



Recording MP3s with Audacity

Introduction

Audacity is a free program for recording and editing sound files. It is good for recording short audio clips for use in Keynote, for example, because it works much faster than GarageBand on older computers.

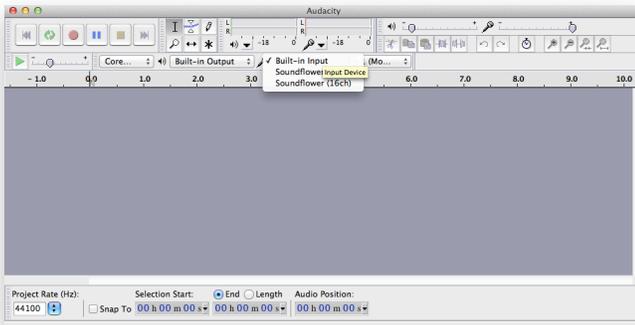
Install Audacity

Tech Note: You might want to do this on your master image ahead of time so that you don't have to

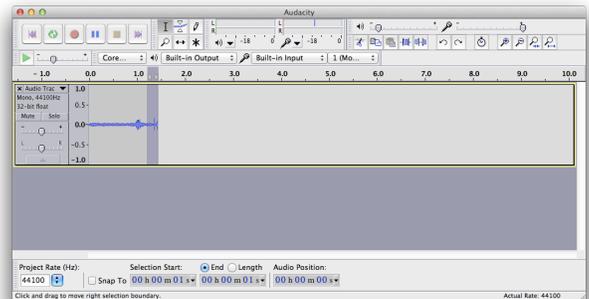
1. Go to the Audacity Website at <http://audacity.sourceforge.net>
2. Click the **Download Audacity** link.
3. Click the link to download the latest version under the **Recommended Download** header.
4. Wait for the download to finish, then double-click the downloaded file if it doesn't automatically open.
5. Drag the **Audacity** folder to your **Applications**.
6. Go to <http://lame1.buanzo.com.ar>
7. Click on the link to download the LAME library for Audacity on Mac OS X, then run the installer.
8. Drag the Audacity icon to your **Dock**, if desired.

Recording With Audacity

1. Open the **Audacity** program. A new, empty recording window should appear.
2. Near the bottom center of the toolbar, locate menus that control input and output. If you are using a headset or USB mic, select it from the menus.



3. Click the red **Record** button in the toolbar to begin recording. 
4. When you are finished recording, click the yellow **Stop** button in the toolbar. 
5. Click the **Rewind** button (arrows pointing left), then **Play** (green arrow pointing right) to review your recording.
6. If you need to remove any portions, such as noise at the beginning or end, simply click and drag to highlight it. Then push the **Delete** key on your keyboard.



7. Save your work by going to the **File** menu, then **Save Project**.
8. Click **OK**, name your file, pick a location, then click the **Save** button.

Exporting MP3

1. Make sure your recording is still open. If it is not, locate an existing recording and double-click the file to open it.
2. Go to the **File** menu, then **Export**.
3. Verify the name of your file.
4. In the **Format** popup menu, make sure it is set to the **MP3 Files** option.
5. Click the **Save** button.