

How to Record and Edit with Audacity (for PC)



RECORDING:

1. Plug in your USB microphone, to your one of your computer's USB slots.

NOTE: Here's what to do if the PC fails to recognize your USB microphone. Go to the Start menu and select "Control Panel" then "Sounds and Audio Devices". Click the "Audio" tab and then under "Sound Recording" choose "AK5370" from the dropdown menu. Then click "Apply". In a Mac, go to System Preferences - Audio.

2. Load up Audacity, by clicking on the Audacity icon in your list of programs.
3. Record your voice, by pressing the red record button (the red circle near the top of the Audacity window). It should now be recording. You should see a waveform appearing and the red and green level meters going up and down. Talk into the microphone and if your audio levels are bouncing up into the red area you are too close. When you want to stop recording press the square stop button at the top left.

NOTE: If your recording level is too high (distorting) or too low (very quiet) you can adjust the levels by moving the slider next to the microphone icon.

EDITING:

1. Listen back to the recording and decide which parts you want to keep and which parts you want to delete. You can listen by pressing the green triangle (the play button) or alternatively by pressing the spacebar.
2. Delete the audio you don't want. Highlight the first chunk of the audio wave you don't want to keep by clicking and dragging across that piece of audio. You can listen to just the highlighted audio by pressing spacebar. Press backspace to delete the highlighted audio. Listen back to your edit and check it worked, then continue deleting other bits of audio you don't want. Remember you can always undo an edit by pressing the "Ctrl" and the "Z" keys simultaneously.
3. Compress your audio. Go to the "File" drop down menu at the top left and select "Export as MP3". Give your MP3 file a name and save it to the desktop or create a folder for it. You are now ready to upload your MP3 audio file to the web. *NOTE: You must have downloaded the LAME MP3 encoder in order for Audacity to do this, which we have placed in your CD.*

ADDING MUSIC

1. Import Audio by going to the "Project" drop-down menu and selecting "Import Audio".
2. Find the music file you want. It may be on a CD or as a file on the computer.
3. Put it into the original track (optional). The music will open in a new track, but you can incorporate it into the original track. First highlight the whole music wave form, then cut it by pressing Ctrl and X simultaneously. Then click where you want to paste it and press Ctrl and V simultaneously to paste it.