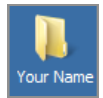



Audacity is a free, easy-to-use, multi-track audio editor and recorder. You can use Audacity to record live audio, as well as cut, copy, or mix sounds together. To create and edit an audio file using Audacity, you will need a microphone to record your voice to a track.

Important: Before you begin recording, create a folder on the Desktop with your first and last name. You will use this folder as temporary storage for your digital files, before moving them to your flash drive.

To create the folder, right-click a blank area on the Desktop, point to *New*, and then click *Folder*. Type your first and last name then press the *Enter* key.



Create and Save a New Project File:

1. To start Audacity, double-click the icon on the Desktop:  (If a How to Get Help window appears, click the OK button.)
2. From the File menu, choose Save Project As. A Warning window will appear. Read it, then click the OK button.
3. From the Save Project window, click on the Desktop Icon on the left.
4. On the right, find the Desktop folder with your name, and double-click it to open the folder.
5. In the File name box, type a name for your audio project, then click the Save button. As you work on your project, you can use the keyboard shortcut Ctrl + S to periodically save any changes you have made to the file.

Set Your Recording Device:

With your USB microphone or headset plugged in, click the button to the right of the microphone icon and select the microphone or headset from the drop-down menu.



By default, Audacity may indicate that it is using Microsoft Sound Mapper. This setting will also work, if you have your microphone already set as your default device.

It is always best to make a sample recording (see the Recording Audio section) and play it back to verify that you have the correct audio settings selected. You can use the Edit > Undo Record to remove the practice audio recording.

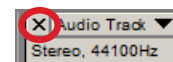
Recording Buttons:



- A: Pause B: Play C: Stop
D: Skip to Start (Home) E: Skip to End (End) F: Record

Click F to begin recording. Click A to pause; click again to resume recording. Click C to stop recording. Click B to play back your recording.

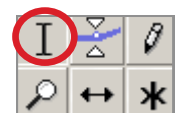
If, after recording a track, you decide that you want to re-record it, you can delete the entire track by clicking the X in the upper left corner of the track's panel.



Note: you will not be asked to confirm the track deletion. If you accidentally delete a track, you can recover it by using Undo from the Edit Menu or by pressing Ctrl + Z.

Editing an Audio Track:

If you wish to cut (remove) or copy (reuse) part of a clip, the Selection tool needs to be the active tool. Click the *Selection tool* to activate it.



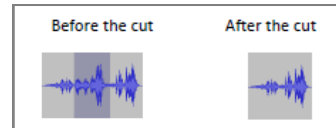
Make a Selection

To select the part of the audio track you wish to cut (or copy/paste), use the Selection tool to click and drag that portion of the audio recording. The area you have selected will be shown in darker gray. If you need to extend or shorten your selection, hold the Shift key and click on the area you wish to extend or shorten to.



Cut the Selection:

Press Delete on the keyboard, or press Ctrl + X. To undo a cut, press Ctrl + Z.





Copy/Paste the Selection:

Select Copy from the Edit Menu, or press Ctrl + C. Once you have a section of the audio track copied, you can paste it elsewhere in the track (or in another track).

Using the Selection tool, click once where you want to paste the copied audio and select Paste from the Edit Menu (or press Ctrl + V). If you want to replace a section of audio with a copied selection, select the section you want replaced and then paste the copied selection (they do not have to be the same size).

Fading Audio In/Out:

Audacity allows you to fade-in an audio track as well as to fade-out an audio track. This works particularly well if you have a music track playing before or at the end of when you speak.

<p>To Fade In:</p> <ol style="list-style-type: none">1. Click the Skip to Start button to move to the beginning of the track. 2. Click the Selection Tool, and select the first 5 seconds of the track (the longer the selection, the longer the fade in).3. Click the Effect menu, and choose Fade In.	<p>To Fade Out::</p> <ol style="list-style-type: none">1. Click the Skip to End button to move to the end of the track. 2. Click the Selection Tool, and select the last 5 seconds of the track (the longer the selection, the longer the fade out).3. Click the Effect menu, and choose Fade Out.
--	---

Saving Your Audio File as an MP3:

1. Click on the File menu and select Export...
2. Browse to your folder on the Desktop. Double-click the folder to open it.
3. Type-in a name for the file in the File name box.
4. Click the drop down menu for Save as type: and select MP3 Files.
5. Click the Save button.
6. The Edit Metadata dialog window will open. You can fill out any of this information you wish (some of it will appear on the screen of your player if you fill it out).
7. When finished, click the OK button.



Edit Metadata	
Use arrow keys (or RETURN key after editing) to navigate fields.	
Tag	Value
Artist Name	
Track Title	
Album Title	
Track Number	
Year	
Genre	
Comments	

Adding Your Audio File to Moodle:

1. Log into Moodle and enter your course site.
2. With editing turned on, select File from the Add a resource drop-down list.
3. Type a name for this item in the General > Name field. You can also enter a description for the item. For the description to display for the students, check the Display description on course page box.
4. From the Content area, click the Add button.
5. From the File Picker box, click the Upload a file link.
6. Click Browse to find your file and select that file by double-clicking on the file name.
7. Click the Upload this file button.
8. Under Options > Display, select Force download.
9. Click Save and return to course.

Note: the File function is meant for one file upload only. If you want to upload multiple files at one time, select Folder from the Add a resource menu and then add multiple files into that folder.