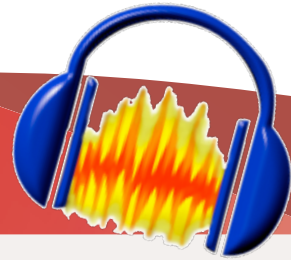


# Audacity

## Record Audio



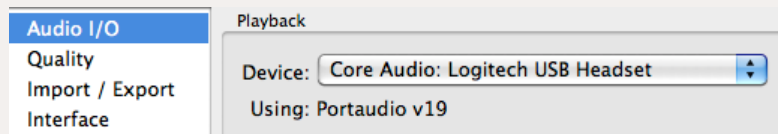
**B**efore you start your recording project, request a headset or desktop microphone and an editing station at the Media Services Desk.

### Steps to record audio in Audacity

1. Plug the USB headset microphone into an open USB port.

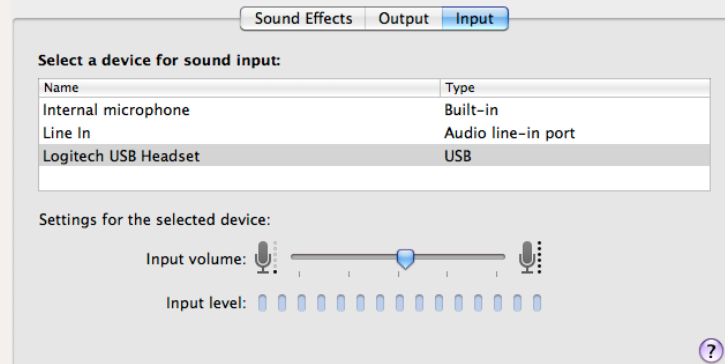
2. Launch Audacity from the dock.

Open the Preferences box from the Audacity menu. In the Audio I/O tab, set both the playback device and recording device to the USB microphone. Set Channels to 1 (Mono).



*If the headset is not an option in preferences:*

- Check the computer's Audio Preferences (Apple Menu -> System Preferences -> Sound).
- Make sure that USB Headset is set as both the Output and Input.



3. Click the circular red button to start recording.



4. To temporarily pause the recording press the purple pause button. When pressed again, recording will resume in the same audio track at the place you left off.

5. To stop recording, press the yellow square button. This will stop the recording and finish creating your file; if you press record again, a new track will be formed below your previous one.

6. When you are finished recording, save the project (File -> Save) and then export your file in order to copy it to a CD, website, hard drive, etc. Choose File -> Export and select the appropriate audio file type for your project.