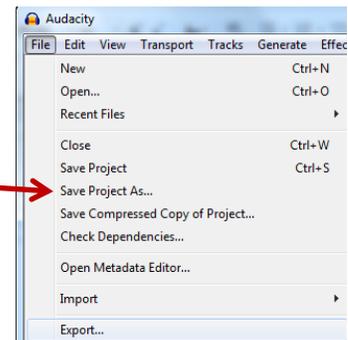


3. Click with the mouse on the timeline where the deleted track used to be.
4. Click the **record button** to record again.

 Audacity also has an UNDO button, just like Word. Go to Edit → Undo if you need to record again right away.

Saving your Project

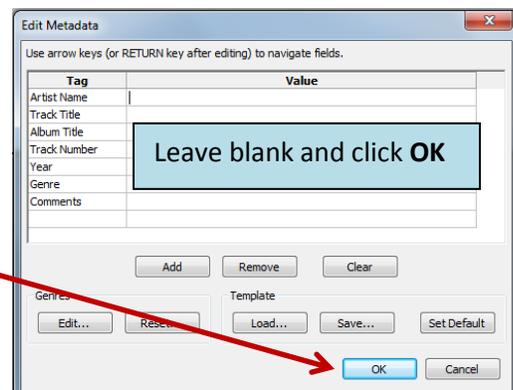
1. Click on **File** → **Save Project As**.
2. You will get a window that gives a Warning. Ignore it and Click **OK**.
3. Select your folder to save to.
4. Name your file
5. Click **Save**.



***This only saves a copy of your project in case you need to finish or edit later. The steps below will go through how to export the file into a format *playable on any computer or to burn onto a CD*.

When You are Completely Done with Your Recording

1. Click on **File** → **Export**
2. Change save location to your network folder.
3. Name your file.
4. Click **Save**
5. Click OK on the Edit Metadata window
6. Your file is now in a format that will be playable on any computer (or mp3 player)
7. Here is what you will see in your network folder:



resteraunt.aup

File to open in Audacity (if you need to edit your recording)



resteraunt.mp3

File to play recording to listen to