Audacity

Record Audio

Before you start your recording project, request a headset or desktop microphone and an editing station at the Media Services Desk.

To Record Audio in Audacity

- 1. Plug the USB microphone into an open USB port.
- Launch Audacity from the dock. Open the Preferences box from the Audacity menu. Select **Devices**, and set both the playback device and recording device to the USB microphone. Set Channels to 1 (Mono).

	Preferences: Devices
	Interface
Playback Recording Quality Interface Tracks Spectrograms Import / Export Extended Import Projects Libraries	Host: Core Audio Using: PortAudio V19-devel (built Jan 12 2016 ° Playback Device: Logitech USB Headset Recording Device: Logitech USB Headset Channels: 1 (Mono)

If the microphone is not an option in preferences:

- Check the computer's Audio Preferences (Apple Menu -> System Preferences -> Sound).
- Set the USB microphone as the Input. If using the headset option, the headset will also be the output (otherwise select headphones as the output).
- 3. Click the **button** to start recording.
- 4. To temporarily pause the recording press the pause button. When pressed again, record-ing will resume in the same audio track at the place you left off.
- Sound Effects Output Input
 Select a device for sound input:

 Name
 Type

 Internal Microphone
 Built-in

 Pro Tools Aggregate I/O
 Aggregate device

 Logitech USB Headset
 USB

 Settings for the selected device:
 Input volume:



- 5. To stop recording and finish creating your file, press the square button. To create a new track, select Tracks > Add New from the menu. If you want to record more audio for a specific part of an existing track, use the selection tool to mark the starting point on that track and press Shift + R. This will create a new track from that starting point and immediately start recording.
- 6. When you are finished recording, save the project (File -> Save Project). Your project will save as an Audacity Project File (.aup) which can only be opened in Audacity.
- 7. In order to copy it to a CD, website, hard drive, etc., export your file (File -> Export) and select the appropriate audio file type for your project.



Produced by Dartmouth College/Jones Media Center <u>http://dartmouth.edu/~library/mediactr/tutorials.html</u> For additional help, visit <u>http://www.audacity.sourceforge.net</u>