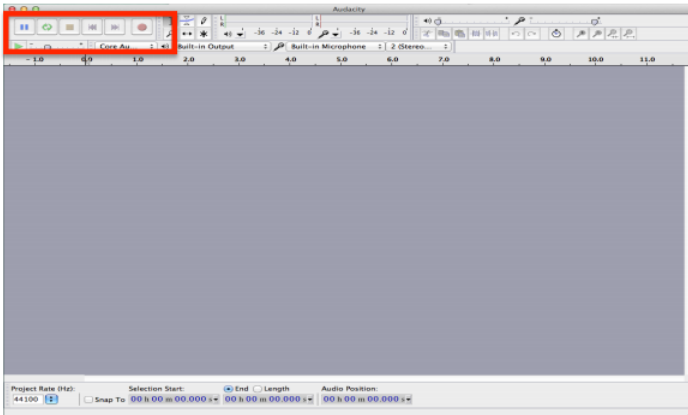


Software Sites & Audacity Instructions Handout

- Website to download Audacity: <http://audacity.sourceforge.net/download/>
- Website for Audacity manuals and tutorials: <http://audacity.sourceforge.net/help/>

Student Instructions: How to Use Audacity

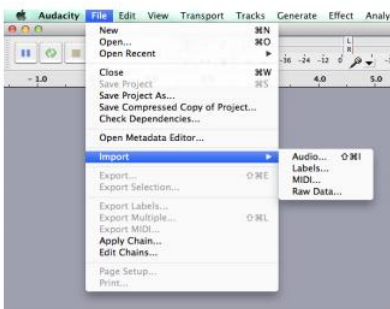
1. Go to audacity.sourceforge.net to download Audacity if you do not already have it installed on your computer.
2. A gray canvas will appear once you have opened Audacity. You will see several buttons on the top banner. The ones that will look most familiar are the Pause, Play, Stop, Rewind, Forward, and Record buttons.



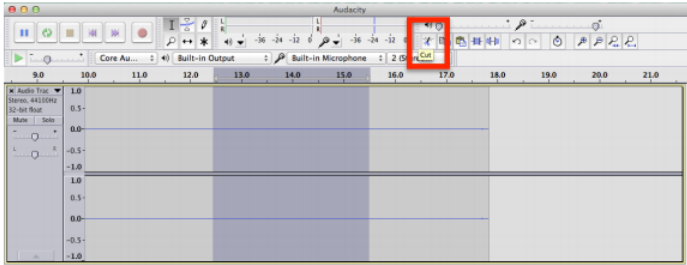
3. Click the red Record button to start recording audio. Note: The default microphone and output (speakers) will be built-in. To check for others click on the drop down menu next to view other enabled recorders and speakers.



4. You can click File – Import to find external media files to import to add to your recording.

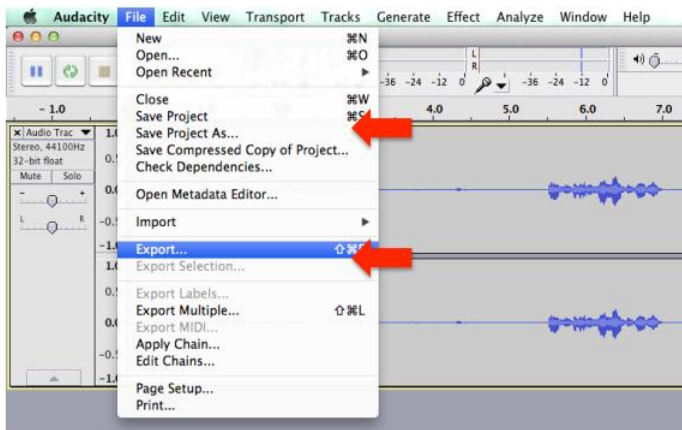


5. To edit your recording, click and drag over the sections you would like to remove and click on the “Scissors” icon found in the banner (or click Delete on your keyboard).

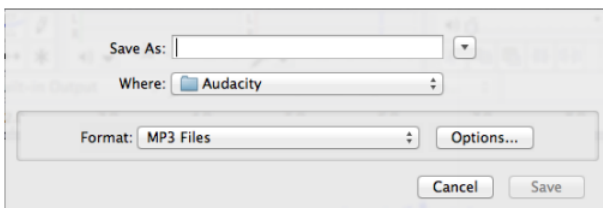


6. To save your file, go to File – Save Project As.

7. When your recording is complete, click File – Export To.



8. A box will appear like the one shown below. From here, choose your desired destination for your exported file. Change the format of the extension to MP3 Files.



9. The first time you export an MP3 file from Audacity, you will be prompted to download a LAME encoder to create the MP3. Follow the instructions to get a free copy of LAME.

