

How to Record Your Voice with Audacity

Audacity is a free download, and it is available for both PC and Mac at <http://audacity.sourceforge.net/>

To record your voice, you will need the following:

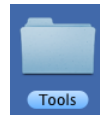
Audacity software



Headphones with microphone



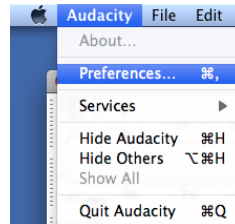
Open the **Tools** folder on the desktop



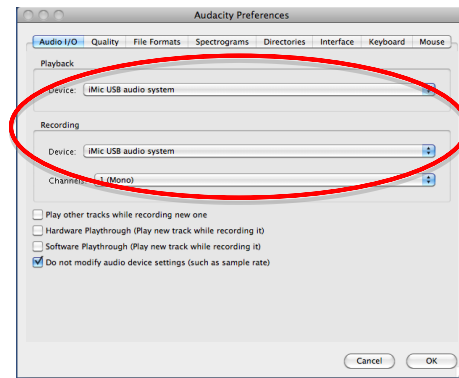
Find the **Audacity** alias and double-click to open the program.



Under the Audacity menu, select **Preferences**.

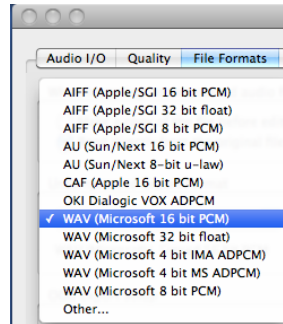
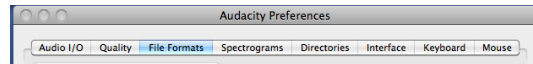


Make sure that the correct **input** and **output** are selected (this will usually be the iMic USB audio system for both).



Click on **File Formats** and make sure that WAV (Microsoft 16 bit PCM) is selected (this should be the default setting).

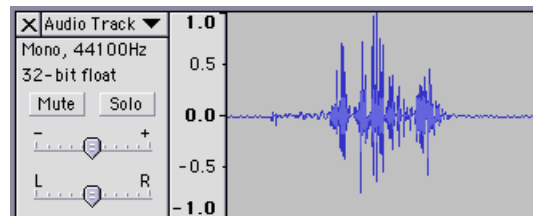
Click "OK"



To start recording, simply click the red **record button**.



A new track will appear in the main window. Each time you press "Record", a new track is added to the main window. For our purposes, we only need one track at a time.



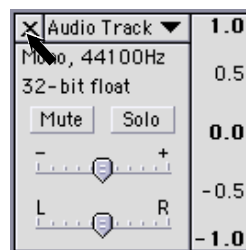
To stop recording, click the yellow **stop button**.



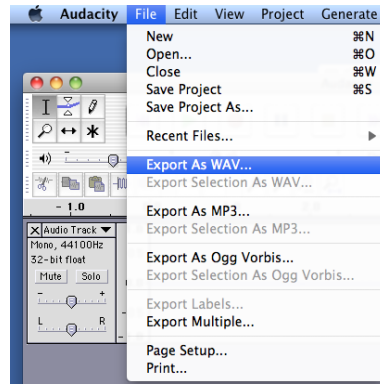
You can now preview your file by clicking the green **play button**.



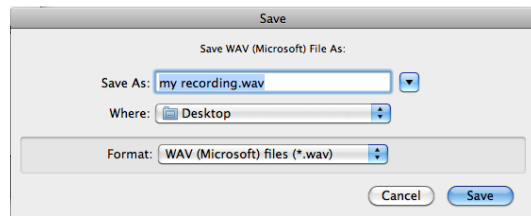
If you don't like your recording, you can delete the track by clicking the **X** in the upper left corner of the track.



To save your recording, click on the **File** menu at the top of the screen and select “Export as WAV”.



Name your file and make sure that it will save to the desktop (the default setting).



Your file should show up on the desktop with the extension “.wav”



Revised Aug 31, 2011