

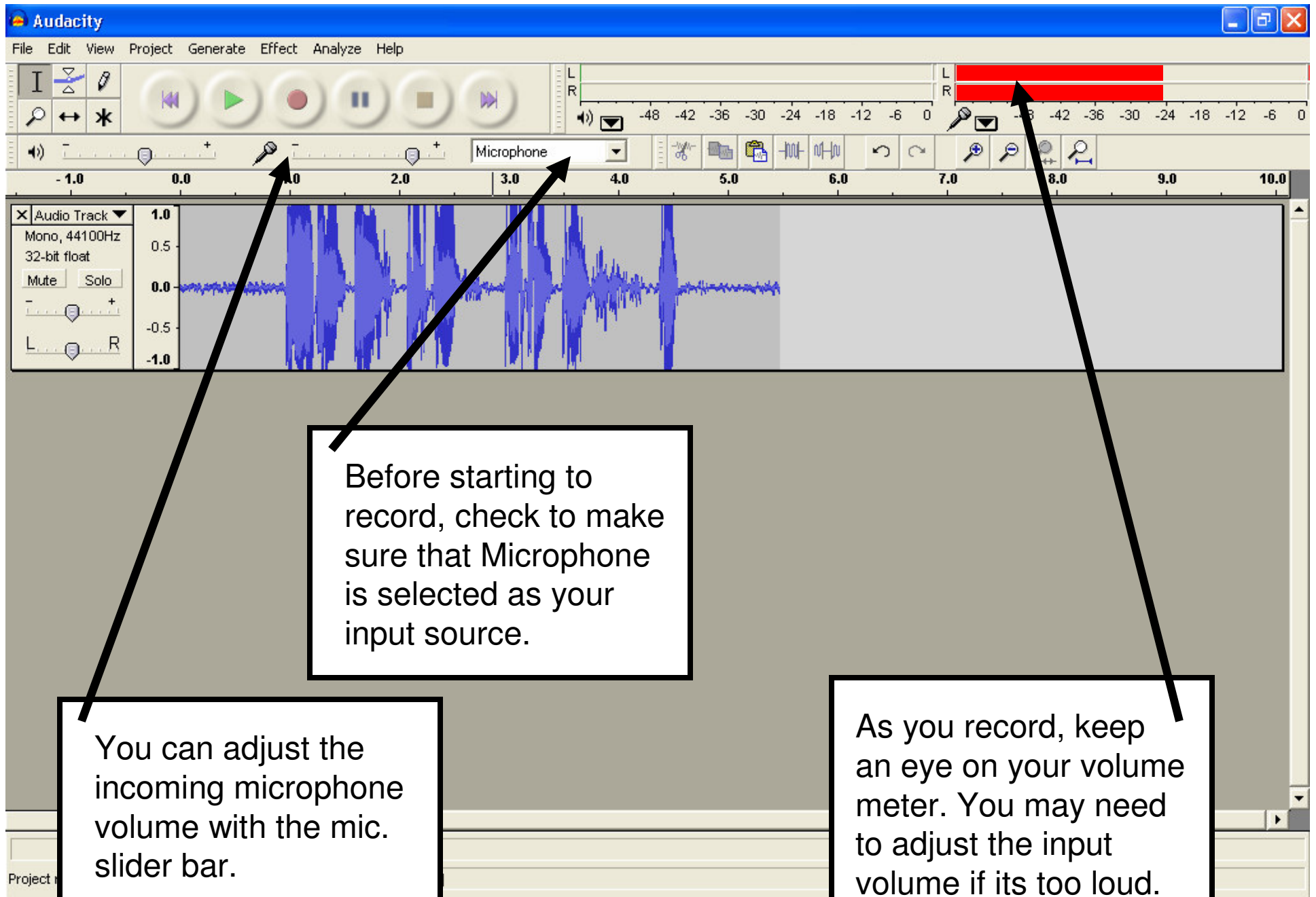
**PLAY**

**RECORD**

**PAUSE**

**STOP**

Audacity is set up just like a tape recorder. Use the buttons at the top of the screen to rewind, play, record, pause, stop and fast forward.



Before starting to record, check to make sure that Microphone is selected as your input source.

You can adjust the incoming microphone volume with the mic. slider bar.

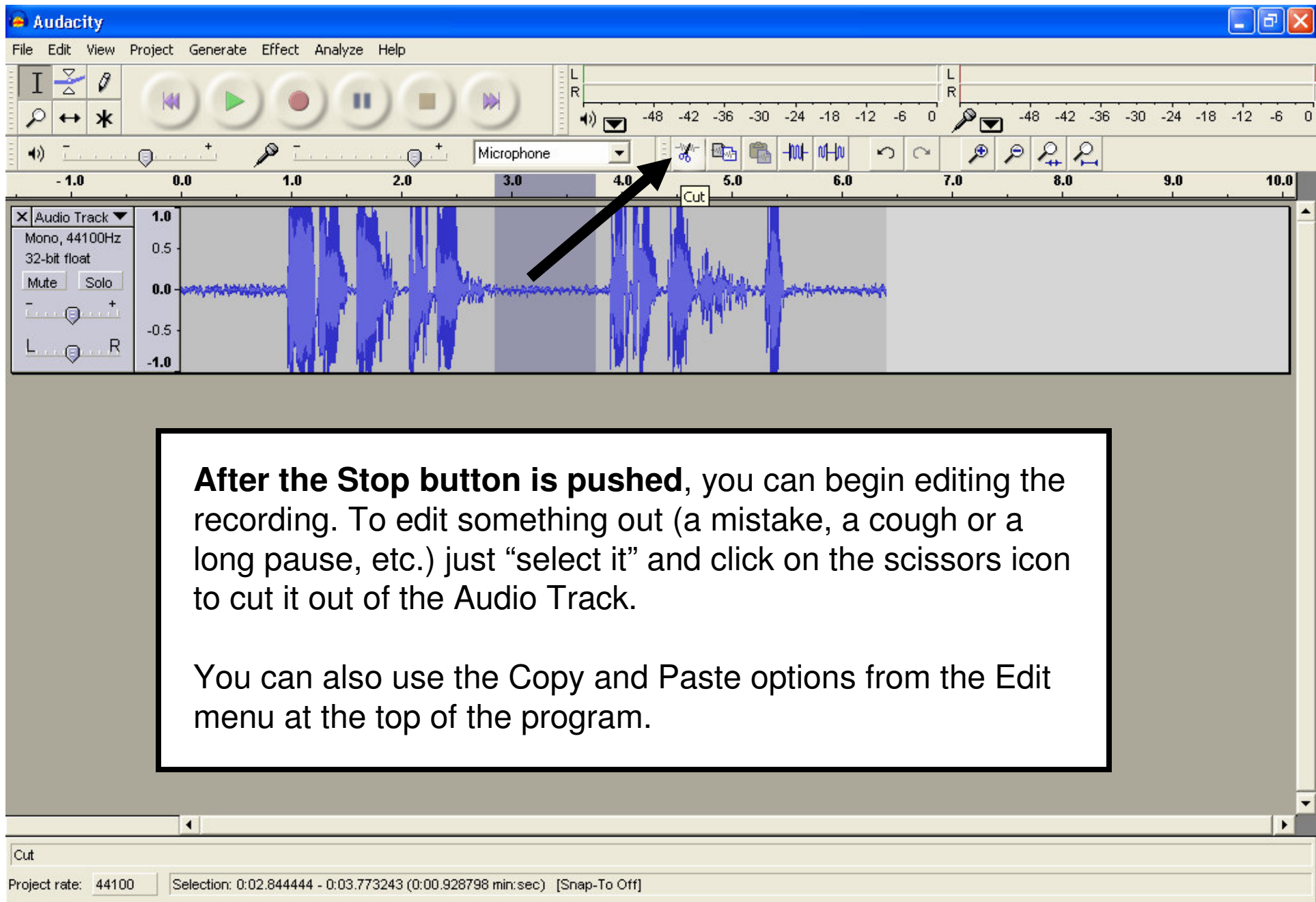
As you record, keep an eye on your volume meter. You may need to adjust the input volume if its too loud.

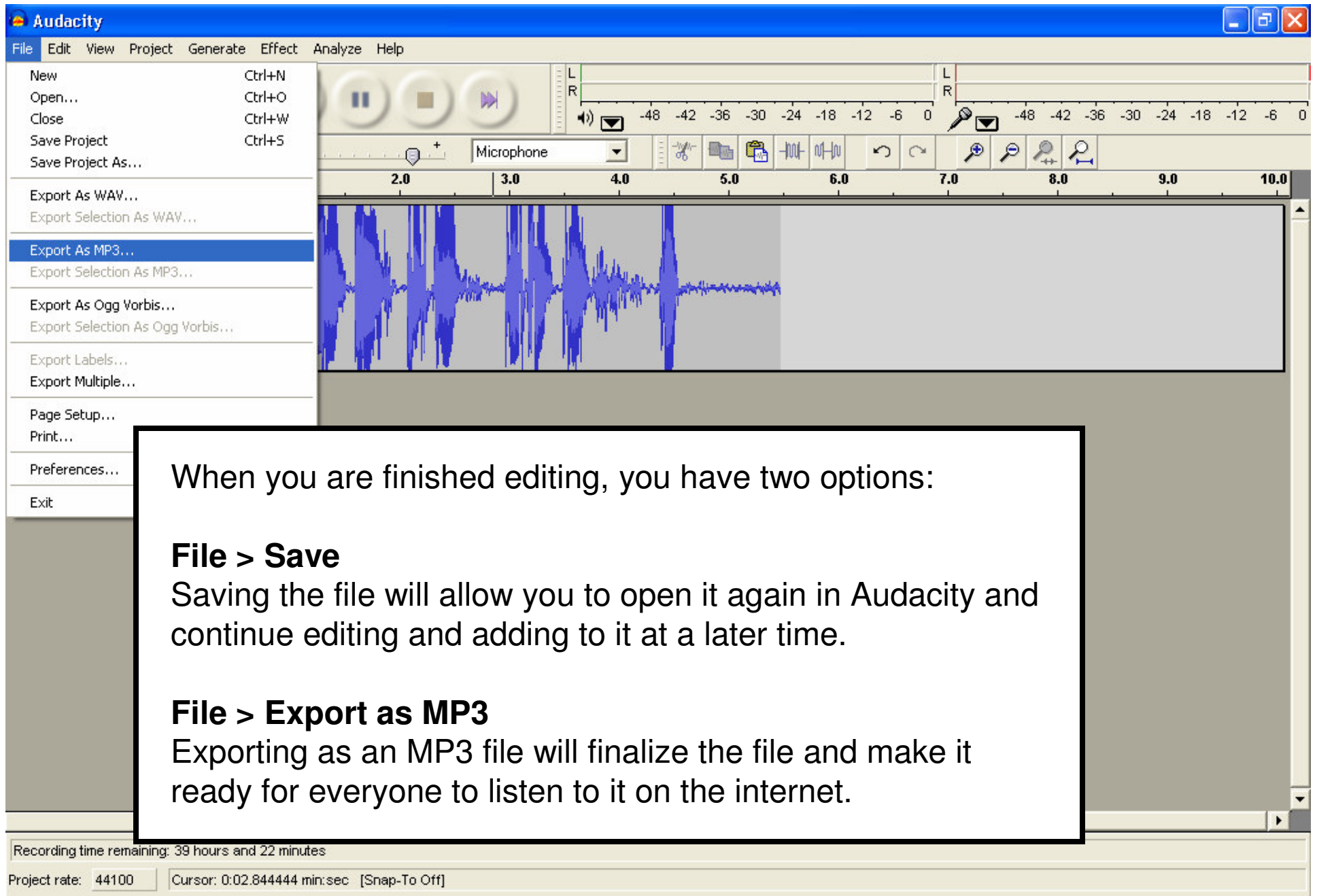
When you record, you will see a new Audio Track appear. As you are making the recording, you will notice the sound waves register as you speak.

When you are finished recording, you can choose to pause or stop, depending on whether or not you are finished speaking or not.

Every time you stop, and record again, a new Audio Track will be created. Its ok to have multiple tracks, but it is a little harder to keep track that way.

If you need to delete a track, just click on the “x”.





When you are finished editing, you have two options:

**File > Save**

Saving the file will allow you to open it again in Audacity and continue editing and adding to it at a later time.

**File > Export as MP3**

Exporting as an MP3 file will finalize the file and make it ready for everyone to listen to it on the internet.