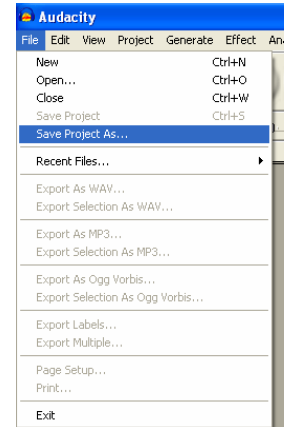


Audacity – Recording with Audacity

Setup: Recording

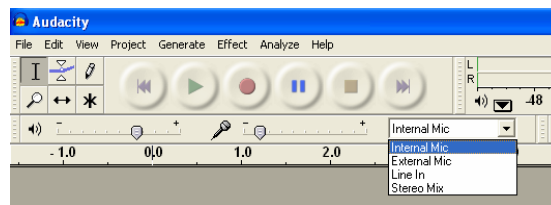
1. Create a new project

- In the menu bar at the top of the screen, select **File > Save Project As**
 - Choose the location and a filename for your project.
 - When you start a new Audacity project, only the “**Save Project As**” menu option is available.



2. Check the Preferences

- In the Audacity Mixer Toolbar, click on the drop down menu where it says “**Internal Mic**”

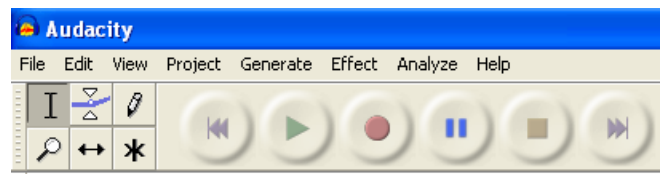


- Here you will select if you are using the “**Internal Mic**” or if you are connecting an “**External Mic**”

3. Once you have selected your mic option, you are ready to record

4. Click on the red **Record** button to begin recording

- You may select:
 - the blue **Pause** button – to pause recording and then select it again to continue recording
 - the yellow **Stop** button to stop recording



Playback

The recorded file will be displayed in an audio track

Click on the green **Play** button at the top of the screen to hear your recorded audio file

Rules of Audacity

1. One clip per track
 - A clip is simply a piece of audio material
2. Audacity always records to a new track
 - This new track is opened at the bottom of the screen
3. Edit/Duplicate will not create a new audio file
 - Audacity will reference the original audio material until you actually perform some kind of edit (i.e., cut or effect)
 - Remember you can Undo/Redo as many times as you like – even after you have saved the project