

Recording Digital Sound Files Using Audacity in the LDC

1. Make sure the headset /microphone is plugged in and not muted on your computer

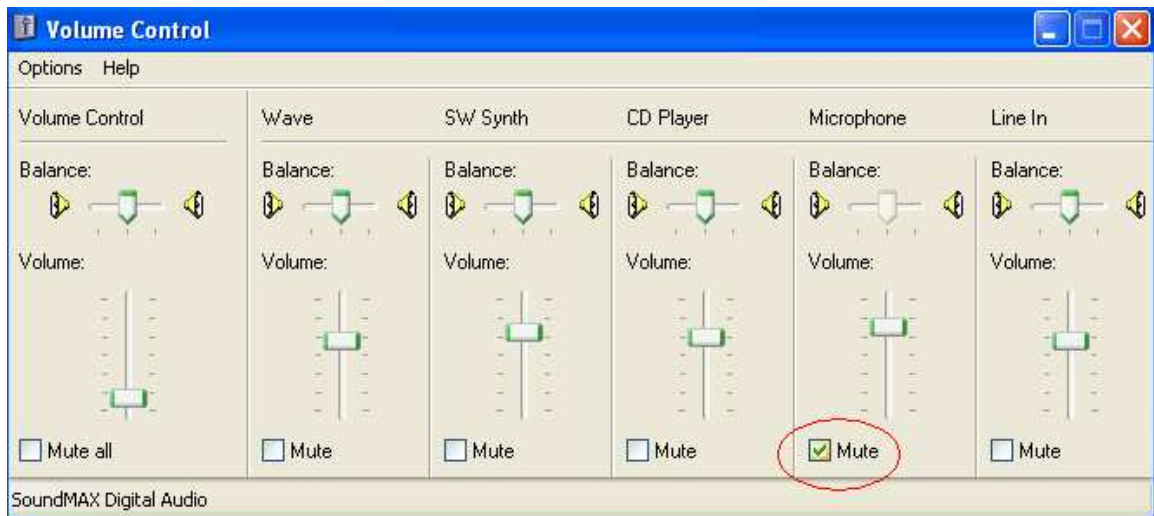
a. To check that the microphone is not muted, open the Sound folder on your desktop



b. Open the Volume control by double clicking its icon



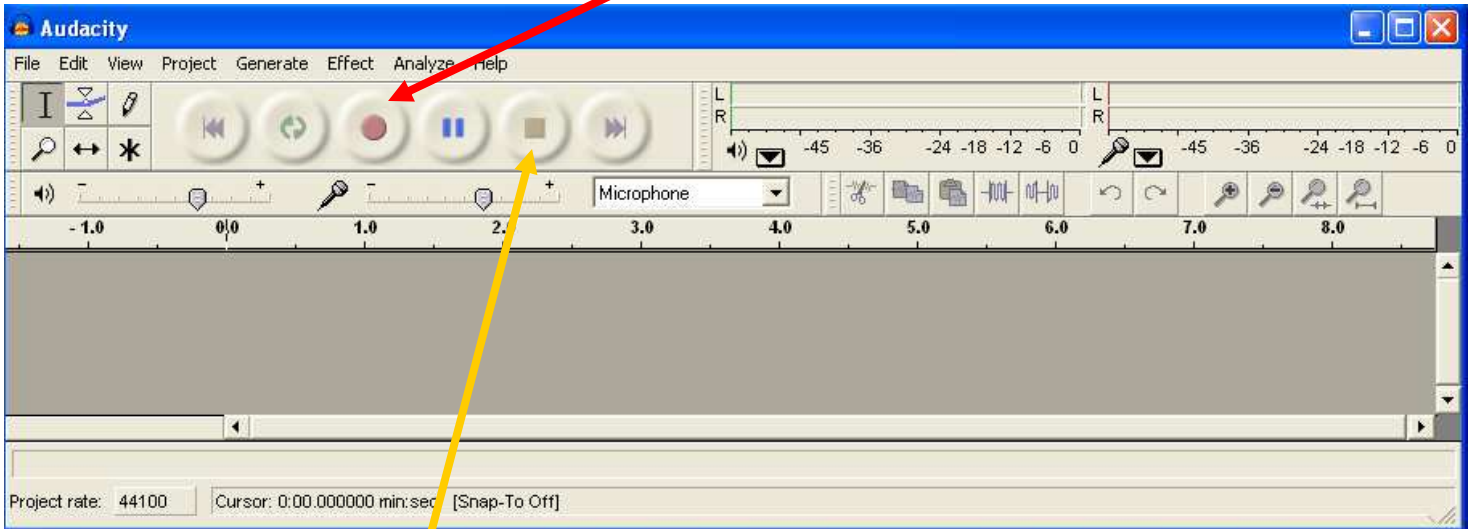
c. If there is a check in the "Mute" box in the Microphone column (like there is in the picture below), click on the check once with your mouse to uncheck it.
d. Close the Volume control window.



2. Back in the Sound Folder, open the Audacity program by double clicking on the icon



- When you are ready to make your recording, put the microphone about a hand's width away from your mouth then press the **red Record** button in the Audacity window and speak into the mic.



- Click the **yellow Stop** button to end the recording.
- To save the file, go the **File** menu and choose **Export as mp3**



If you want to use the Audacity software at home, it is available for free at:

<http://audacity.sourceforge.net/>



If you download the software, you need to also have a microphone plugged into your computer to use it.