

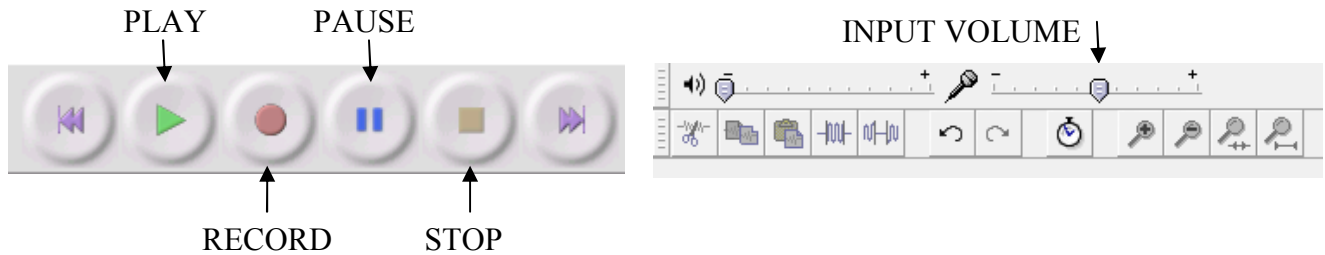
Audacity is free, open source, cross-platform software for recording and editing sounds. Audacity is available for Windows, Mac, GNU/Linux and other operating systems. You can download the program for home use at: <http://audacity.sourceforge.net/download/>



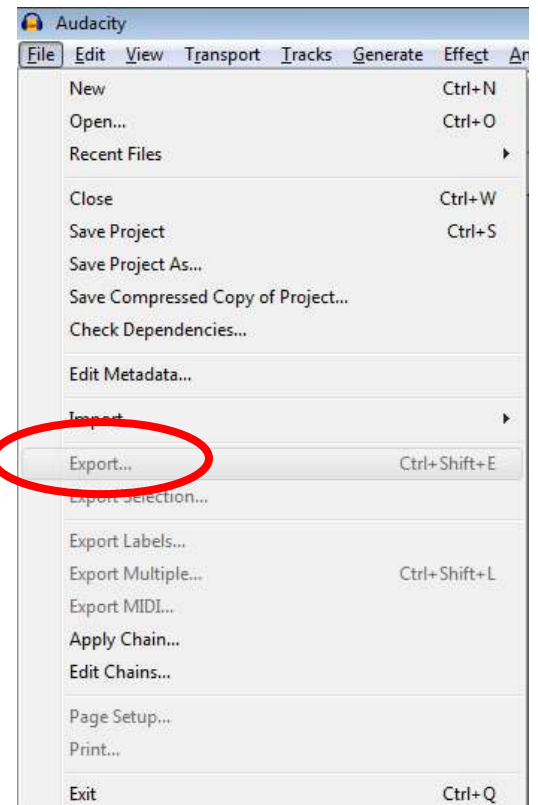
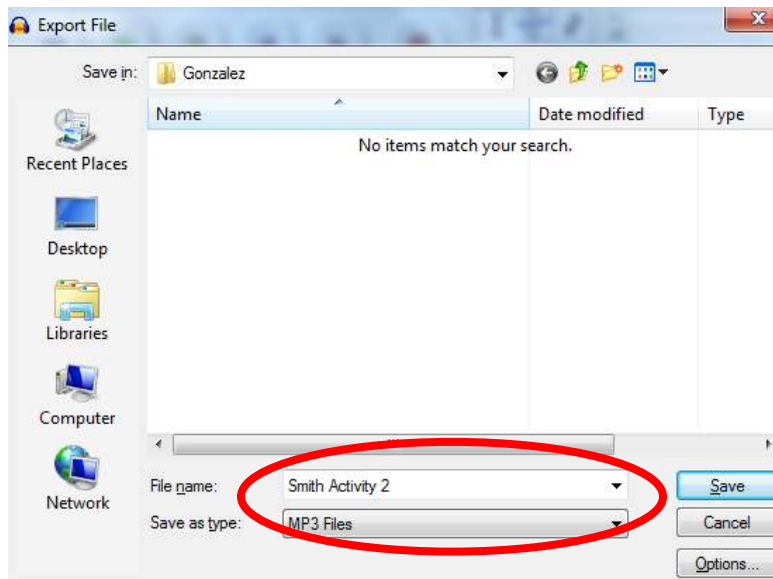
Using Audacity

- Open Audacity (Start → Programs → Audacity)
- Plug in microphone. If a screen pops up, click OK.
- Check that your recording volume is set to around .5

Note: Before recording your assignment, check to make sure your recording volume is at an appropriate level. Press "Record", speak at a normal volume for a few seconds and then hit "Stop". Play the selection back to yourself before selecting Edit → Undo Record (Alternatively "x" out the recording)



- Click RECORD, then speak; Press PAUSE between sections if prompted.
- When finished, Click STOP.
- Go to FILE → EXPORT
- Select My COMPUTER. Select Hand-In → Teacher folder
- Enter a title for your recording (*Last Name, Assignment Title*). Make sure it is saving as type "MP3 Files"



- Click SAVE.
- When the "Edit Metadata" screen pops up, click OK. There is no need to edit this information.

