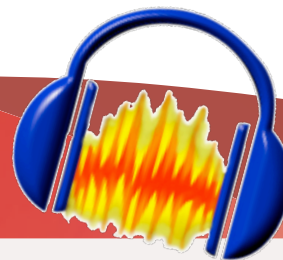# Audacity

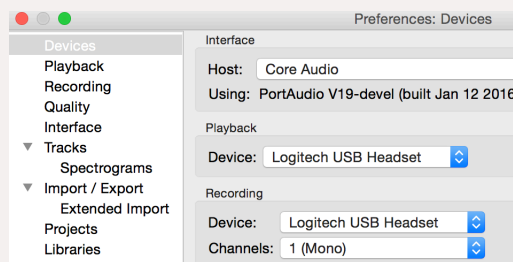## Record Audio

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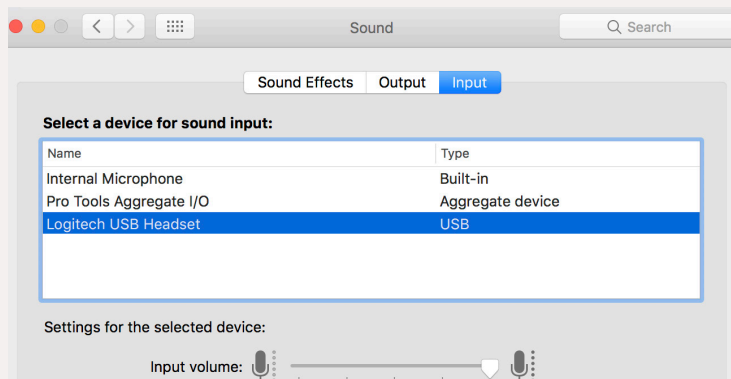
To Record Audio in Audacity

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

2. 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).

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 red circular button to start recording.

4. To temporarily pause the recording press the 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 square button. This will stop the recording and finish creating your file; if you press Shift + R, a new track will be formed below your previous one.

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.