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## Recording with Audacity

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### Overview

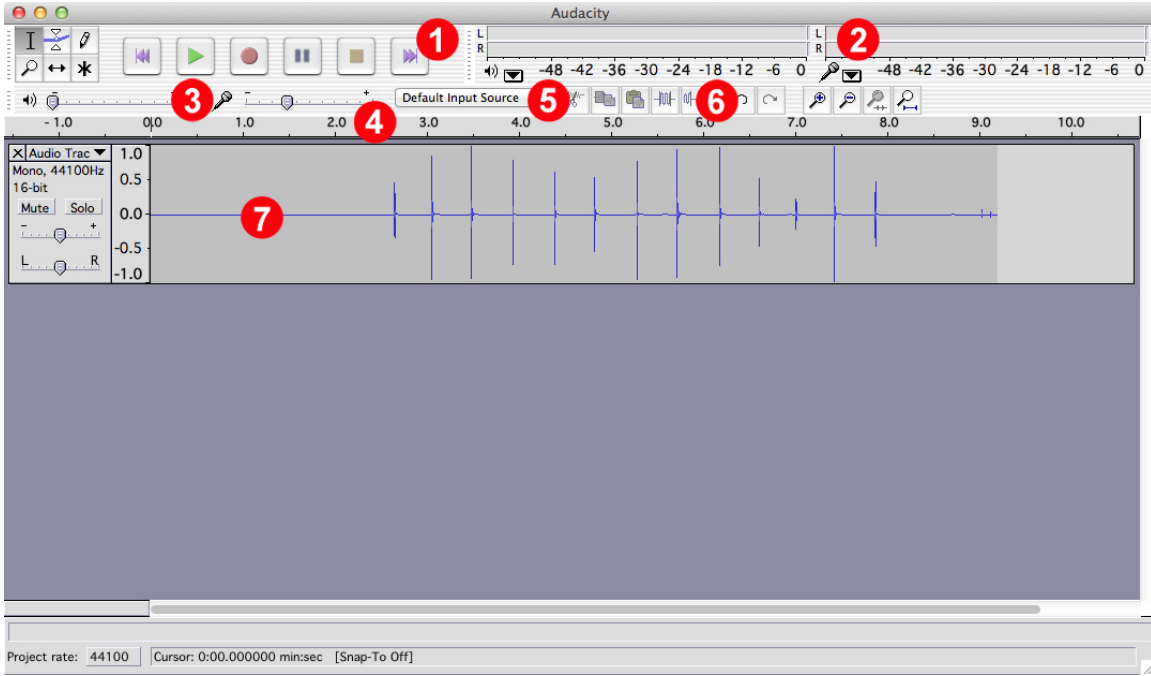
Audacity® is a free, open source, cross-platform software program for recording and editing sounds. It is available for Windows®, Mac®, GNU/Linux® and other operating systems, supports multi-track audio, and can export to multiple file formats including: Wave, MP3, and Ogg Vorbis.

### **A Note on Recording Audio:**

- When recording always be aware of the sounds around you. If possible, try to do your capture your audio in a quiet location, or use an external microphone or headset to best capture your voice.

### Audacity Interface

1. Playback Buttons
2. Mic Gain/Levels
3. Volume Control
  - (Input levels for both the microphone and playback)
4. Playback Position/ Timer
5. Input Source\*
6. Editing Buttons
7. Audio Track

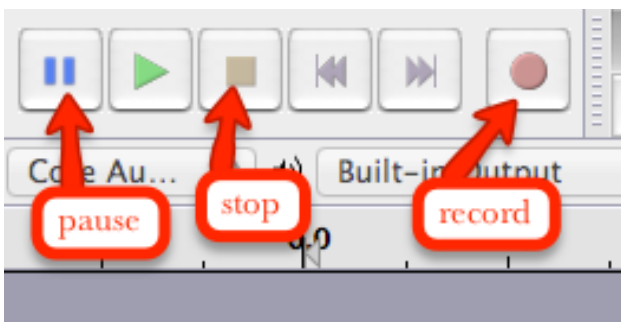


## Recording Audio

When the program launches, you will be in a new project and ready to start recording. Maximize the program before beginning. Be sure that the microphone input level in the top right corner is turned up.



Click the red RECORD button to start the recording. If you need to pause during recording use the PAUSE button rather than STOP. To continue recording, click on the PAUSE control again.



When you hit the RECORD button, Audacity should display a graph of your voice.

Then, when you're finished, press STOP. At the top of the program, go to **File**, and then **Export**. Give your file a name your instructor will be able to identify easily. (i.e. Exam\_1\_George) **You will need to save the file to the Desktop or to the folder created for you on the lab computer.**

## Exporting Audio Files

### **Saving Your Audio:**

When you're ready to save, go to FILE > SAVE PROJECT AS... Another popup window will appear that will allow you to title your project and save it in an .AUP file format.

- Note that .AUP is an *Audacity specific file format*. It will allow you to open the file in Audacity, while also maintaining editing capacity. You cannot play .AUP in programs such as iTunes, Windows Media Player, Spotify, etc.

### **Exporting Audio:**

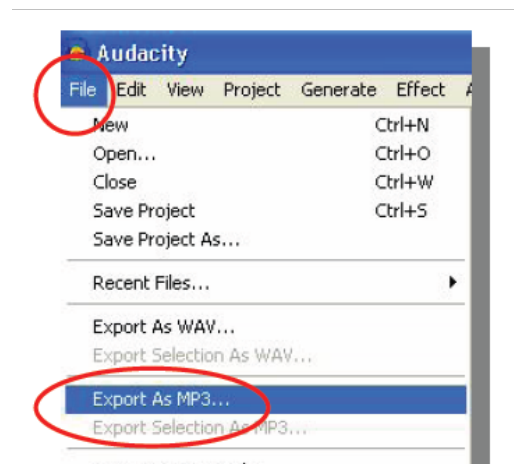
The most recent version of Audacity has a wide selection of file formats that you can use to save/export your audio. Some of the most common are .WAV, .MP# and Ogg Vorbis, but there are also formats such as: FLAC, and M4A (AAC), which is the file format, used in iTunes. For the purposes of this handout we will discuss the first two.

### **Exporting as a .WAV file:**

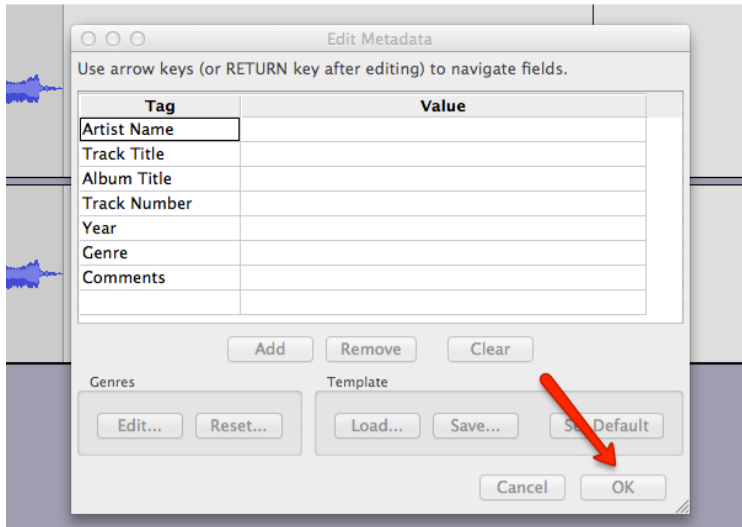
1. Go to FILE > EXPORT AS WAV... or:
2. Go to FILE > EXPORT SELECTION AS WAV...

### **Exporting as a .MP3 file:**

1. Go to FILE > EXPORT AS MP3... or:
2. Go to FILE > EXPORT SELECTION AS MP3...

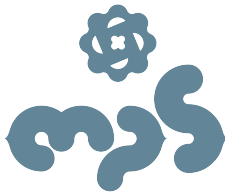


Before saving, Audacity will ask you if you want to fill in extra information about the track. This is helpful, but not necessary; you can just click OK at the bottom of the screen.



**DO NOT CLOSE AUDACITY YET.** Listen to the MP3 to make sure it exported correctly before closing the project. If it worked, you can then close Audacity. You do not need to save the project (you already created an MP3 from it). If you need to create a brand new recording, close and then reopen Audacity to begin again.

## Additional Resources



### **OIT Multimedia Project Studio (MPS)**

If you want help with your multimedia projects or just software in general, the MPS is a great resource available. Trained MPS Consultants are on hand to help out. The labs are located in 023 Bostock Library on West or in 115 Lilly Library on East Campus.

<http://www.oit.duke.edu/mps>



### **Lynda.com**

Lynda.com is an online software-training library. All Duke students, faculty, and staff can access this resource with their Duke NetID.

<http://oit.duke.edu/comp-print/training/online/lynda.php#lynda>

### **Language Labs (East and West Campus)**

Audacity software can also be found on the computers in the Language Labs managed by Trinity College of Arts & Sciences Office of Technology Services (TTS). These labs are located in the 114 Languages building on West, and in 101 Carr on East Campus, and can be reserved through TTS.