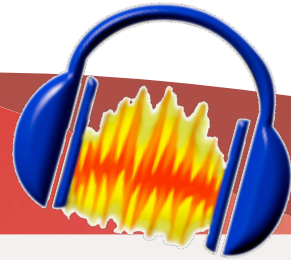# Audacity
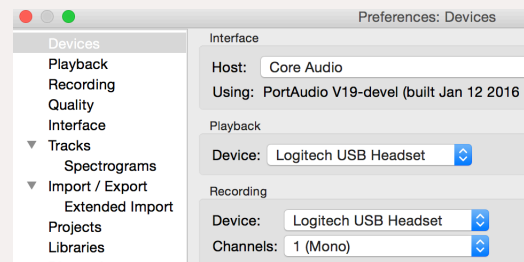## Record Audio

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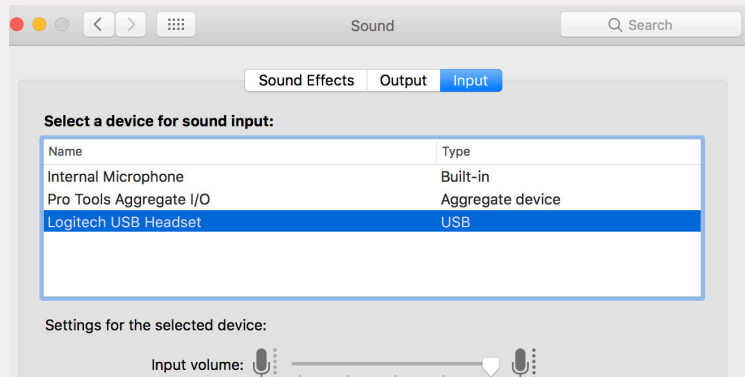
To Record Audio in Audacity

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

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 ● 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 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.