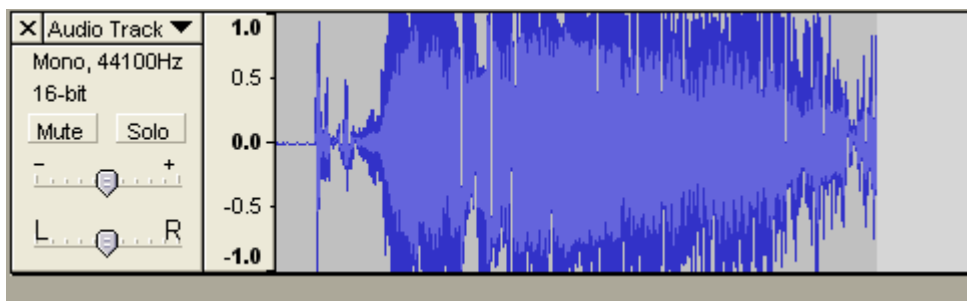
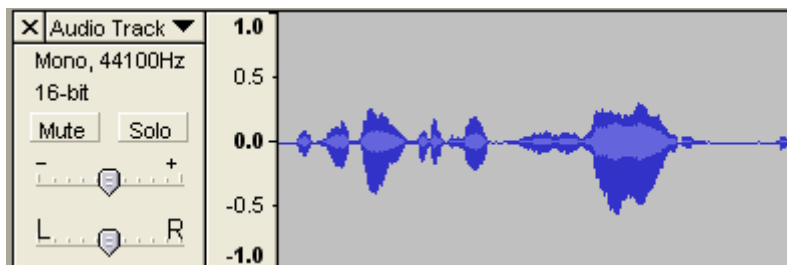


## Recording Audio Using Audacity

- 1) **Prepare a script.** Write down in detail what you want to say. This will minimize the number of “takes” and will allow you to provide listeners with a script (in case of hearing difficulty, technical difficulty opening the file, and/or to appeal to different learning styles).
- 2) **Prepare your equipment.** You will need a microphone (preferably an external microphone or headset), a computer with a sound card, and a program for recording and editing sound, such as Audacity.
- 3) **Eliminate background noise:** Make sure you are in a quiet room, preferably without any weird echos.
- 4) **Choose a program to record audio.** Audacity is an open source, cross platform tool. <http://audacity.sourceforge.net/>. A tutorial on downloading Audacity and installing the LAME encoder is available here: [http://www2.nvcc.edu/eli/minitutorials/tutorials/audio/audacity/audacity\\_tutorial/player.html](http://www2.nvcc.edu/eli/minitutorials/tutorials/audio/audacity/audacity_tutorial/player.html)
- 5) **Set sampling rate:** (In Audacity, this is called project rate) This is the number of samples of the sound per second. The lower the setting, the poorer the quality of sound. 44100 Hz is a good setting to use. You can leave the default setting if you wish, but just be aware you can increase or decrease the quality of the sound.
- 6) **Test recording volume.** Make sure the audio doesn't look like this:

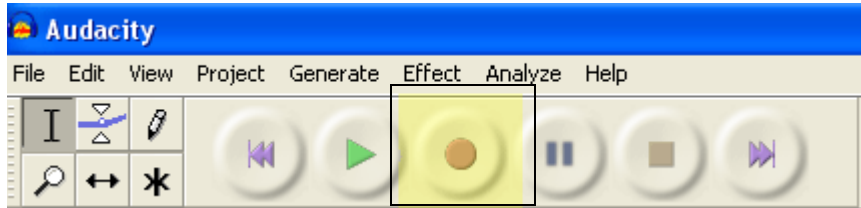


You want it to look more like this:



7) **Record.**

To record in Audacity, hit the record button:

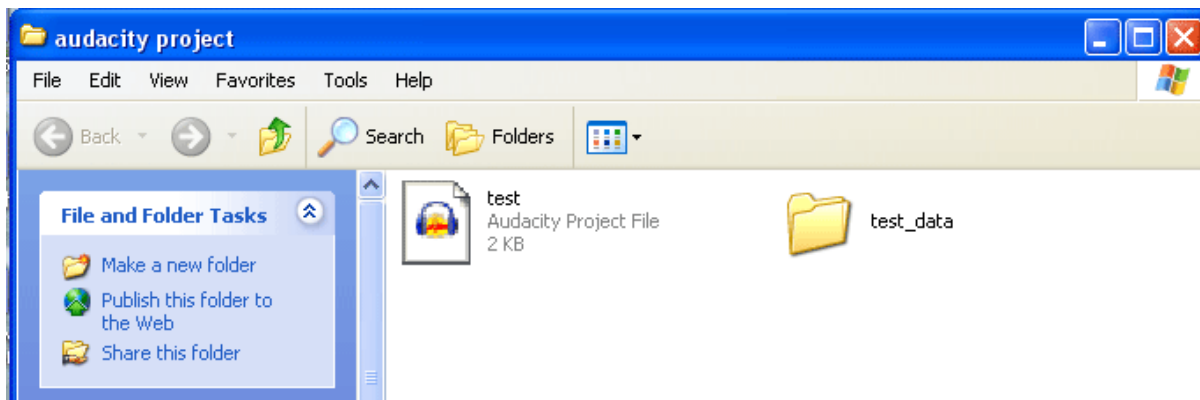


More on recording is available here: [http://audacity.sourceforge.net/manual-1.2/tutorial\\_basics\\_4.html](http://audacity.sourceforge.net/manual-1.2/tutorial_basics_4.html)

8) **Edit.** You can edit your sound files easily in Audacity. See the Audacity Tutorial for details. [http://audacity.sourceforge.net/manual-1.2/tutorial\\_ed\\_beginner2.html](http://audacity.sourceforge.net/manual-1.2/tutorial_ed_beginner2.html)

9) **Save the raw audio file.** Save your work as an Audacity project. This format will allow you to come back to the audio later and edit again.

**\*Note:** When you save an Audacity project, it will save a project file and a folder with data. The folder contains the audio files. You will need both of these components to edit your audio later. In this example below, **test** is the project file and **test\_data** contains the audio files.



10) **Export as an mp3 file.** The mp3 format is a compressed audio format that can generally be played across media players, including Windows Media, Real Player, and iTunes. When using Audacity, you must install the LAME encoder to export as an mp3. <http://switch.dl.sourceforge.net/sourceforge/lame/lame-3.97.tar.gz>

**Other References:**

Sampling Rate Information: [http://en.wikipedia.org/wiki/Sampling\\_rate](http://en.wikipedia.org/wiki/Sampling_rate)

Sample Rates and Bits: <http://www.transom.org/tools/basics/200207.digitalbasics.html>

Recording Audio: <http://www.esl-lab.com/tutorials/lesson3.htm>