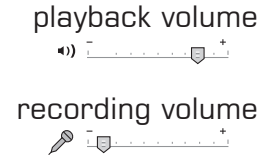
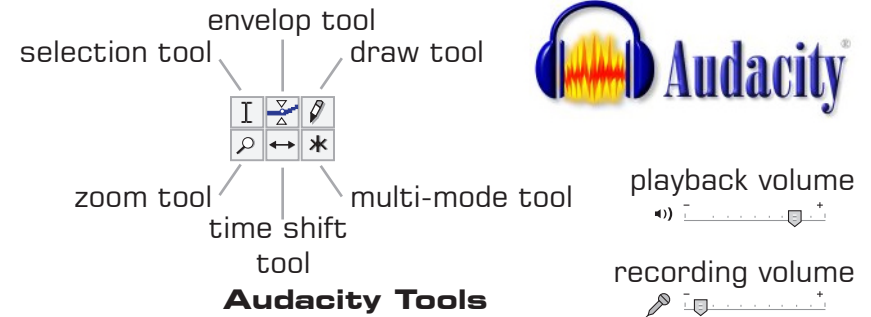
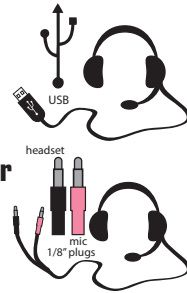


## Steps to Recording with Audacity

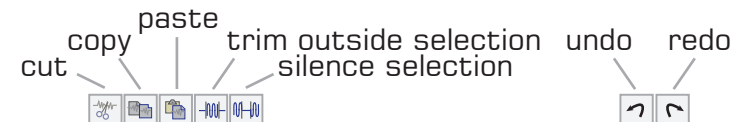
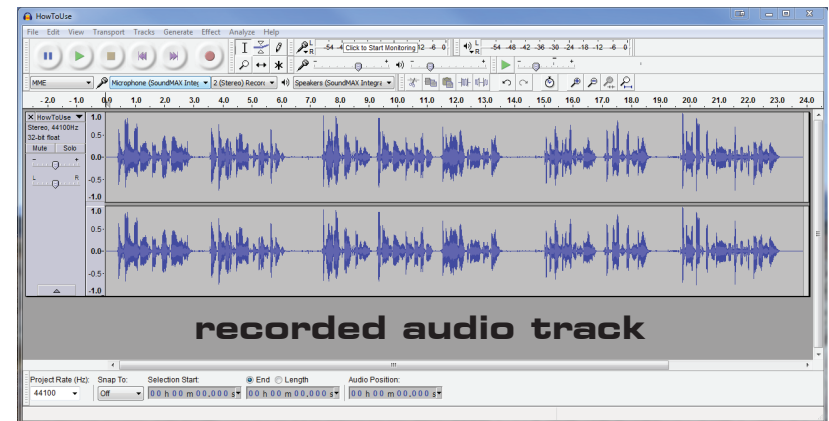
1. Plug in the microphone  
**USB connector style or Standard 1/8" mic plugs**
2. Start the Audacity program  
**Double click the Audacity icon on the desktop or go to Start -> All Programs -> Audacity.**
3. Test the microphone in Audacity  
**Press record and speak into the microphone, press stop . Press skip to start to rewind, press play to hear audio. If audio is too quiet adjust the recording volume up. When you are done testing the microphone, delete the track .**
4. Record your audio  
**Press record and speak into the mic, pause if needed. Press stop when you are finished recording.**
5. Preview your audio  
**Press skip to start to return the playhead to the beginning. Press play to hear your recorded audio.**
6. Save the unedited audio  
**Before editing, go to the File menu and choose Save Project As... Save your unedited audio as an new Audacity Project file.**
7. Edit the audio using Audacity  
**Click and drag using the selection tool to select an area and cut , silence , or trim down portions to edit the selection. Move a section of audio using the time shift .**
8. Save the edited project  
**After editing, go to the File menu and choose Save Project As... Save your edited audio as a different Audacity Project file name.**
9. Save the final .mp3 file  
**Go to the File menu and choose Export Audio... Save your edited audio as an .mp3 file.**



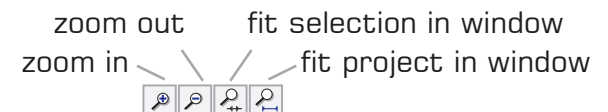
### Volume Controls



### Audacity Playback Controls



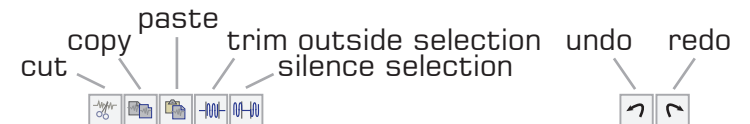
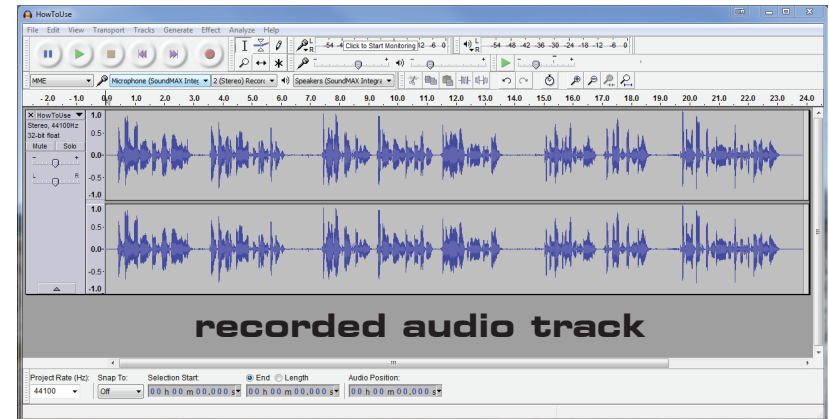
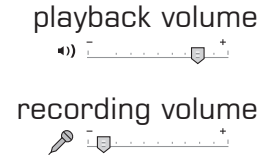
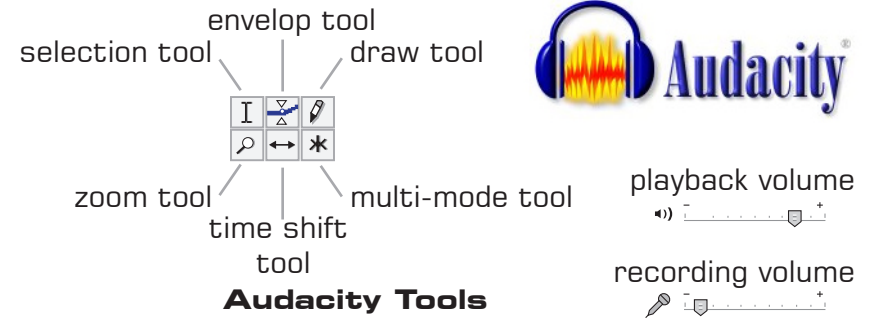
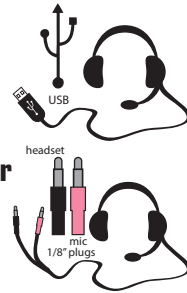
### Audacity Editing Features



**Audacity is a free download at:**  
<http://audacityteam.org/download/>

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