

Exercise #1




Recording with Audacity

In this exercise you will record and edit a 30 to 60 second audio clip.

A. Open Audacity and plug in your microphone

1. Open Audacity from your desktop or start menu.
2. Plug in your microphone. (pink into microphone input, green into speaker/ headphone input or if you have a USB headset, plug it in to a USB port).

B. Record a track

1. Click the **record button**  and record yourself. Consider telling a short story or pretend you're talking to a volunteer about what you do at the library.
2. When finished, click the **stop button**  to stop recording.
3. Click the play button  to hear what you've recorded.

If no sound recorded you might have to go to the **Edit/Preferences** menu and click on the **Audio I/O** tab. Use the drop down boxes to make sure the correct **Playback** and **Recording** devices are selected.

C. Record, Mute and Delete a track

1. Press record again to record a new track and press the stop button when you're finished. (You won't record over anything, each time you press record a new track is created.)
2. Click the play button and notice that both tracks play at once.
3. Press the **Mute** button on one of the tracks to silence that track and click play to see what happens.
4. Delete one of the tracks by clicking the **X** in the upper left corner of the track.

D. Save your recording

1. Click on **File, Save Project** to save your work as an Audacity project (.aup). Name the project anything you'd like. Write here what you named the file and where you saved it.

Name of file: _____

Saved on: (Desktop? My Documents? Flash Drive?) _____