How to Record Your Voice with Audacity

Audacity is a free download, and it is available for both PC and Mac at http://audacity.sourceforge.net/

To record your voice, you will need the following:

Audacity software



Headphones with microphone



Open the **Tools** folder on the desktop



Find the **Audacity** alias and doubleclick to open the program.

Under the Audacity menu, select **Preferences**.

Make sure that the correct **input** and **output** are selected (this will usually be the iMic USB audio system for both).



Audacity alias





Click on **File Formats** and make sure that WAV (Microsoft 16 bit PCM) is selected (this should be the default setting).

Click "OK"

To start recording, simply click the red **record button**.

A new track will appear in the main window. Each time you press "Record", a new track is added to the main window. For our purposes, we only need one track at a time.

To stop recording, click the yellow **stop button**.

You can now preview your file by clicking the green **play button**.

If you don't like your recording, you can delete the track by clicking the **X** in the upper left corner of the track.





Audacity Preferences







🗙 Audio Track 🔻	1.0
Mono, 44100Hz 32-bit float	0.5 -
Mute Solo	0.0-
L _ B	-0.5 -
<u> </u>	-1.0

To save your recording, click on the
File menu at the top of the screen and
select "Export as WAV".

🗯 Audacity	File Edit View Project Generate	
	New #N	
	Open #O	
	Close #W	
	Save Project #S	
IZI	Save Project As	
<i>₽</i> ↔ *	Recent Files ►	
•)	Export As WAV	
i 🛠 📭 🦓 -M	Export Selection As WAV	
- 1.0	Export As MP3	
🗙 Audio Track 🔻	Export Selection As MP3	
Mono, 44100Hz 32-bit float	Export As Ogg Vorbis	
Mute Solo	Export Selection As Ogg Vorbis	
ī	Export Labels	
L	Export Multiple	
	Page Setup Print	

Save As: my recording.wav

Format: WAV (Microsoft) files (*.wav)

Where: 📋 Desktop

Save WAV (Microsoft) File As:

Cancel Save

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Name your file and make sure that it will save to the desktop (the default setting).

Your file should show up on the desktop with the extension ".wav"



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