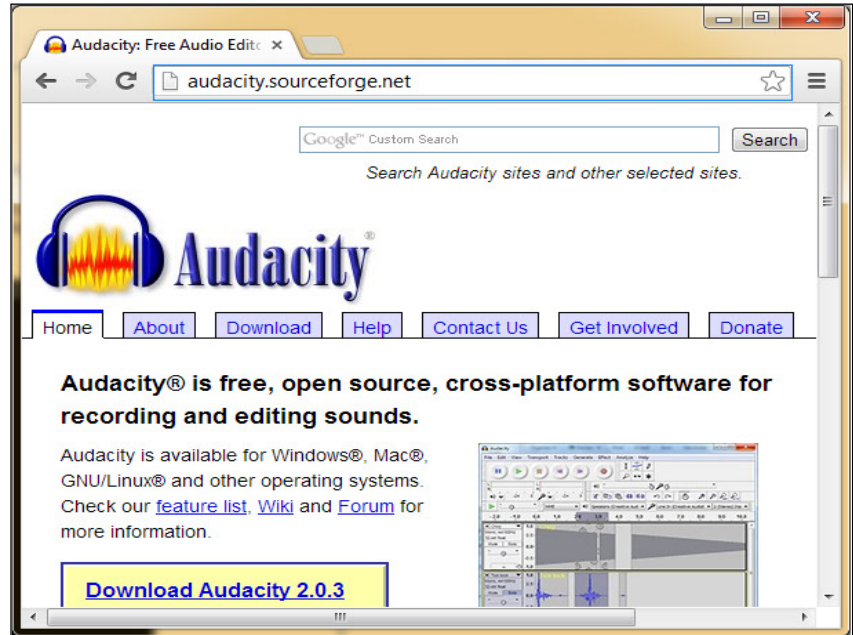## Using Audacity

This is a Free Program that allows you to create, edit and record sound files.

You will need a microphone to use this program.
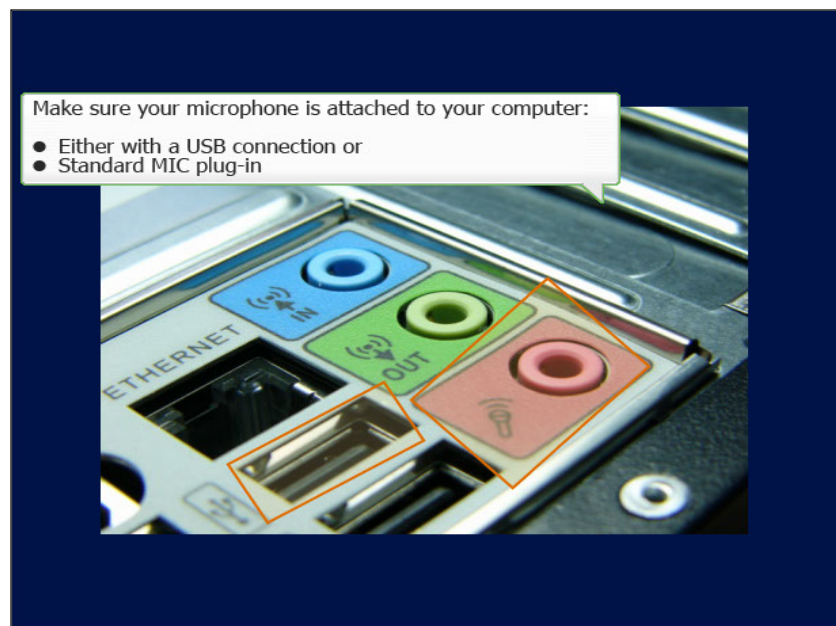
You can download a free copy of Audacity from
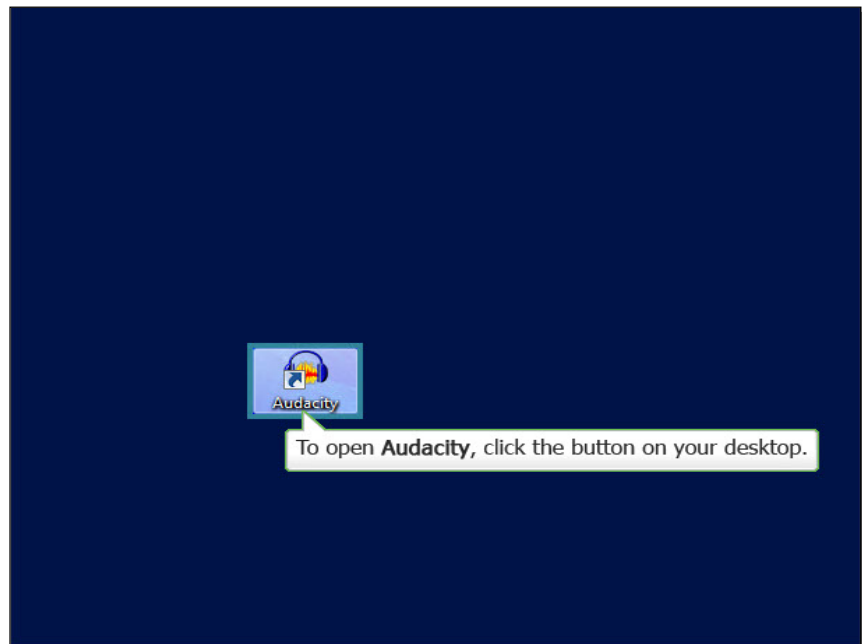**audacity.sourceforge.net**.

Make sure your microphone is attached to your computer:

Either with a USB connection or Standard MIC plug-in

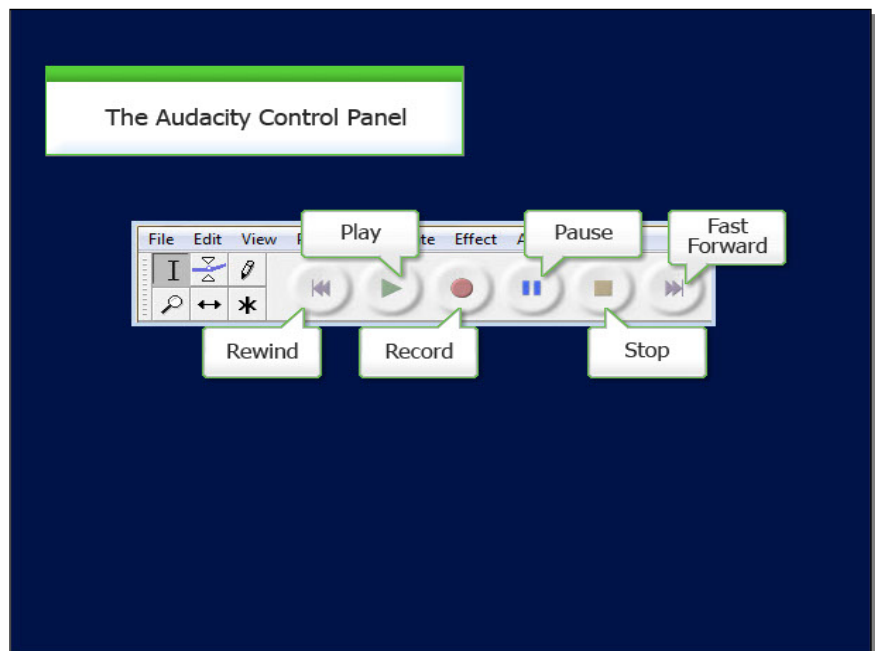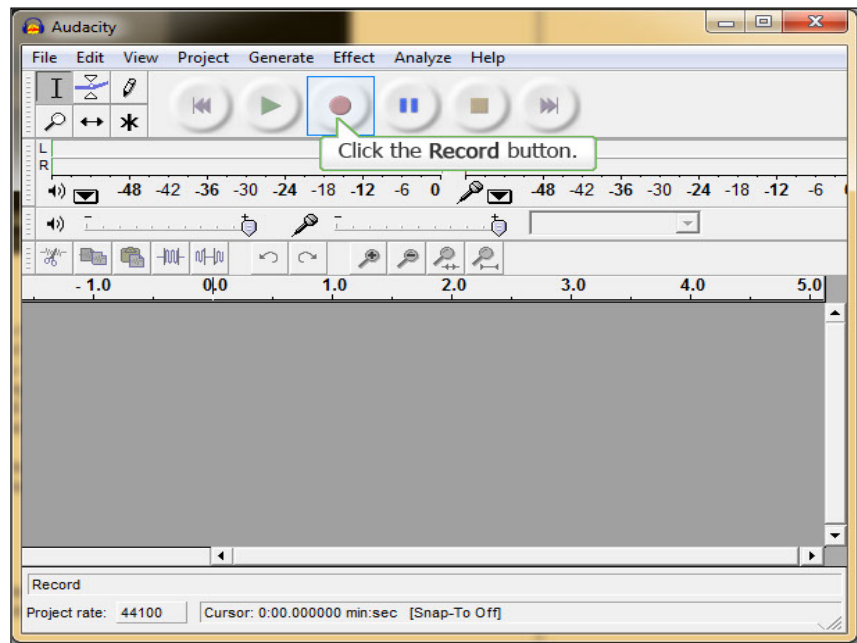To open **Audacity**, click the button on your desktop.

To open **Audacity,** click the button on your desktop.

Here is the Audacity control panel.

You use the control panel to Rewind, Play, Record, Pause, Stop, Fast Forward your audio clip.

The Audacity Control Panel

File Edit View   Play   te Effect A   Pause   Fast Forward
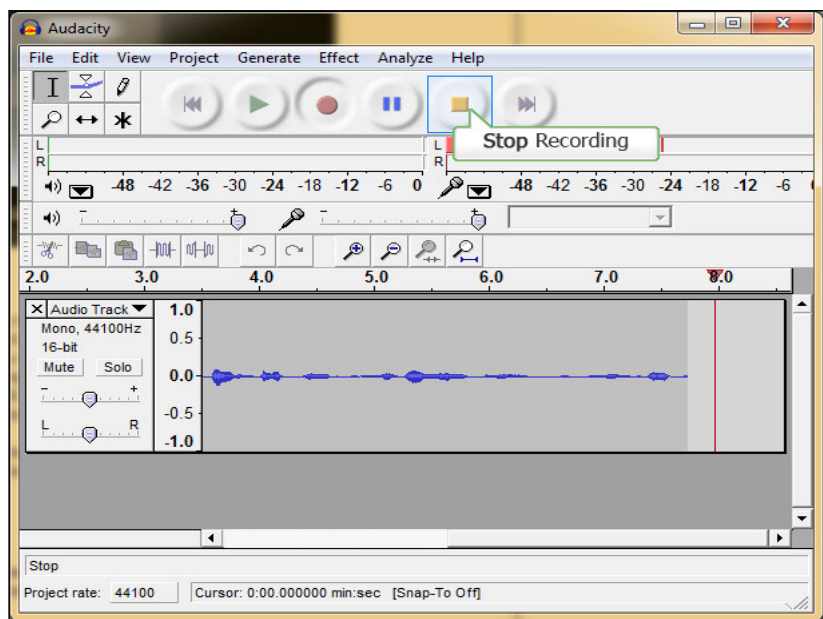
Rewind   Record   Stop

So let's make a recording. Click the Record button and speak into the microphone.
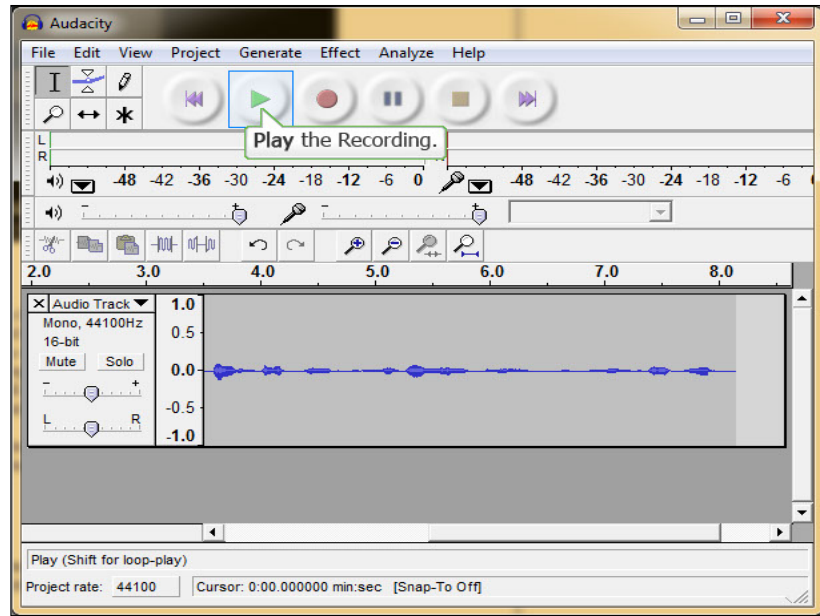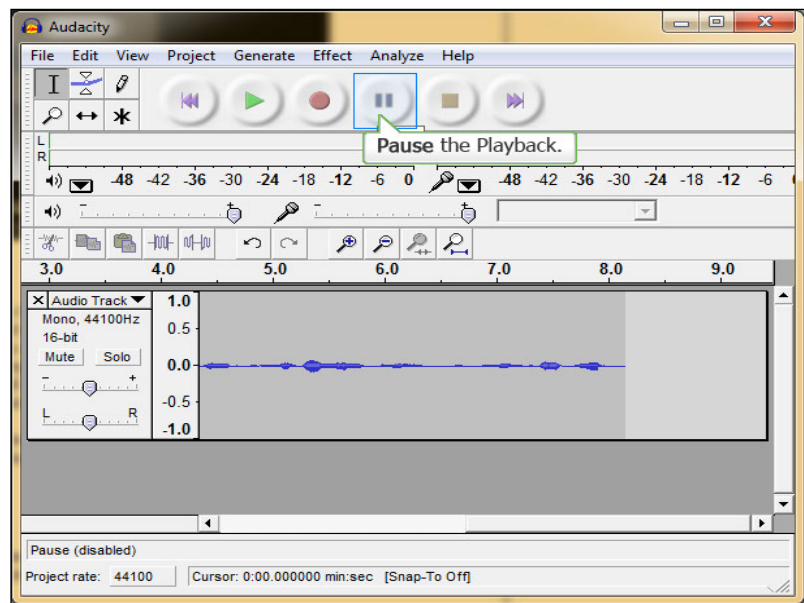
Click the **Record** button.

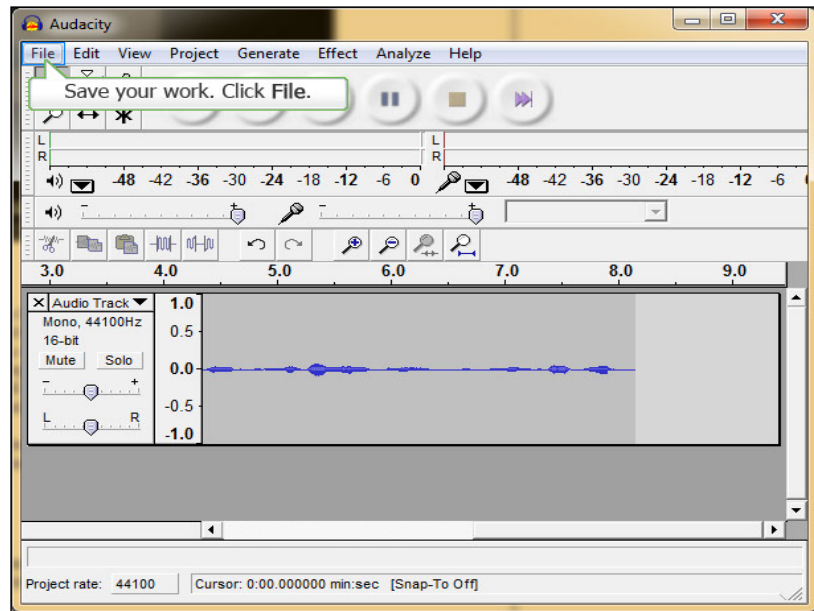Now click the **Yellow Square** to **Stop** Recording.

Click on the **Green Arrow** to **play** the recording.
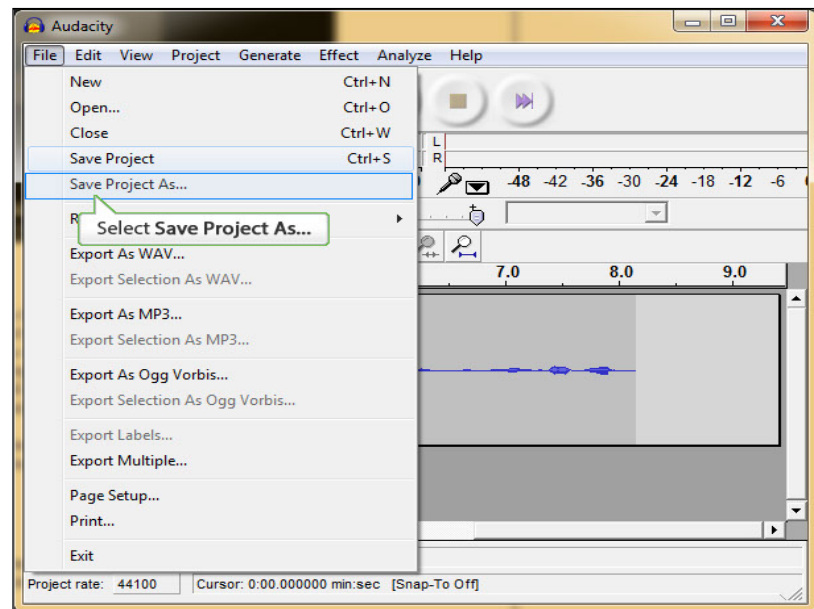

Pause the Playback.
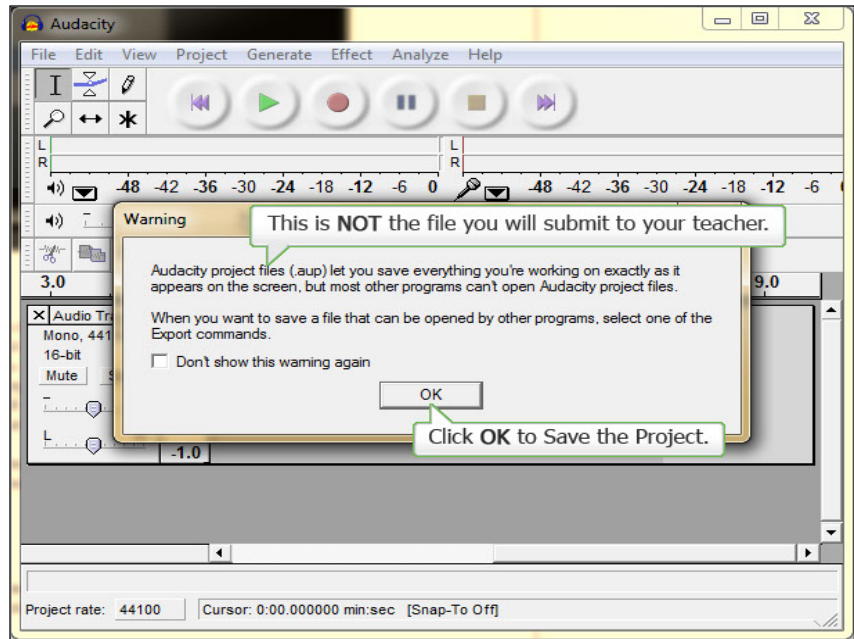
Save your work. Click **File**.

Saving the project allows you to go back later and make changes to your recording.
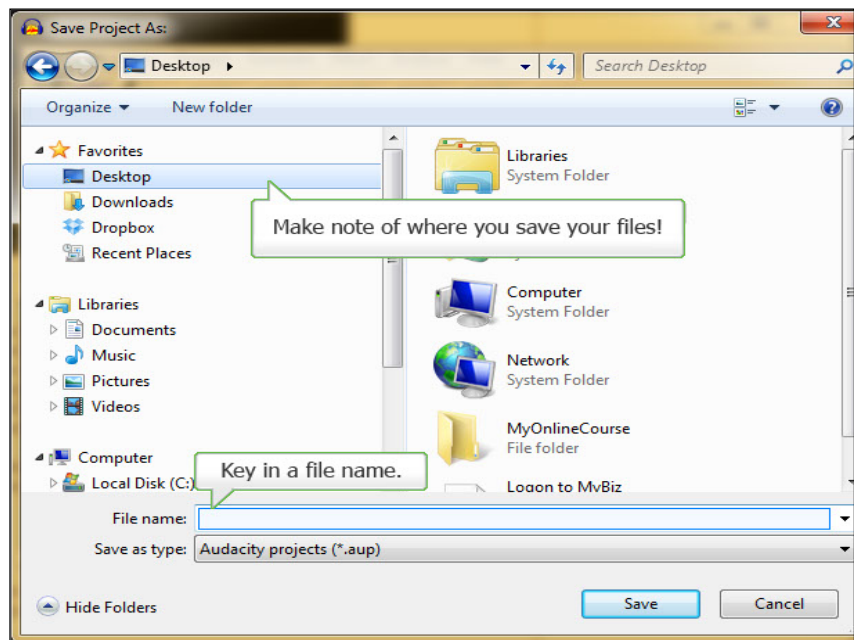
Select **Save Project As...**

This is **NOT** the file you will submit to your teacher.
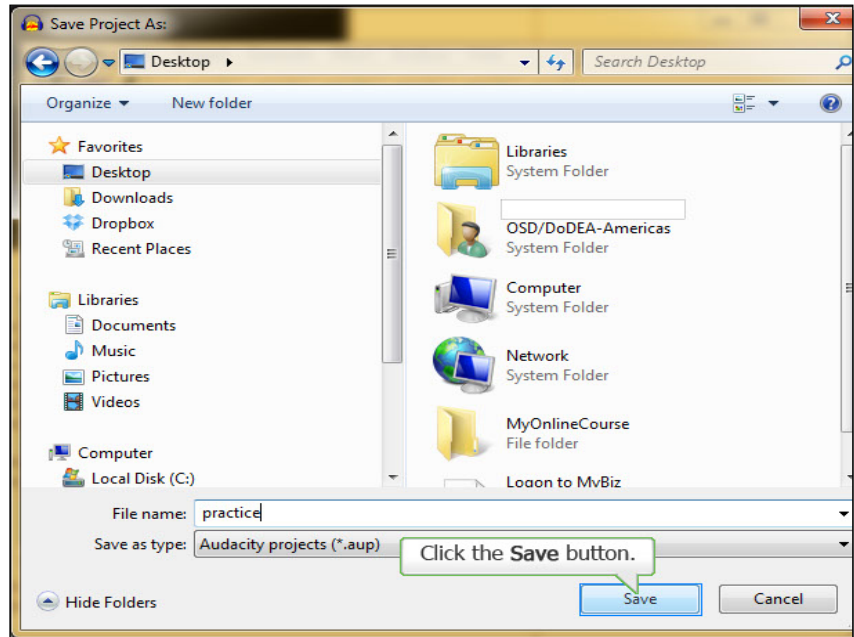
Click **OK** to Save the Project.

Make note of where you save your files!

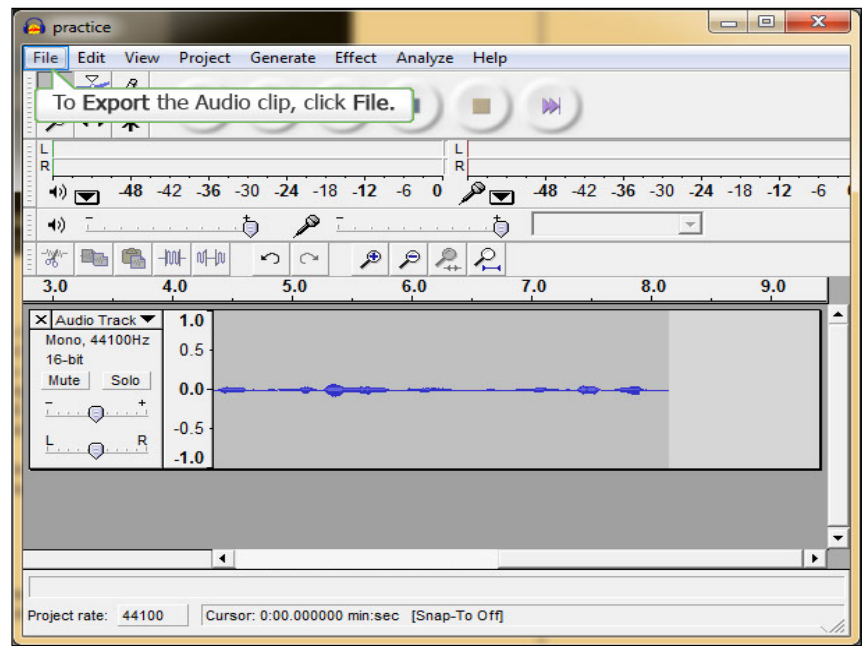Key in a file name. Key in a file name reflective of the clip topic.
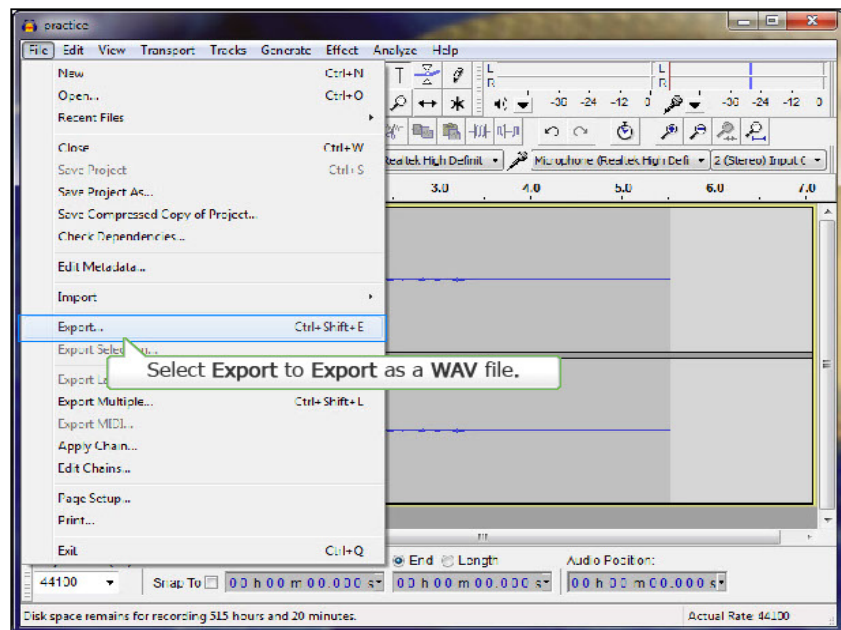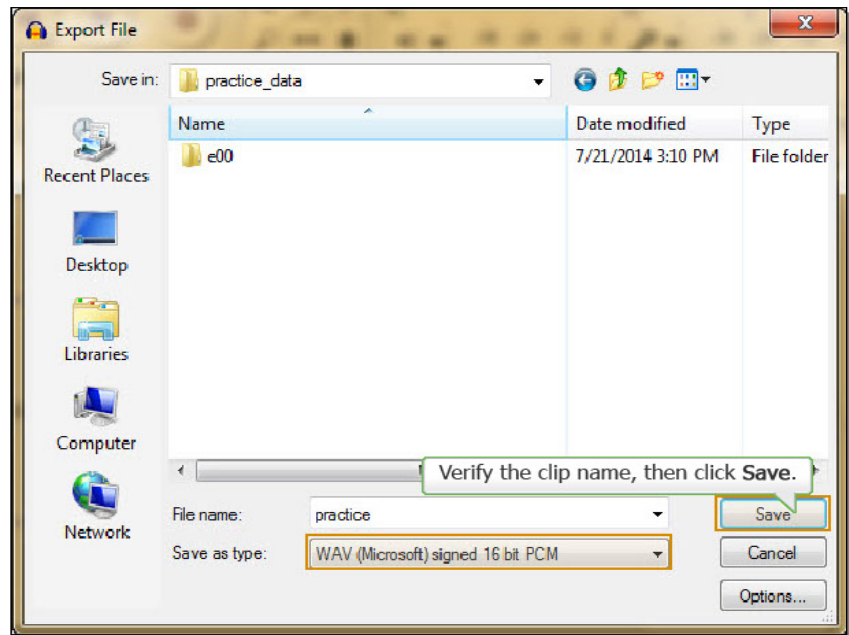
Click the **Save** button.

To **Export** the Audio clip, click **File.**

Select **Export** to **Export** as a **WAV** file**.**

Verify the clip name, then click **Save**.

Now your audio clip is ready to be uploaded.