

# **Recording Audio with Audacity**

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## **Purpose**

Audacity is a free open-source audio recording program. This guide will outline how to use the basic recording functions and how to export your files for use in other projects or for website submittal.

## **Obtaining Audacity**

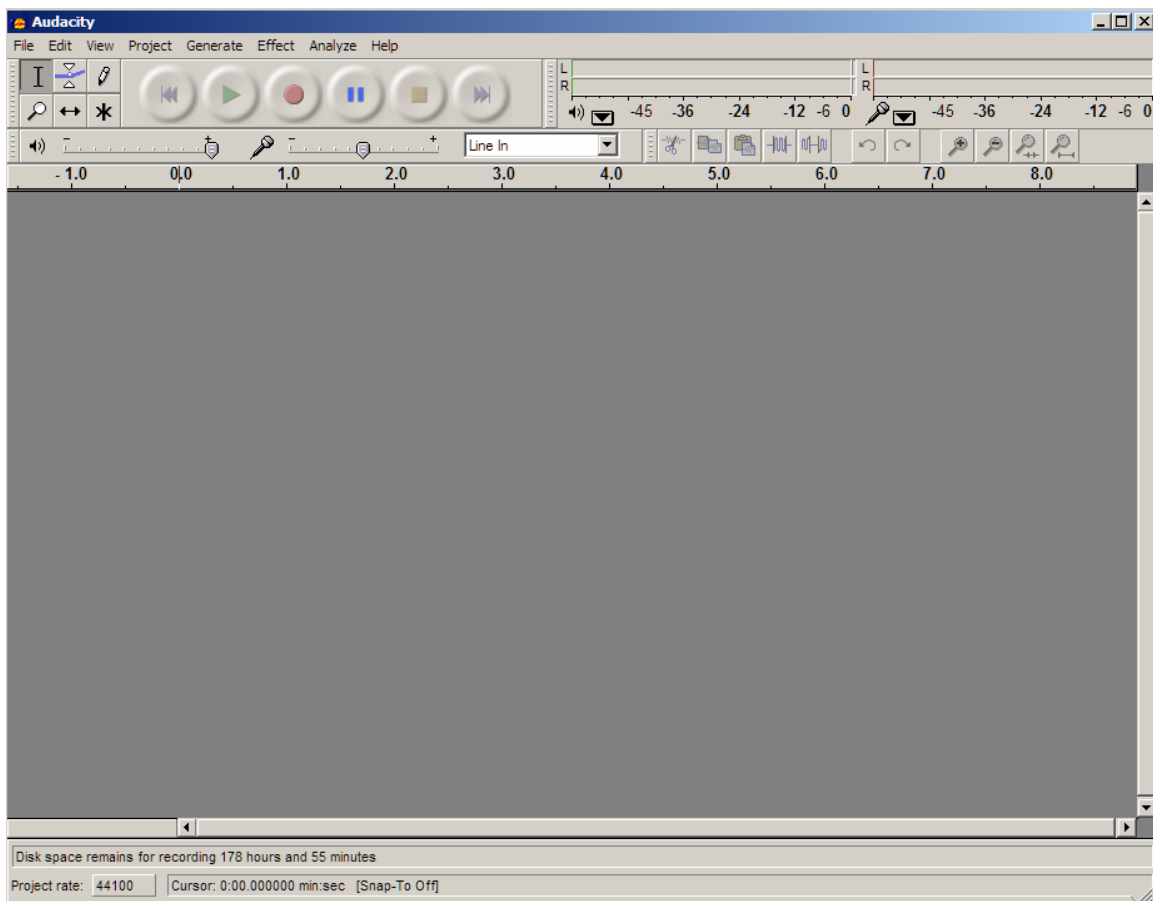
Audacity is available for both Macs and PCs, and can be downloaded from:

<http://audacity.sourceforge.net/>

Also, all of the lab computers have Audacity installed.

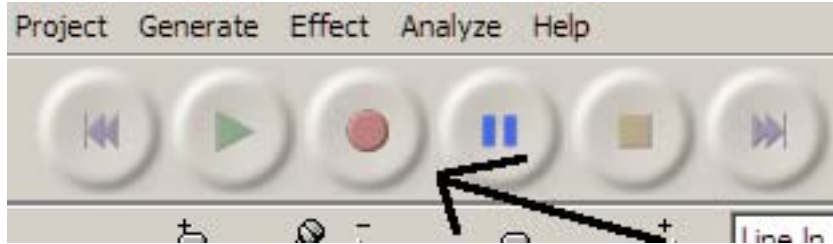
## **Recording a File**

After opening up Audacity the main screen looks like this:



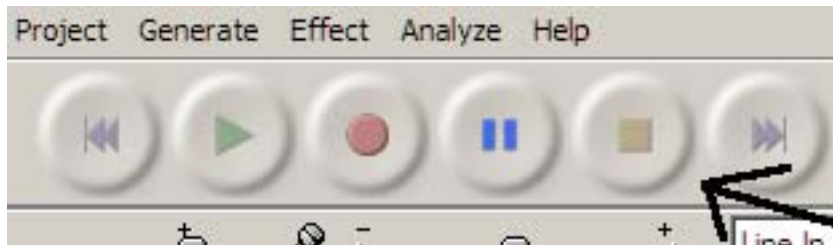
Make sure you have a headset or microphone plugged into your computer before starting.

1. The third button is the record button:



To record simply press this button and begin speaking. The main window will show the progress of your recording.

2. When you are finished recording hit the yellow Stop button:



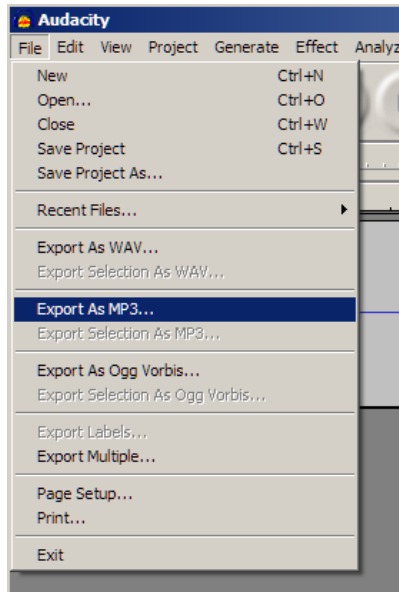
3. There are ways to edit and crop your clip, this is beyond the scope of this document. There are many documents on Audacity on Google that can help you with any editing you need to do. This guide outlines some basic editing functions:

[http://bavatuesdays.com/bavawiki/index.php?title=The Basics of Editing Digital Audio with Audacity](http://bavatuesdays.com/bavawiki/index.php?title=The_Basics_of_Editing_Digital_Audio_with_Audacity)

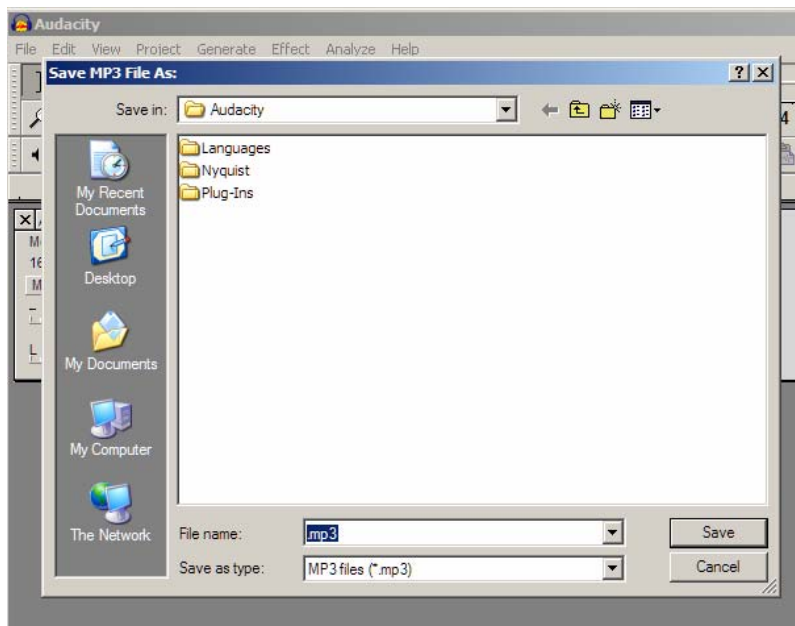
### **Exporting Your Audio**

After your clip has been recorded, the next step is to export it for use in your projects.

1. Go to “File/Export as MP3”



The following window will ask you where to save it:



If you got a dialog box looking for the location of “**lame\_enc.dll**” then consult the following page:

<http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>

That's it! Feel free to ask me any questions: [fladmin@rit.edu](mailto:fladmin@rit.edu) if you have any problems.