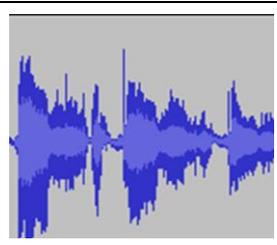# Audacity®

Recording your voice

What is Audacity?

- A software tool for **creating** and **editing** voice recordings.
- It is installed on all LLC computers.
- It is **free to download** on your home computer, see overleaf for instructions.
- You can save your recording as an **mp3 file** and email it or copy it on your audio device.
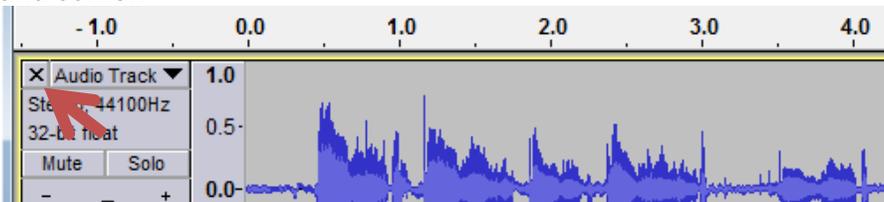
Launching Audacity

1 Log into a computer at the LLC and click on the **LLC Software** folder on the Desktop.
2 Click on **@Be Creative** folder.
3 Double-click the **Audacity** icon.

Basic controls

PLAY	**RECORD**	**SELECTION TOOL**	**MICROPHONE VOLUME**
Click to play back audio.	Click to record audio (will start new track)	Use to select then cut/copy or delete sections of your recording	Adjust to control level of volume

PAUSE	**STOP**	**ZOOM TOOL**	**HEADPHONE VOLUME**
Click while recording to take a break. Then click again to continue recording on the same track.	Click when you are finished recording a track. New recordings will go on new tracks.	Use to zoom in and out on wave forms (useful when editing)-note how the time scale changes!	Adjust to control level of volume

Checking your settings (test-recording)

1 Put on the **headset** and fold out the **microphone**.
2 Click **RECORD** and **speak** into the microphone.
   - Blue waves will form —if they are very flat, increase the microphone volume.
   - If there are no waves at all (only a flat line), the microphone may be muted or not 'seen' by Audacity. Refer to the instruction sheet '*No sound? Microphone not working?*' for troubleshooting instructions or ask for help at the counter.
3 When finished with the test-recording, click **STOP**, then **PLAY** to listen to what you've recorded.
4 **Adjust** the microphone volume if necessary.
5 To start afresh, **delete the test-recording** audio track by clicking on the **x** symbol in the top left-hand corner.
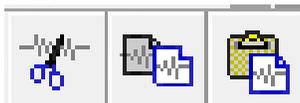
Doing your recording

1 Make sure you are calm and comfortable. Sit upright to sound clear and confident.
2 Have your text for recording ready and in front of you. It is best to read it off the screen, so that you're not looking downwards.
3 When you're ready, click **RECORD**.
4 To take a break, click **PAUSE**. Click **PAUSE** again to continue.
5 When you are finished, click **STOP**.
6 If you realize that you would need to continue recording, **click at the end of the first track** and click on **RECORD** again. This will start a new track. You can later merge the tracks together.

Editing your recording

- To **delete** a section of the track: highlight using the selection tool, then press the Delete button on the keyboard.
- To **cut/copy** and **paste** sections of the track: use the selection tool to highlight the section, then use the buttons below:
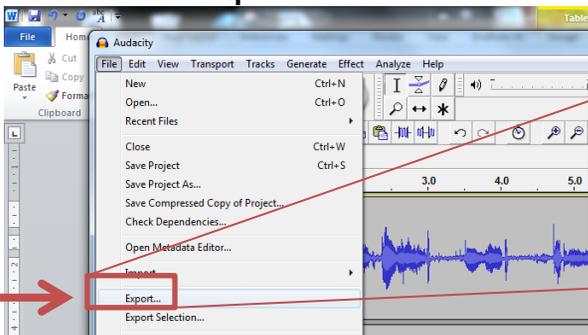

Cut   **Copy**   **Paste**

- To **merge tracks**, simply cut/copy from one track, click at the end of another track, and paste.
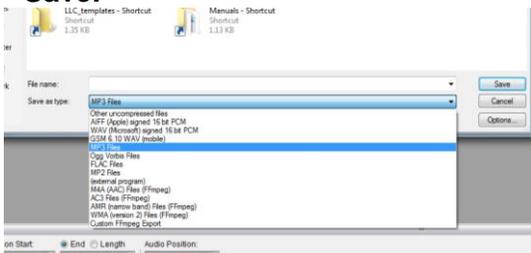
Saving (exporting) your recording

To save your track in a transferable format, you will have to **Export** it:
1 Go to **File → Export...**

2 **Navigate** to the folder you want to save the track in (your personal folder or a USB flash drive).
3 **Name the file** and **select mp3** as the file type from the drop-down list, then click on **Save.**

4 Optionally, add metadata details like title, your name, when the recording was made etc. This is for your future reference.
5 Once saved as an mp3, you can send your recording to anyone as an **email attachment.**

Using Audacity at home – it is easy!

- Go to http://audacity.sourceforge.net and follow the easy installation instructions.
- You will also need to install an encoder file called **lame_enc.dll** to export (save) files in an mp3 format. There is information on this on the download website, or you can ask LLC staff for help.

If you need assistance, ask LLC staff at the counter!