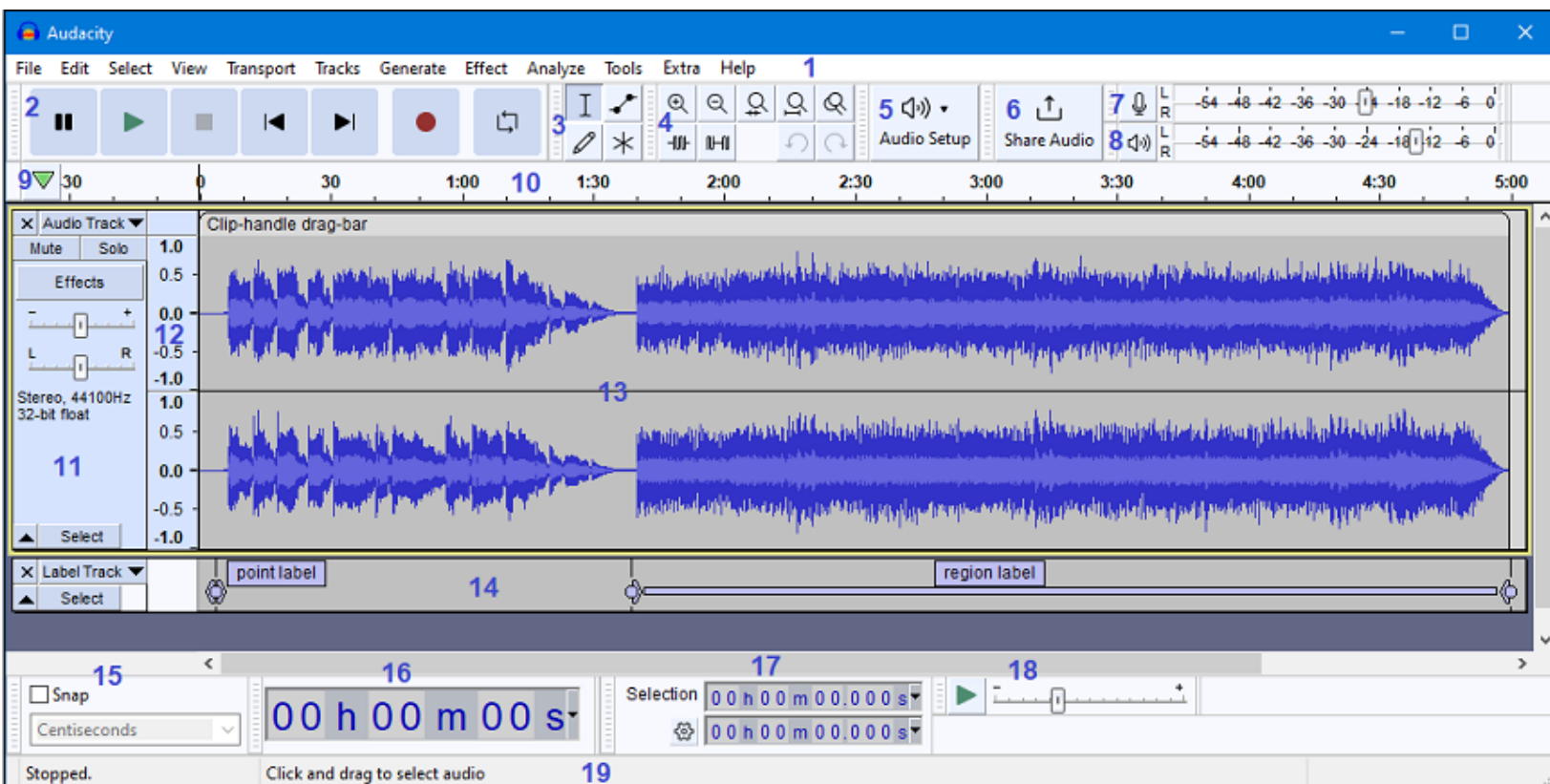


CREATING YOUR FIRST RECORDING IN AUDACITY 3.3.3



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Preface:

The purpose of this manual is to teach you how to download and install Audacity, which is a multi-track audio editor software, and how to create and export your first recording. This manual, which contains mostly general information, will be catered to Windows 10. Other operating systems may include different processes in which to follow.

Installing Audacity:

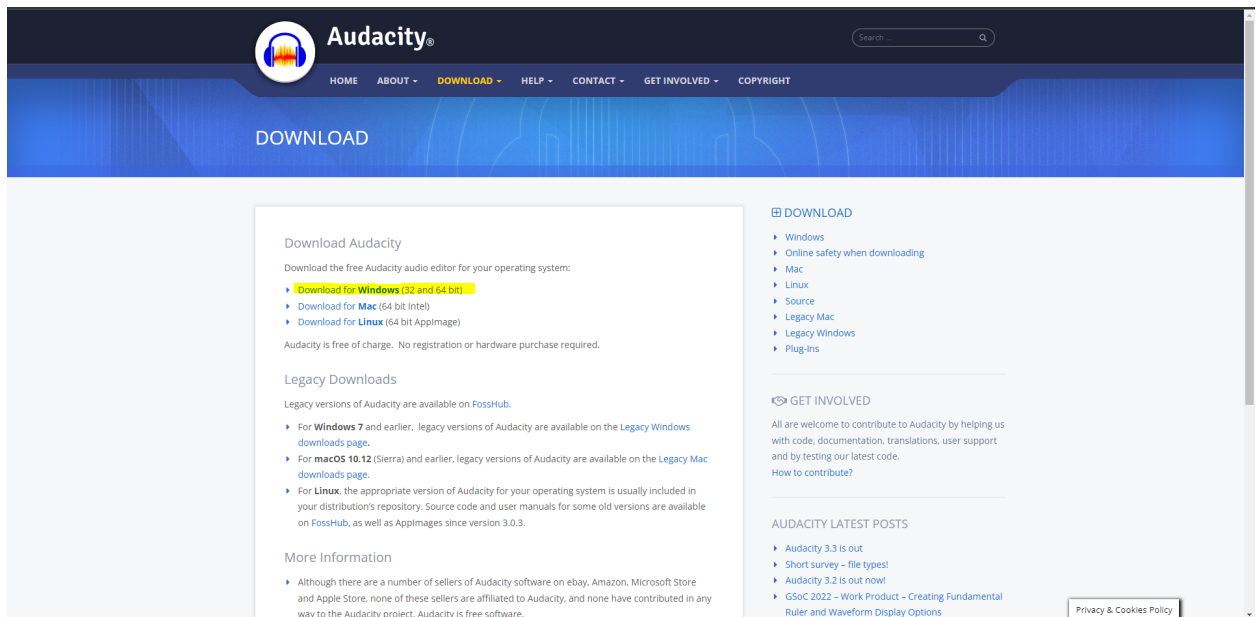
Note: This section will tell you how to download and install Audacity. Please note that this will require you to have a working computer with at least Windows XP.

Step 1 - Downloading Setup:

- To download the installer go to [<https://www.audacityteam.org/download>].
- Then click the Windows link to download.

Step 2 - Using Setup:

- After the setup application completes downloading, open it and run the setup.



- The setup will give you options to choose components, but leave it and continue.
- Finally, choose a destination folder to install the program and click “install”.

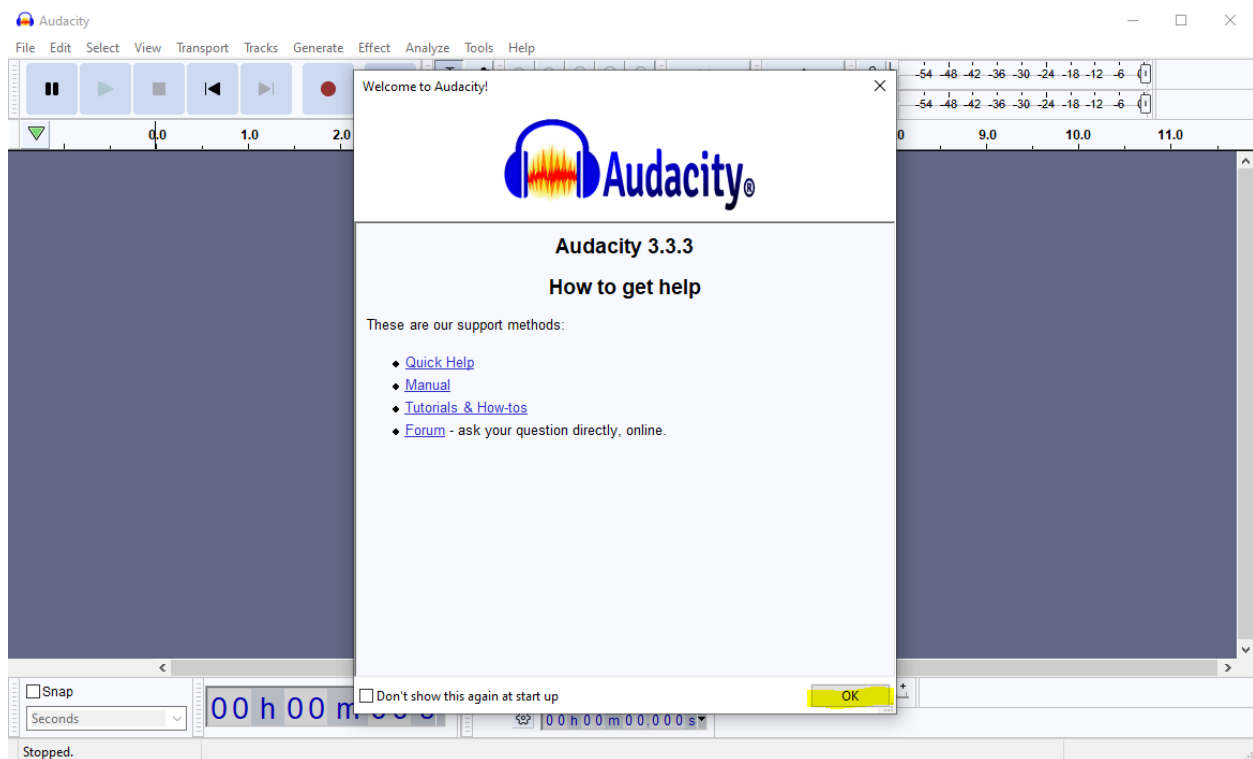
Starting A New Project:

Note: This section will tell you exactly how to begin a new project. However, it will not take the time to explain every function and button. For further learning about each function, a very resourceful website to visit is:

[<https://manual.audacityteam.org/index.html>].

Step 3 - Creating a New Project:

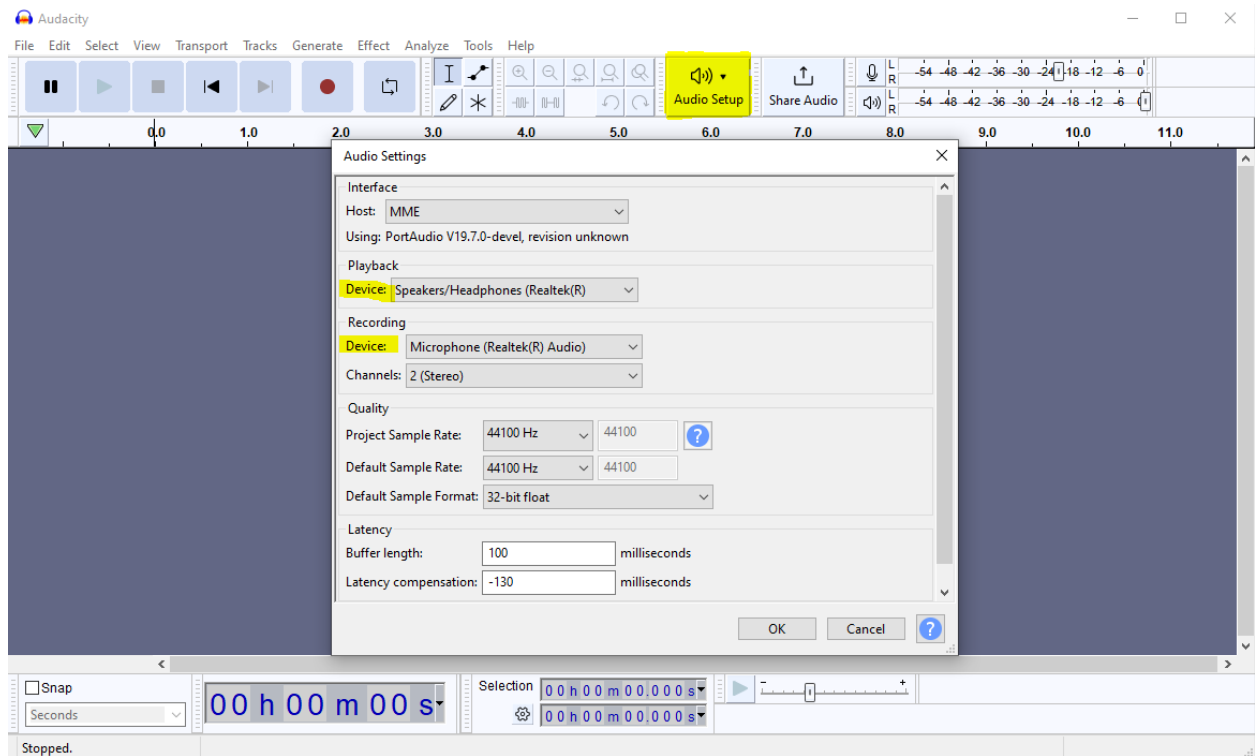
- Open the Audacity application to begin coding.
- It will open up to a welcome menu with several links. For now, click “OK”.



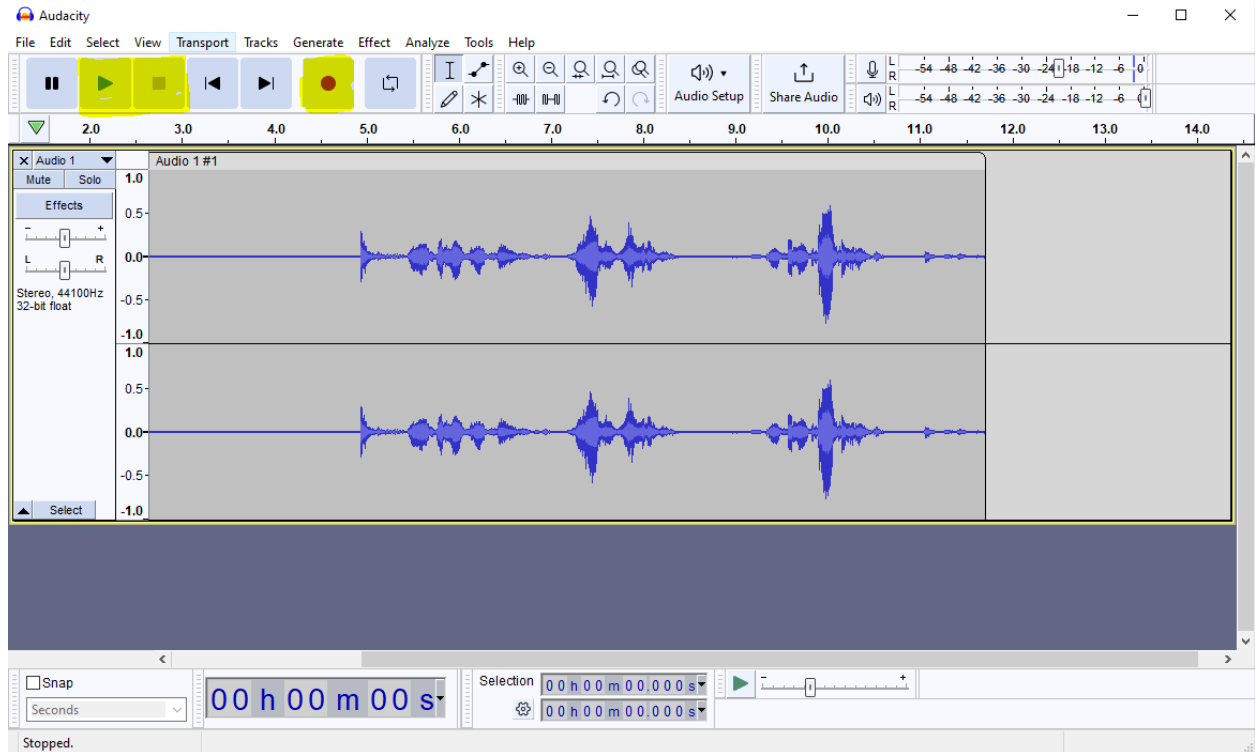
- The welcome menu window will now close and display the main page for a new project.
- If you have a saved project open, you can then click on “File” in the upper left corner of the toolbar, and click “New” to open a new project in a separate window.

Step 4 - Recording:

- To begin, click on the Audio Setup drop-down menu and click on “Audio Settings” We want to ensure that we have input and output devices.



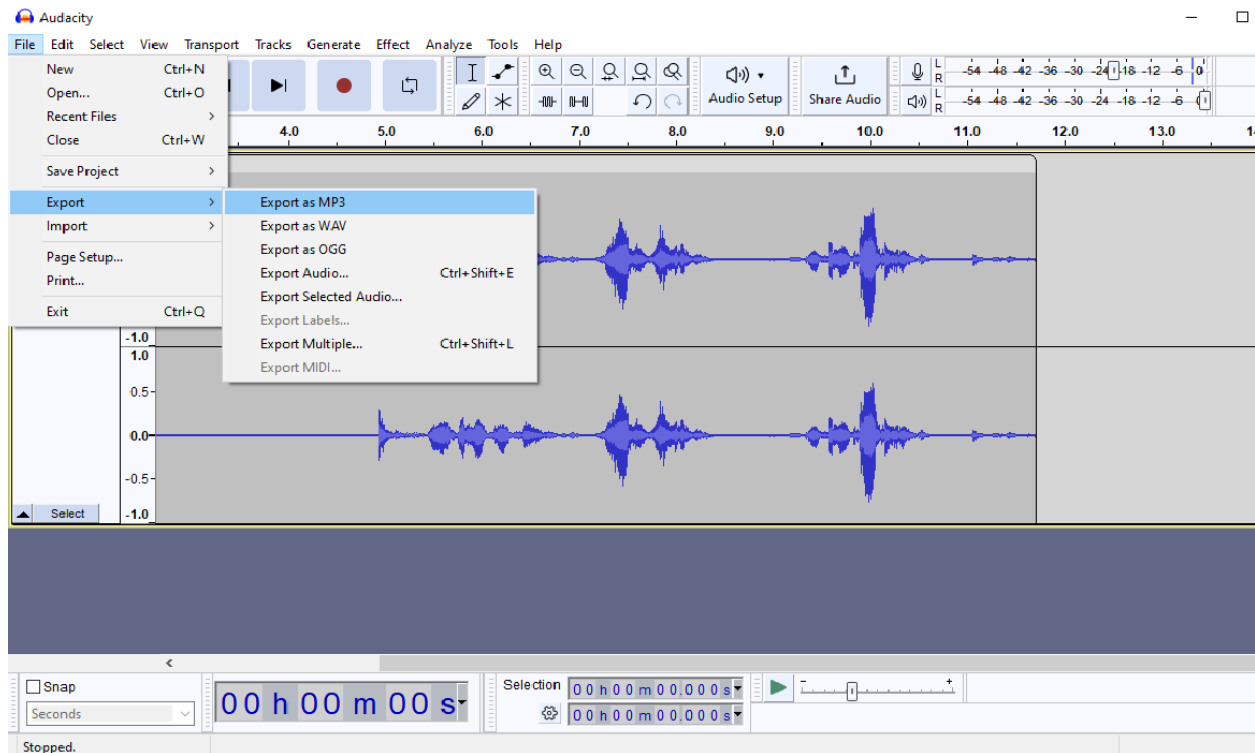
- If you have both of the devices prepared, you're ready to begin recording. If not, you may want to hook up a device either by connecting through the correct auxiliary/USB port, or by connecting via Bluetooth.
- To begin recording, click on the Red Dot icon button, which signifies recording, or press 'R'. This will begin recording through whatever device you specified, and will continue recording until the Square icon button is clicked.



- In order to begin the playback of your recording, click the Green Arrow icon button, and it should begin playing through whatever output device you have specified.

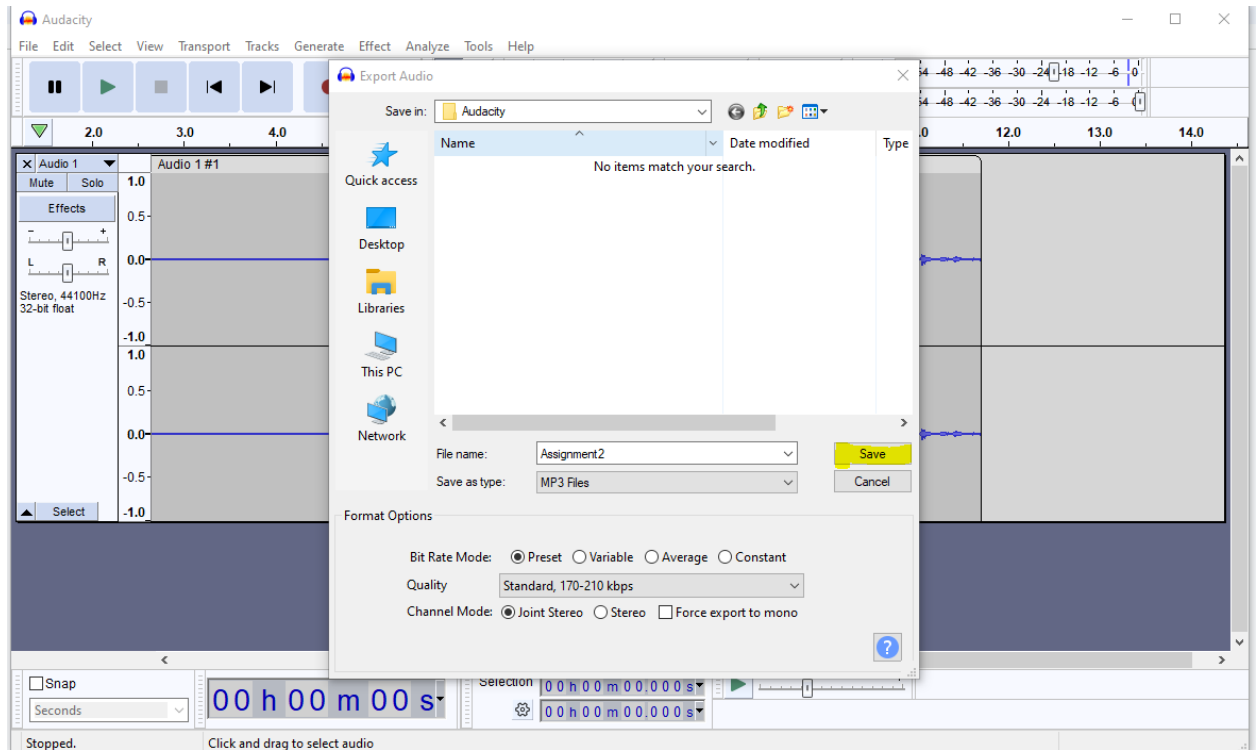
Step 5 - Exporting the Recording:

- Now that you have your first recording completed, we will now learn how to properly export the project into a sound file.
- First, make sure to save the file by going to “File” and clicking on “Save Project”, in case you want to come back to it later . You can also do this by using the hotkeys “Ctrl + S”.
- Next, click on “Export” and choose the audio file type that you want. .MP3 and .WAV files are generally used for most playback purposes.



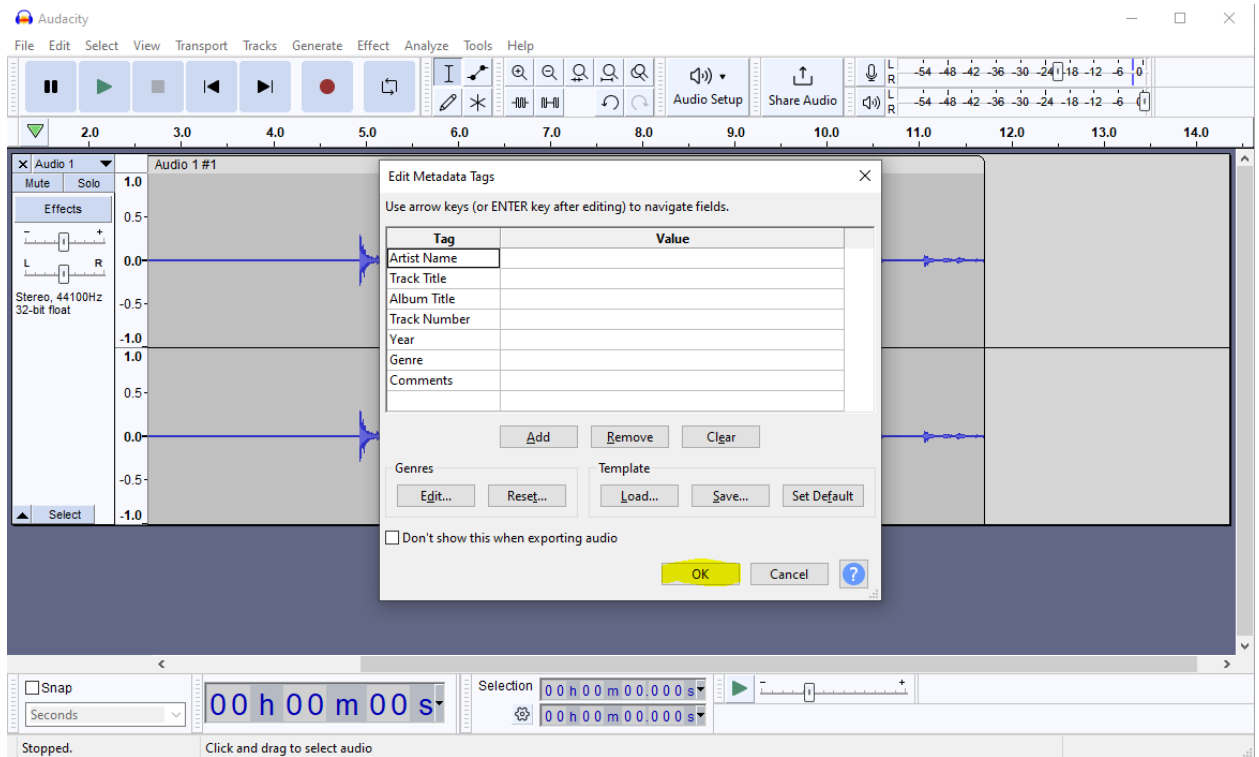
- Afterwards, a window will pop up for you to name your project (make sure to use a descriptive name), and to choose some final options. Generally, you may want to change some of these options to better fit your specific needs, but for a basic audio/voice recording, the base

options should be acceptable. When you are done, click “Save”.



- Finally, another window will pop up for you to enter meta-data for the project. After filling out the tags you need/want, click “OK” to export the

project to the specified location.



- In order to open the file and listen to the playback, find the file wherever you decided to store it and double click it to open the audio player.