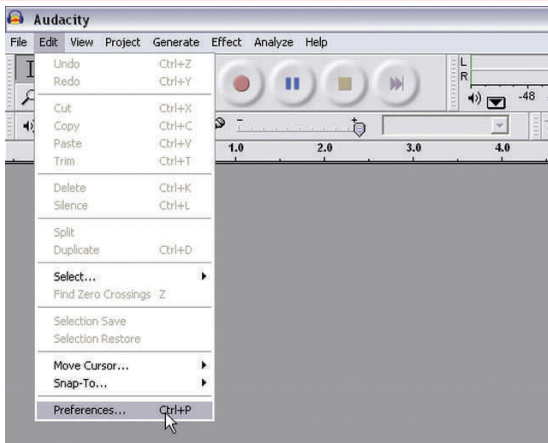
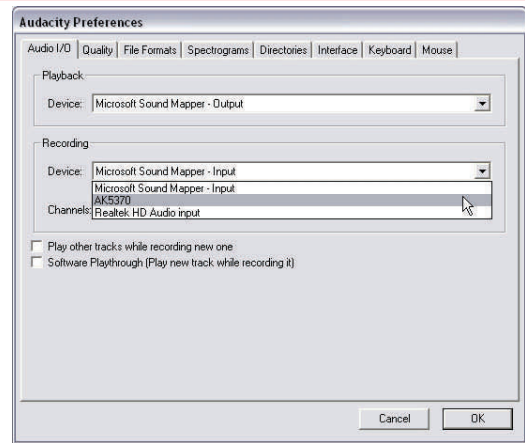


# Audacity Sound Recorder – Recording Sound

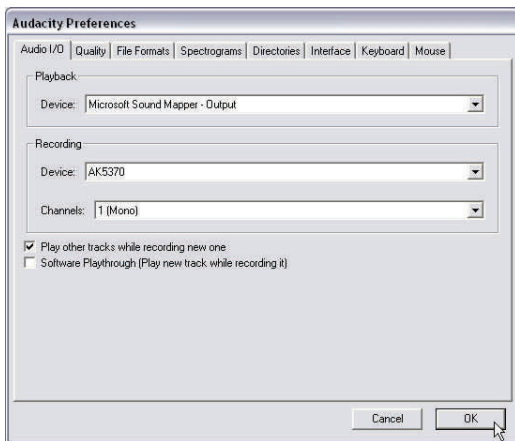
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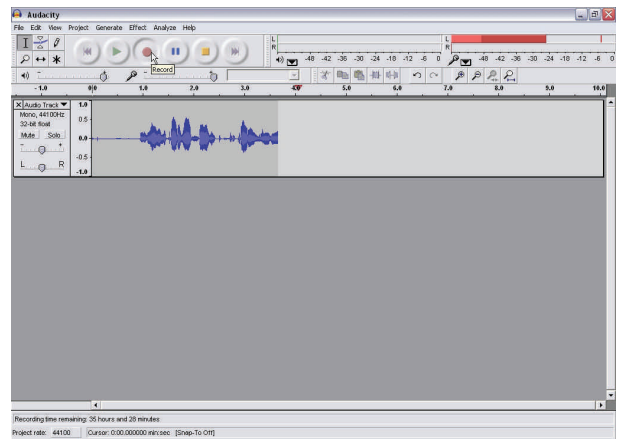
1. To make a recording using a microphone you may need to set up the program to recognise it. I'm using the Logitech USB desktop microphone here, so to set it up I need to click Edit and Preferences.



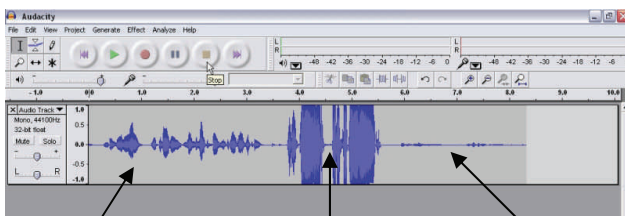
2. Under Recording Device select the microphone by clicking on the drop down arrow and clicking on AK5370 (this name will vary depending on the microphone you are using).



3. Put a tick next to 'Play other tracks while recording new one' and click OK.  
*If you find that your recordings are too quiet after setting up go to page 27 for a fix.*



4. Make your first recording by clicking on the Record button. Speak at a distance of approximately 20cm from the microphone.

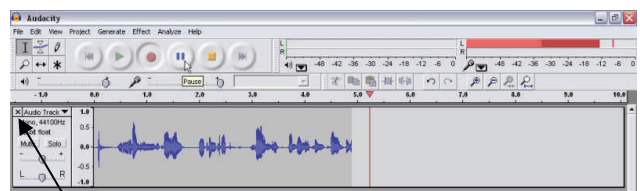


Perfect

Too Loud

Too quiet

5. If you are too close to the microphone the sound will be distorted, too far away and it will be too quiet. The program gives you a good visual idea of the recording levels. Click the Stop button to finish recording.

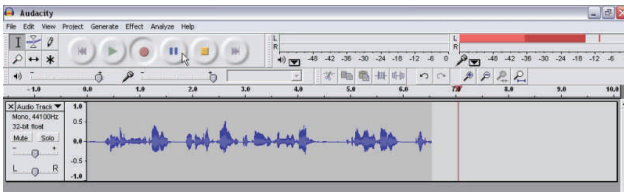


Clear/Delete the track.

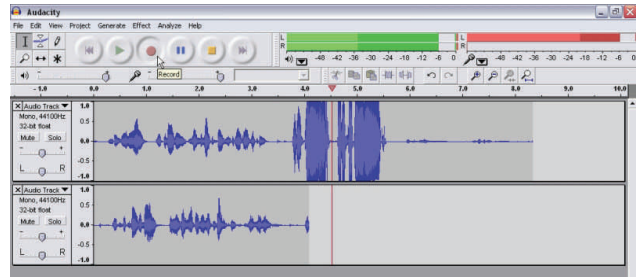
6. Here I've cleared the track I recorded in step 5 by clicking on the little cross on the left next to 'Audio Track' and started a new one. You can click on the pause button to pause recording.

# Audacity Sound Recorder – Recording Sound

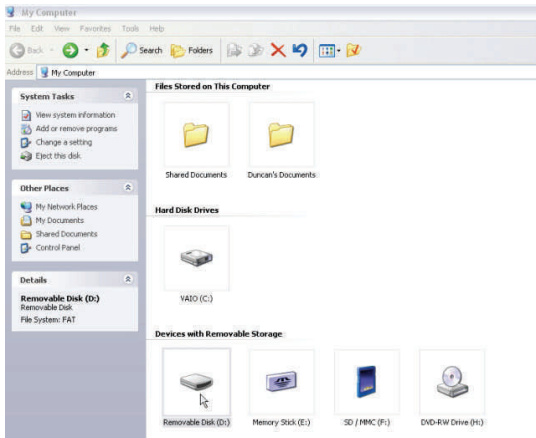
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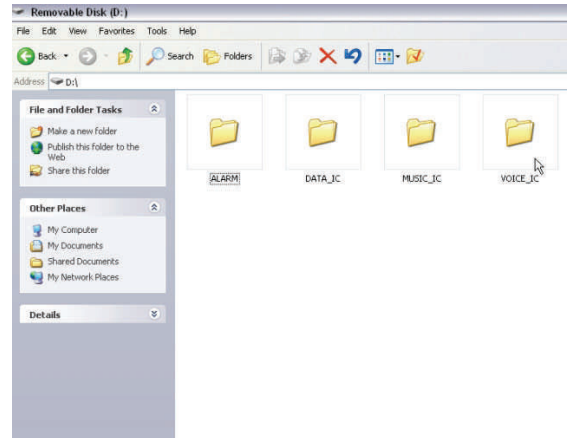
7. You can click on the pause button again to continue recording. Click on Stop to finish recording.



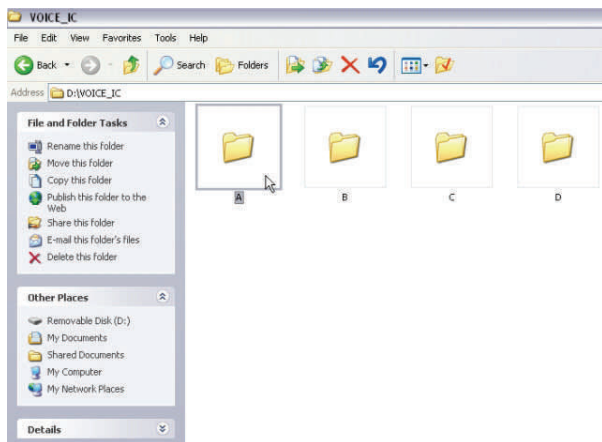
8. To record another piece of sound simply click Record again. The new piece of sound appears as a new track. I'll show you how to move this around later.



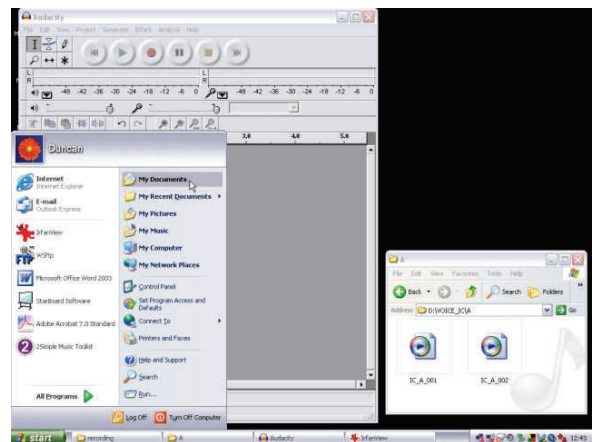
9. The other way of getting sound into Audacity is from an MP3 recorder. I've plugged one into the USB slot and it shows up as a Removable Disk in My Computer. Click twice on it.



10. Here I've got a selection of folders containing recordings made on my MP3 recorder. I need to open the folder called Voice to find my voice recordings. This folder name will vary.



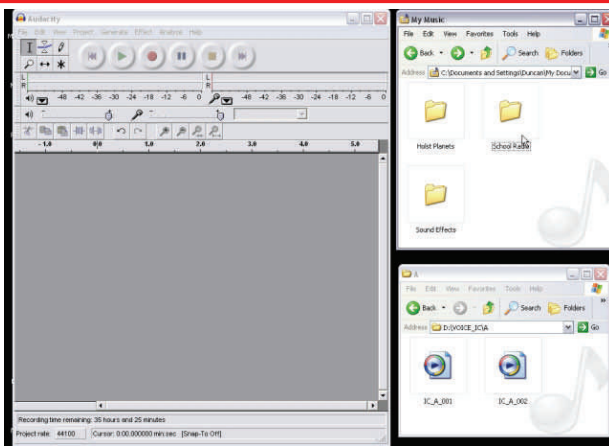
11. I'll click twice on folder A.



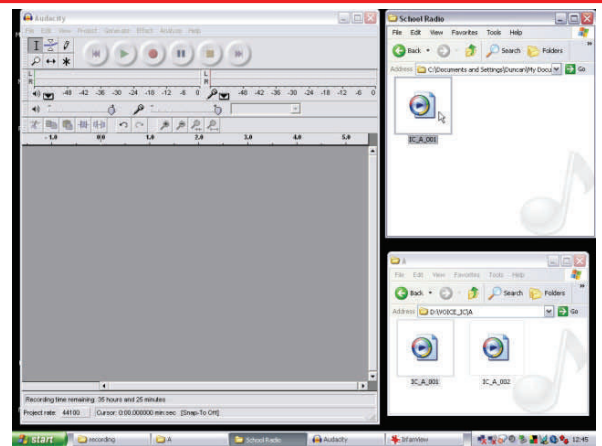
12. Now you can see the files in folder A. Now I need to get them onto my computer. To do this I'll click on Start, My Documents to open a folder on my computer.

# Audacity Sound Recorder – Recording Sound

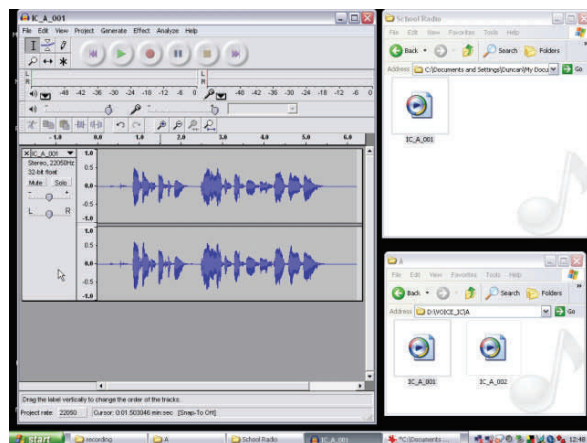
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13. I'll open the folder called My Music, in here I've made a folder called School Radio. I'll click twice on this to open it. Notice I've fiddled around with the windows on my desktop to resize them and position them so I can see Audacity, the MP3 recorder and the School Radio folder on the screen.



14. Click and drag a file from the MP3 recorder into the School Radio folder to transfer it to the computer.



15. Click and drag the file from the School Radio folder into the Audacity window and the sound file opens in Audacity. Simple! If you have a stereo recorder the sound file will look like the one above with 2 tracks.