

Audacity Quick Guide



Audacity is an open source software program that is used to edit, record or listen to digital audio files. You can also download it for home use by visiting <http://audacity.sourceforge.net>. To save a file in an mp3 format, you will need the LAME encoder. For information on how and where to download the encoder onto your home computer, go to <http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>.

Directions for School Use -

1. Be sure your microphone is connected to your computer.
2. Open Audacity.
3. Check your Monitor input to be sure the microphone is picking up sound. (see picture)
4. Press the **Record** button.
5. Press the **Pause** button if you need to pause and have more to record.
6. Click the **Stop** button after you are finished recording.
7. To save your audio as a rough draft Audacity file that you can edit later:
 - A. Go to **File > Save Project As**.
 - B. Navigate to the folder where you want to save the file.
 - C. Name your file.
 - D. Click **Save**. Your file is now saved as an .aup file that you can open and edit again in Audacity.
8. To save your audio in final format as an MP3 file:
 - A. Go to **File > Export as MP3**.
 - B. Navigate to the folder where you want to save the file.
 - C. Name your file.
 - D. Click **Save**.
 - E. The following box will appear. Fill in the information and click **OK**. Your file is now saved as an mp3 that will play in Windows Media Player or another media player.

