

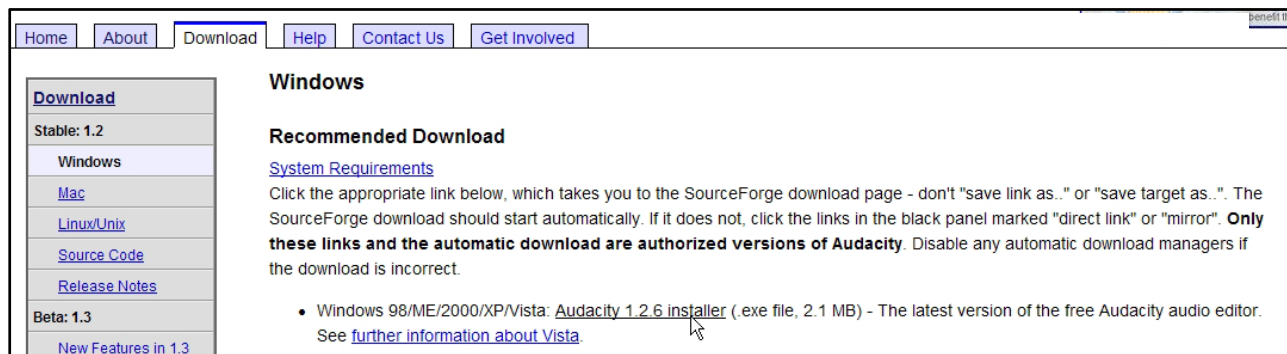
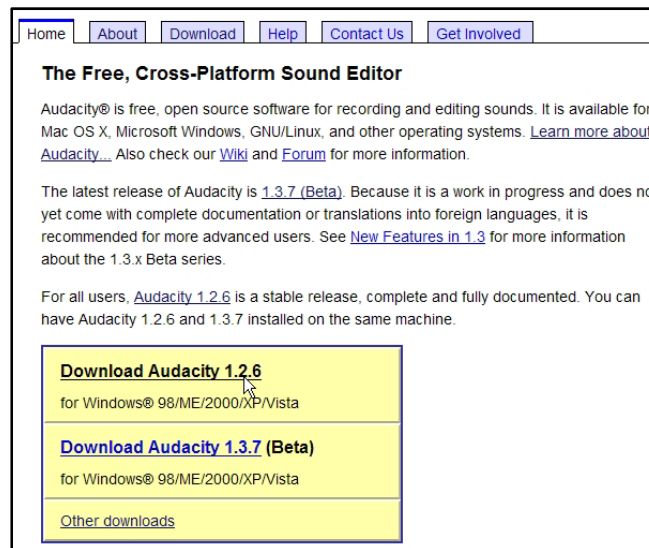
Audacity Frequently Asked Questions

Audacity is a free audio recording and editing program. It can be used for a variety of audio-recording needs, from recording narration for PowerPoint files to creating podcasts.

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1. How do I install Audacity on my computer?

1. To download Audacity, go to the following website: <http://audacity.sourceforge.net/>
2. Click the **Download Audacity** link to download the latest version of the program. If there are multiple links, it's best to download the most recent version that is not labeled as a Beta version. (The term "Beta" refers to beta testing, the final round of testing before a piece of software is ready for the general public.)

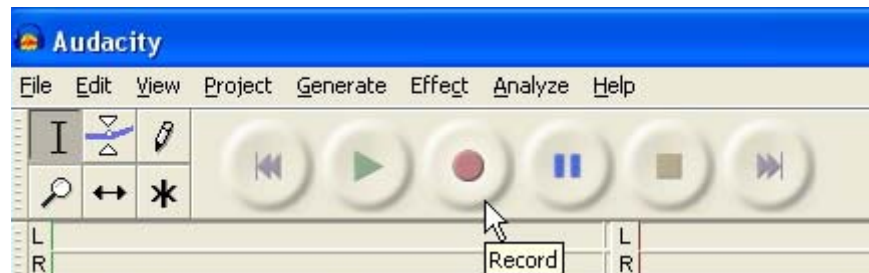


3. Click **Download Audacity** to get the installer file and click **Run**. Follow the instructions for installation.

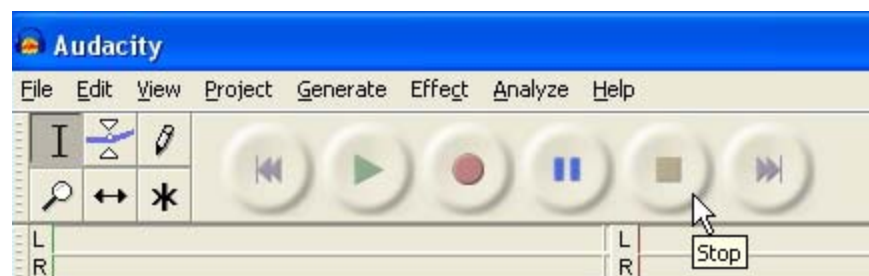


2. How do I record audio?

1. Press the round, red record button to begin recording.

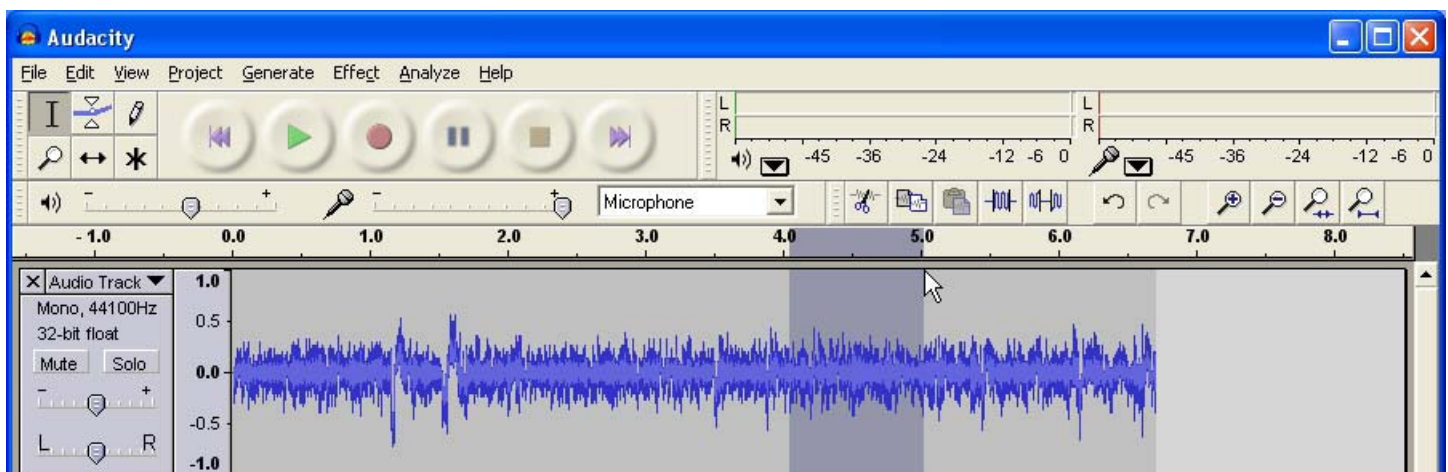


2. Press the square, yellow stop button to stop recording.

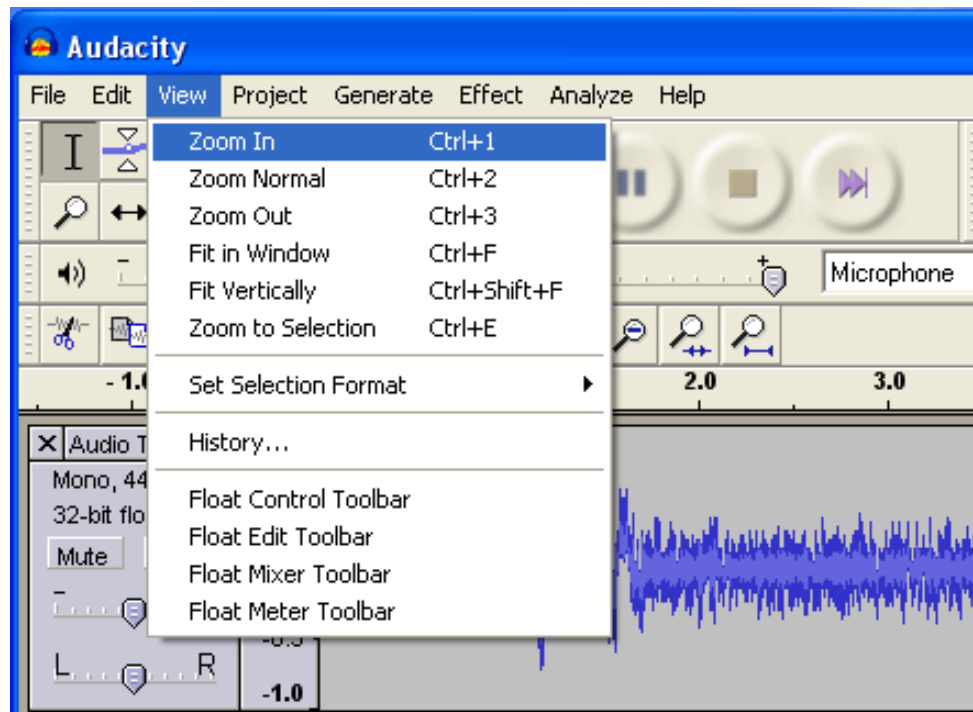


3. How do I delete a portion of a recording?

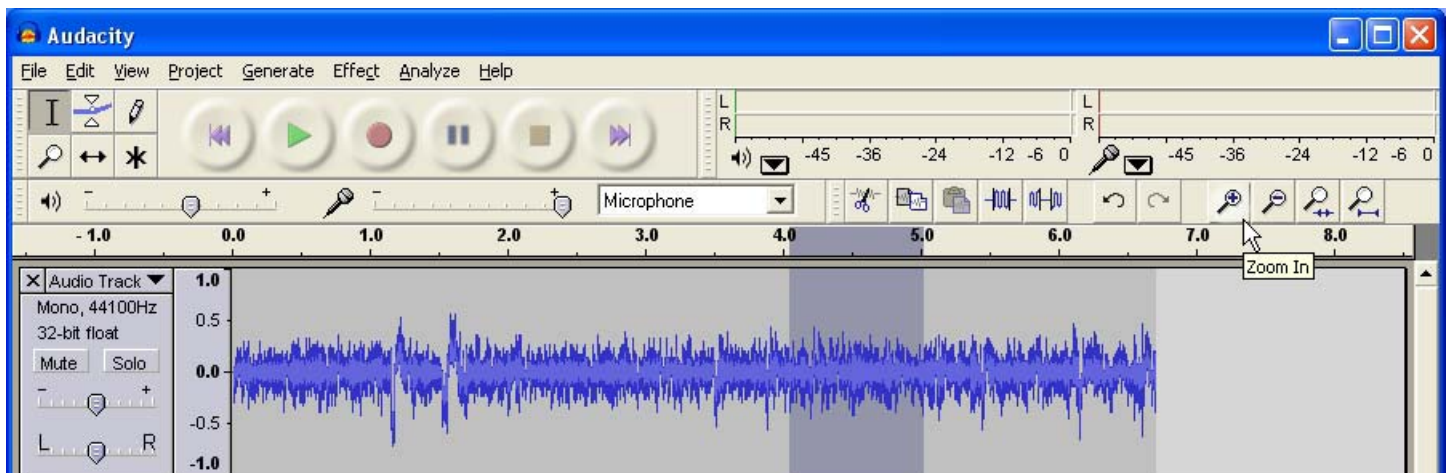
1. Click and drag to select the part of the track that you wish to edit.
2. Press the Delete key to remove the highlighted portion.



You may find it helpful to zoom in on the track to view a smaller section of your recording and more accurately select the portion you wish to delete. You can zoom in and out by selecting the appropriate option under the View menu.



Alternatively, you can zoom in by clicking the magnifying glass with the plus sign from the tools panel in the upper right. To zoom out, click the magnifying glass with the minus sign.

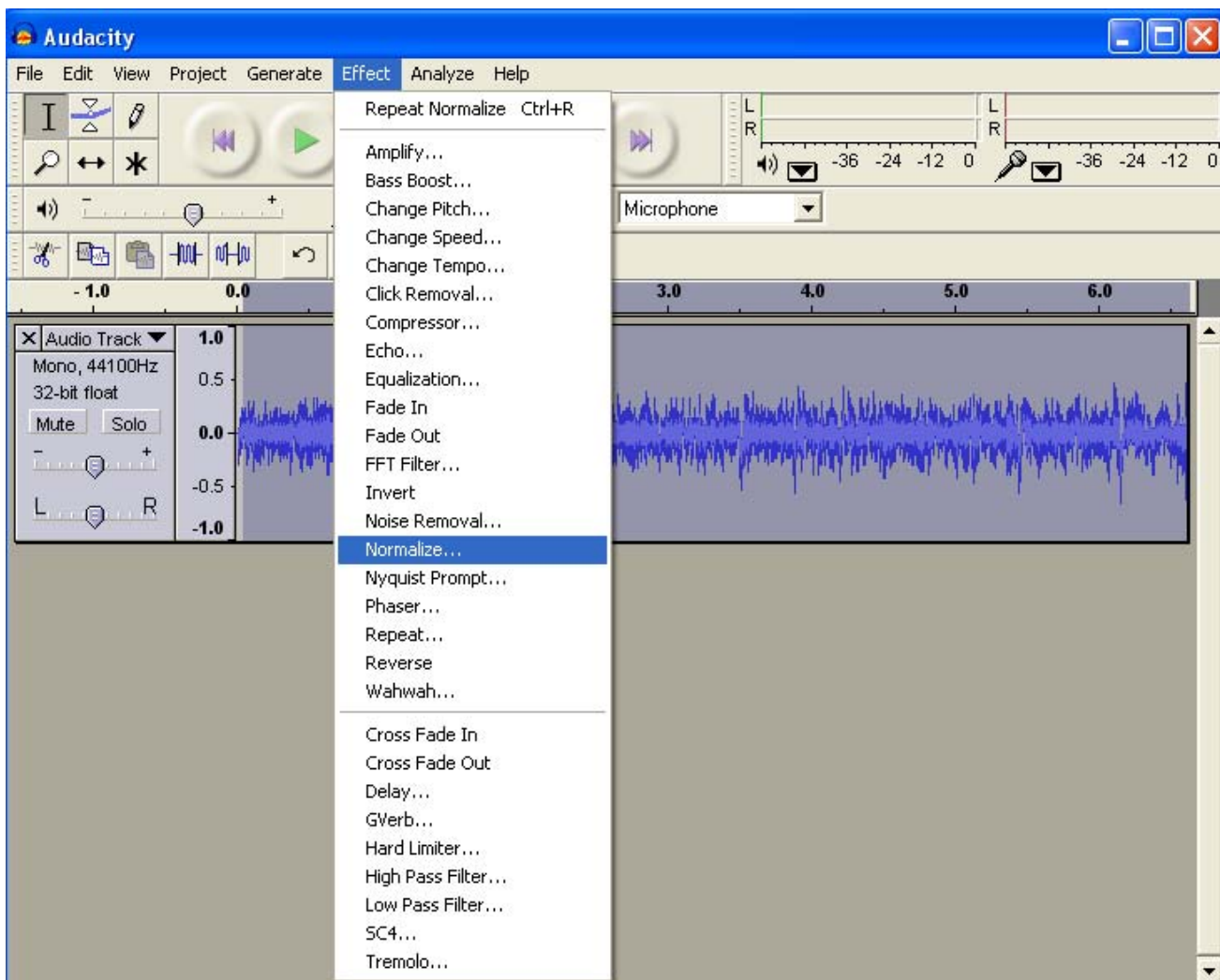


4. How do I increase the volume?

The best way to increase the volume of your audio is to speak more loudly and keep your mouth closer to the microphone while you record yourself. There are ways to increase the volume of a recording after it has been recorded, but most basic methods also increase unwanted background sounds.

“Normalizing” is one of the most common ways of increasing the volume of a recording with minimal distortion. In simple terms, normalization can help boost and even out volume levels without amplifying it so strongly that sounds become distorted. Keep in mind that normalization works best with a recording that has a relatively consistent volume level throughout. If portions of your recording are softer than others, you may want to try selecting and normalizing them separately.

1. Click and drag the mouse over the portion of your recording you'd like to normalize.
2. Click **Effect > Normalize...**



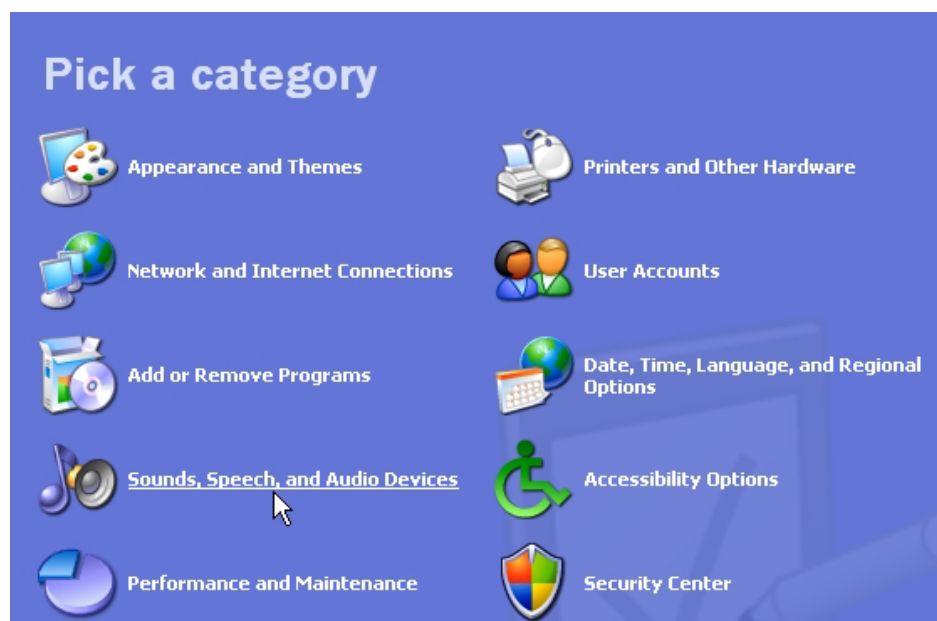
3. Clicking **Normalize...** will bring up a small box with a few options. You do not need to change these settings. Simply click **OK**.

5. How do I adjust my microphone's sensitivity on a PC?

1. Click the **Start** button, and then click **Control Panel**.



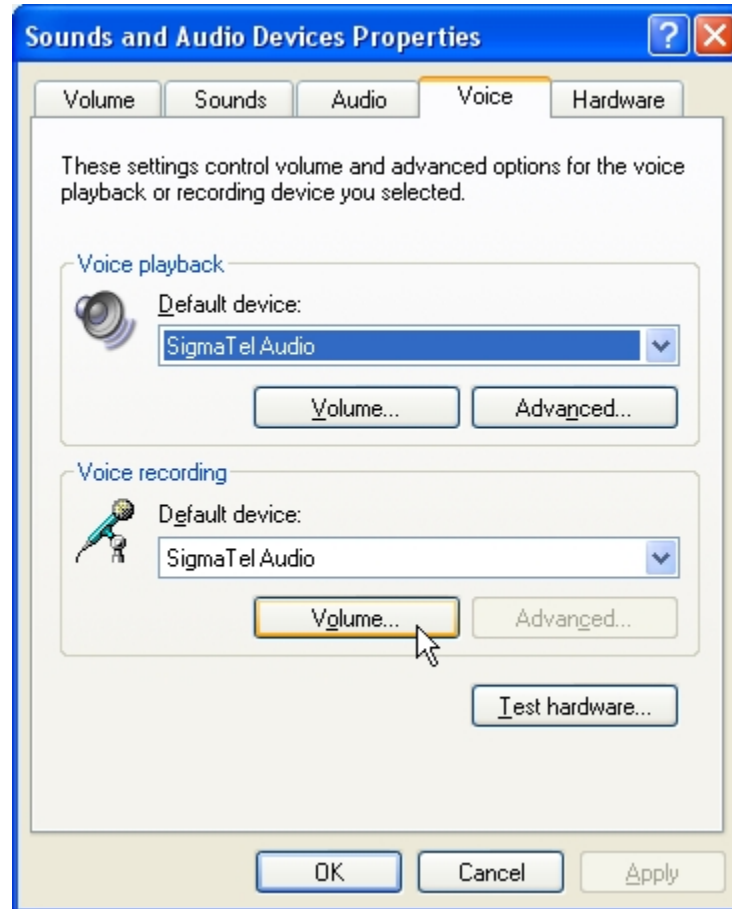
2. Click **Sounds, Speech, and Audio Devices**.



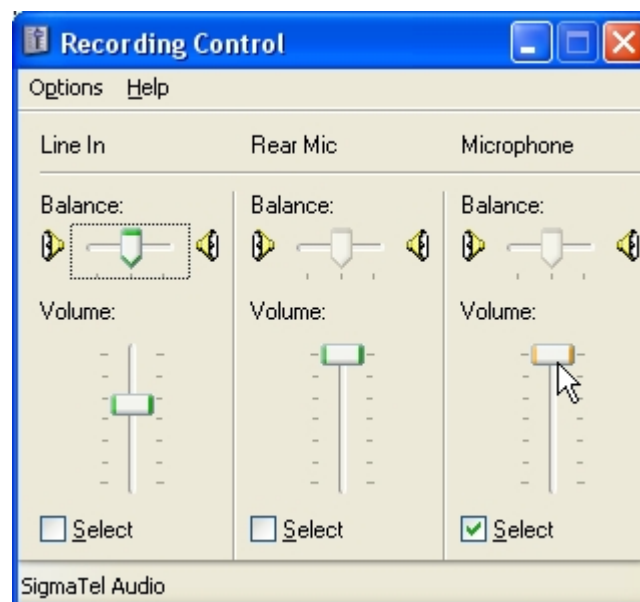
3. Click **Sounds and Audio Devices**.



4. Select the Voice tab.
5. Under Voice Recording, click **Volume...**

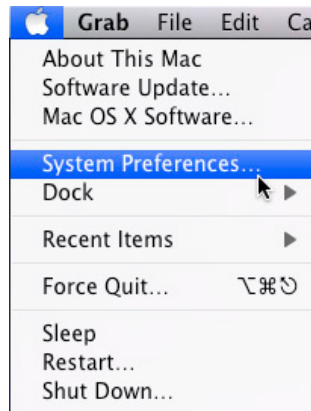


6. From here, you can adjust the volume for your microphone. Increasing the volume will make your microphone more sensitive.



6. How do I adjust my microphone's sensitivity on a Mac?

1. Click the **Apple icon** in the upper-left corner of your screen, then click **System Preferences**.



2. In the System Preferences panel, click **Sound**.

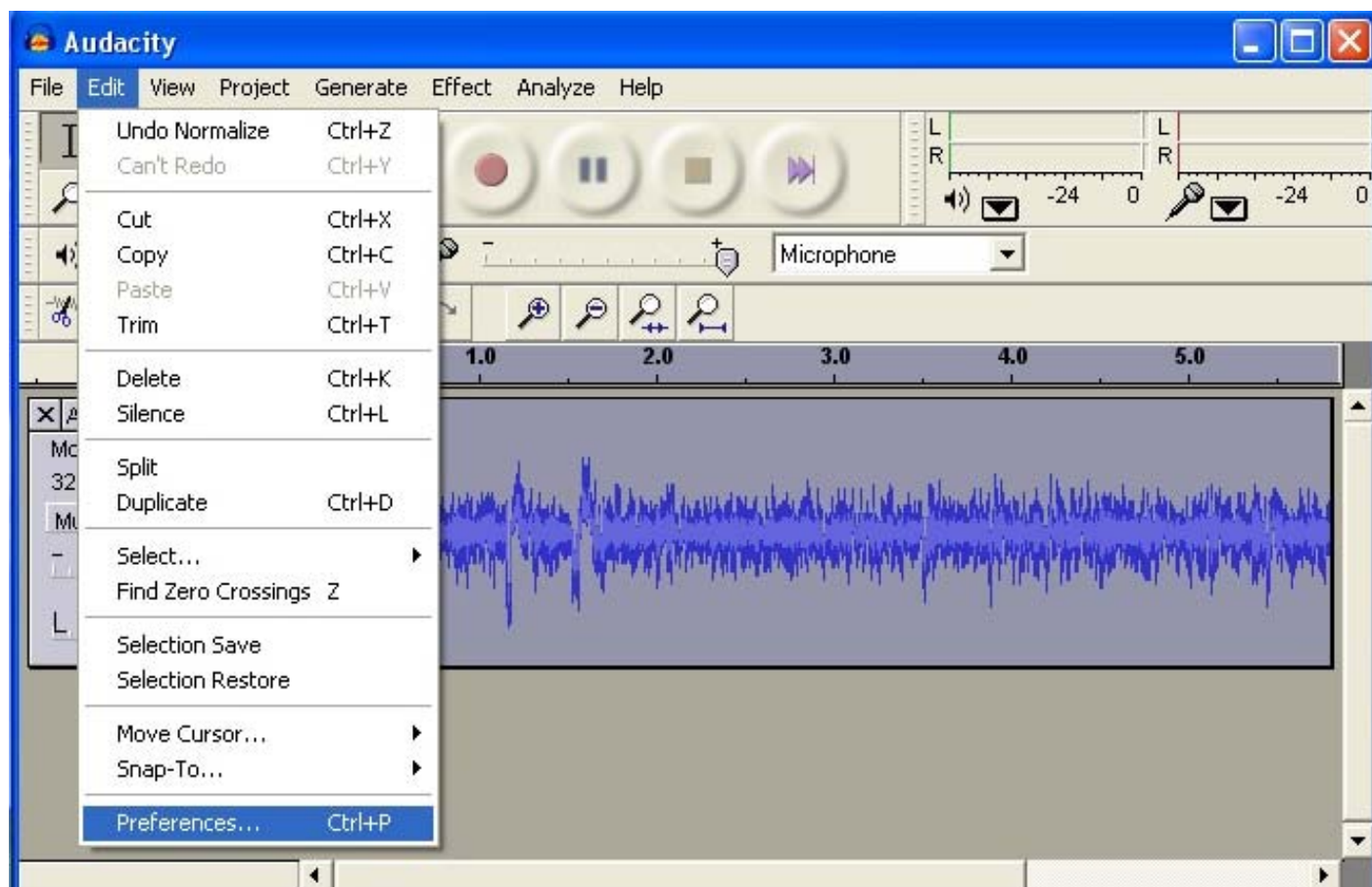


3. Click the **Input** button near the upper-right corner of the Sound panel.
4. Click and drag the Input volume slider to the right to increase the microphone's sensitivity.

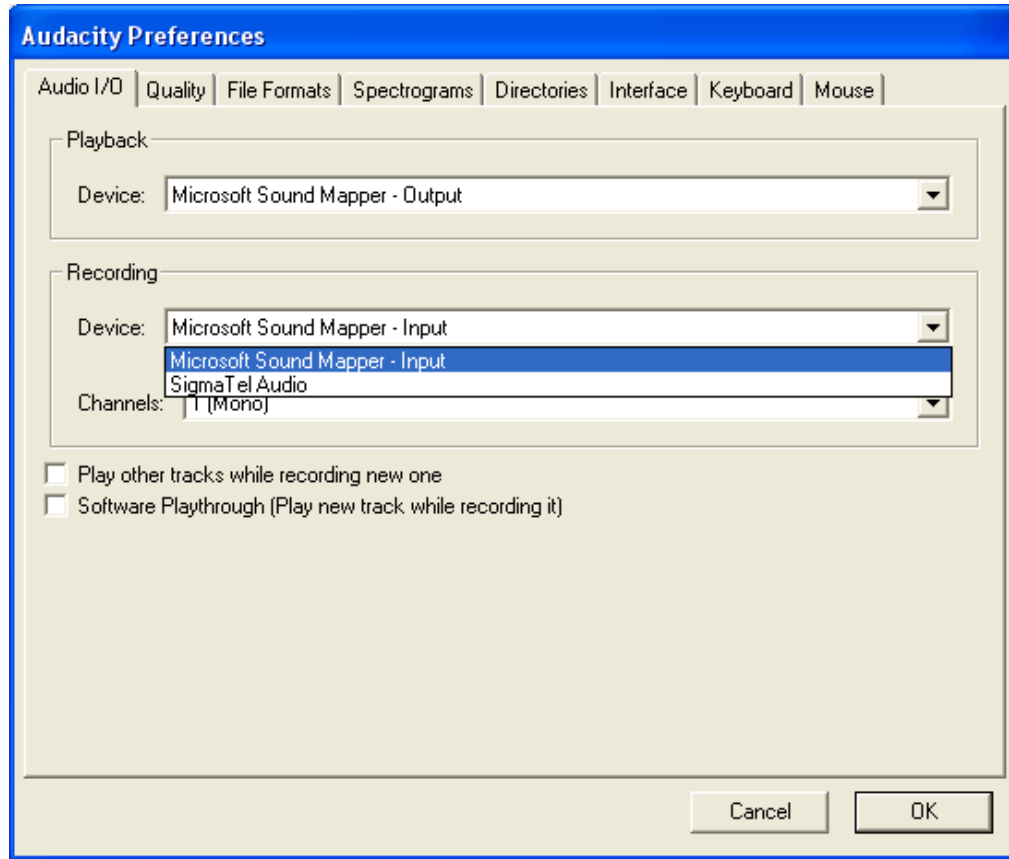


7. Why doesn't my microphone work?

If your microphone is completely unresponsive, first check to make sure the correct microphone is selected in Audacity's preferences. On a PC, click **Edit** (located in the top-level menu in the upper-left corner of the window) and then click **Preferences**. On a Mac, click **Audacity** from the top-level menu, then click **Preferences**.



In the Preferences panel, select **Audio I/O**. Under the Recording section, click the **Device drop-down menu**.

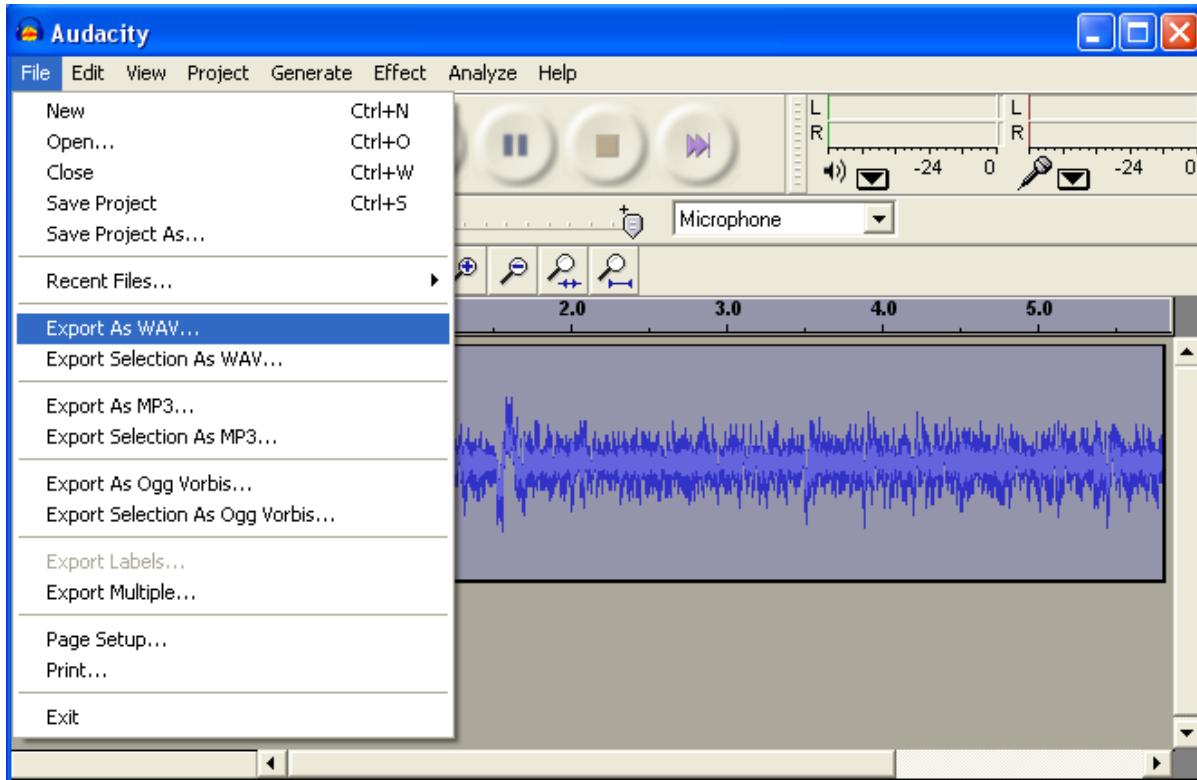


Here you should see options to select your computer's built-in microphone (if it has one) and any other microphones that might be plugged in to a USB port or your computer's microphone input jack. Select the microphone you wish to use and click **OK**.

If your microphone is still unresponsive, you'll need to make sure the correct microphone is selected in your operating system's microphone setup options. On a PC, click the **Voice** tab in the Sounds and Audio Devices properties panel. (Instructions on how to access this area are provided in the "How do I adjust my microphone's sensitivity?" section.) Under the Voice Recording section, make sure the correct microphone is selected in the drop-down menu. On a Mac, click **System Preferences**, then click **Sound**, then click the **Input** button near the upper right corner. (Instructions on how to access this area are provided in the "How do I adjust my microphone's sensitivity?" section.) Select the appropriate microphone from the list and begin speaking. If the microphone is selected and working properly, you should see the Input level meter respond when you talk.

8. How do I save my recording?

1. To save your project as an audio file that everyone can listen to in any audio player, you'll need to export it as a WAV or an MP3 file. To export in WAV format, click **File > Export As WAV....**



Keep in mind that when you save a file in Audacity by clicking **File > Save Project**, you are saving your work in a special format with the extension .aup. This is the format for an Audacity project file, and it can only be viewed in Audacity. It includes references to all the audio tracks in your project (which are saved in their own subfolder) and all the information about any edits you've made to the recordings in Audacity. It's important to save both the Audacity project version (in case you want to make changes later) and the .wav version that will play in audio players like iTunes and Windows Media Player.

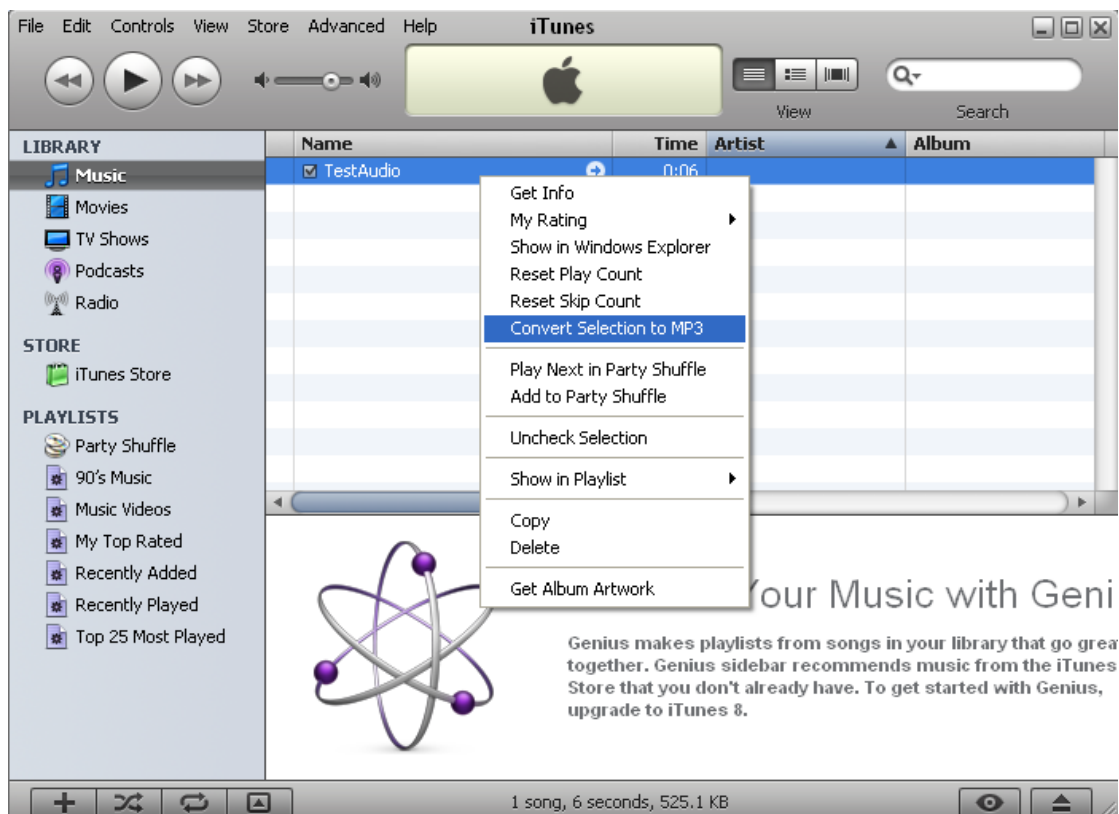
9. How do I reduce the size of my audio file?

If you've exported a WAV file from Audacity, you'll probably find that the file is too large to email or that it will take a very long time for other people to download it. This is especially true if your audio file is more than a few seconds long. There is an add-on for Audacity called the LAME MP3 encoder that allows you to export audio files in MP3 format. If you already have this installed, you should be able to export an MP3 directly from Audacity. If you don't have the encoder installed, installing it can be tricky. Instructions on how to install the encoder can be found in the FAQs section of the Audacity site at the following address:

<http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>

If you have trouble with the MP3 encoder for Audacity or just don't have time to install it, you can still compress an audio file by following these steps:

1. Open iTunes. (You can download iTunes for free at www.apple.com/itunes.)
2. Copy your audio file to iTunes by dragging and dropping it over the program or clicking **File > Import** in iTunes.
3. Right click the file and select **Convert Selection to MP3**.



10. How do I share my audio with others?

To share an audio file, you can attach it to an email or attach it to an item in Blackboard. If you have a series of audio files that are part of a larger program, you might want to create a podcast that others can subscribe to. To do this, you'll need to contact Diane Tarkowski at dtarkows@depaul.edu to set up your iTunes University account. With this account, you can upload your audio to iTunes and provide a link to the podcast to share it with your students. For more information on this process, contact your instructional design consultant.



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