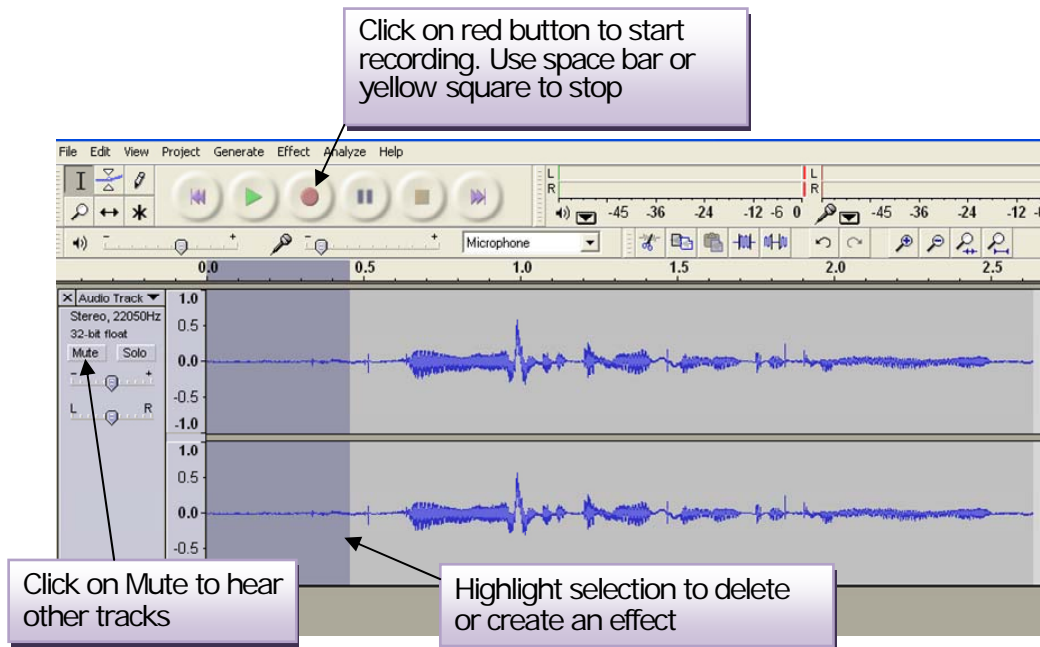


DIGITAL MEDIA LAB 121

W Bothell

Audacity: *Recording/Editing Your Voiceover*



1. Make sure your microphone is plugged in and that you've changed the track recording from mono to stereo: *Apple>Preferences>Audio I/O tab>change Channels from 1 to 2*
2. Click on the red record button to start a recording. Use the space bar or yellow square button to stop recording. Make sure to wait a few seconds before and after speaking to allow enough room for editing and spacing.
3. Use the green forward button to listen to your recording. Click anywhere within the recording if you only want to hear a part of it.
4. If you're recording multiple attempts, use the Mute button to hear each attempt. Be sure to click the purple back button to start your new recording at zero.
5. Highlight a section to delete or edit it. You can use the double-sided arrow to move a section.
6. Once you're satisfied with your recording, export it as a .wav file (*File>Export as WAV*). Make sure to save it with a numbering sequence to make it easier to keep track of sections (*e.g. A-name, B-name etc.*)