

Creating a Voice Recording Using Audacity

For Use with DocSoft



Audacity Information

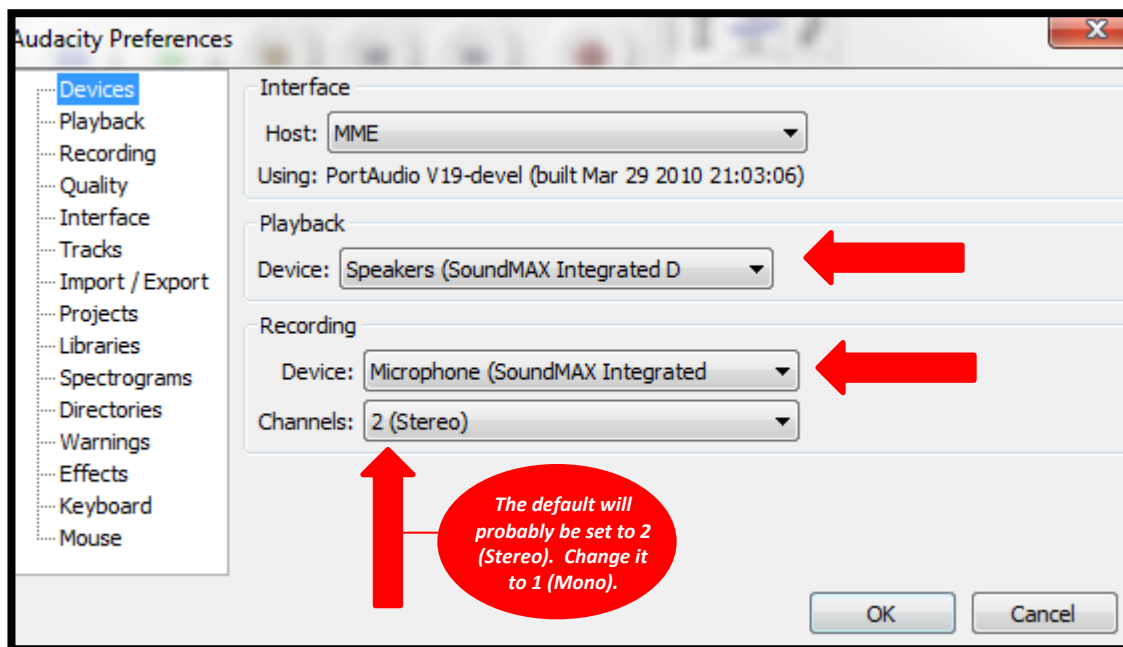
Audacity is free software for recording and editing sounds. It is available for Mac OS X, Microsoft Windows, GNU/Linux, and other operating systems

To install Audacity, go to <http://audacity.sourceforge.net/>, choose the download tab and then follow the instructions for your operating system.

CONFIRM SETTINGS

To confirm that Audacity is ready for use, check the program settings.

1. Choose **Edit** (PC) or **Audacity** (Mac) -> **Preferences**.
2. In the **Audacity Preferences** box, make sure the **Playback** and **Recording Device** selected is the one you will use to record and that **Channels** has **1 (Mono)** selected.



CREATE A PROJECT

Begin by saving a project. Your project file (.aup) only works in Audacity. However, these instructions will cover a method that creates a standard audio file (WAV) through exporting. Be sure to review *all* the instructions.

1. Choose **File** then **Save Project As...**
2. Create a **New Folder** somewhere memorable like the desktop and name it something you can remember, like the course name.
3. Select the new folder.
4. In the **File Name** box, name your project something you will remember, like the topic of the recording.
5. Click **Save**.

To Record Audio

PLAY CONTROL BUTTONS

You can use the play control buttons located in the toolbar at the top of the screen to record and play back audio.



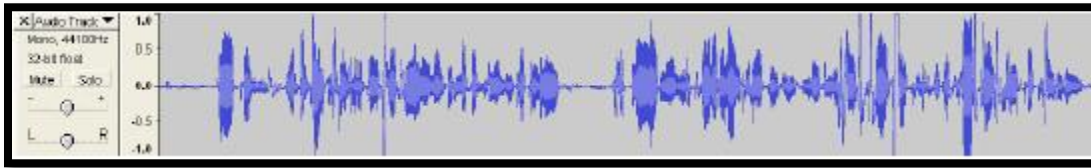
*Blue: Pause
Green: Play
Yellow: Stop
Purple: < Skip to start; > Skip to end
Red: Record*

RECORDING A TRACK

This is how you record a single track.

1. Press the red **Record** button on the toolbar to start recording.
2. Speak into the microphone.
3. Confirm that you are recording by checking that a new track has appeared on the screen and that a visualization of your sound is registering.
4. Press the yellow **Stop** button on the toolbar to stop recording.

An audio track will look like this in Audacity:

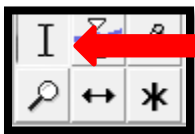


To Edit Audio

If you have left too much dead noise at the beginning or end of the recording (or if you need to edit out some unwanted noise), you will need to know how to do a few edits. Follow the instructions below.

EDITING BUTTONS

To perform these edits you will need to become familiar with the six basic editing buttons located to the left of the play control buttons.



*You will only need the
SELECTION TOOL for any edits
you need to make to a DocSoft
recording.*

COMMON EDITS

Delete

How to remove selected audio

1. Use the **Selection Tool** to select the audio segment you want to erase.
2. Choose **Edit** -> **Delete** from the menu or press the delete key on your keyboard.

Trim

How to isolate selected audio and remove what is not selected

1. Use the **Selection Tool** to select the audio segment you want to keep.
2. Choose **Edit** -> **Trim** from the menu.

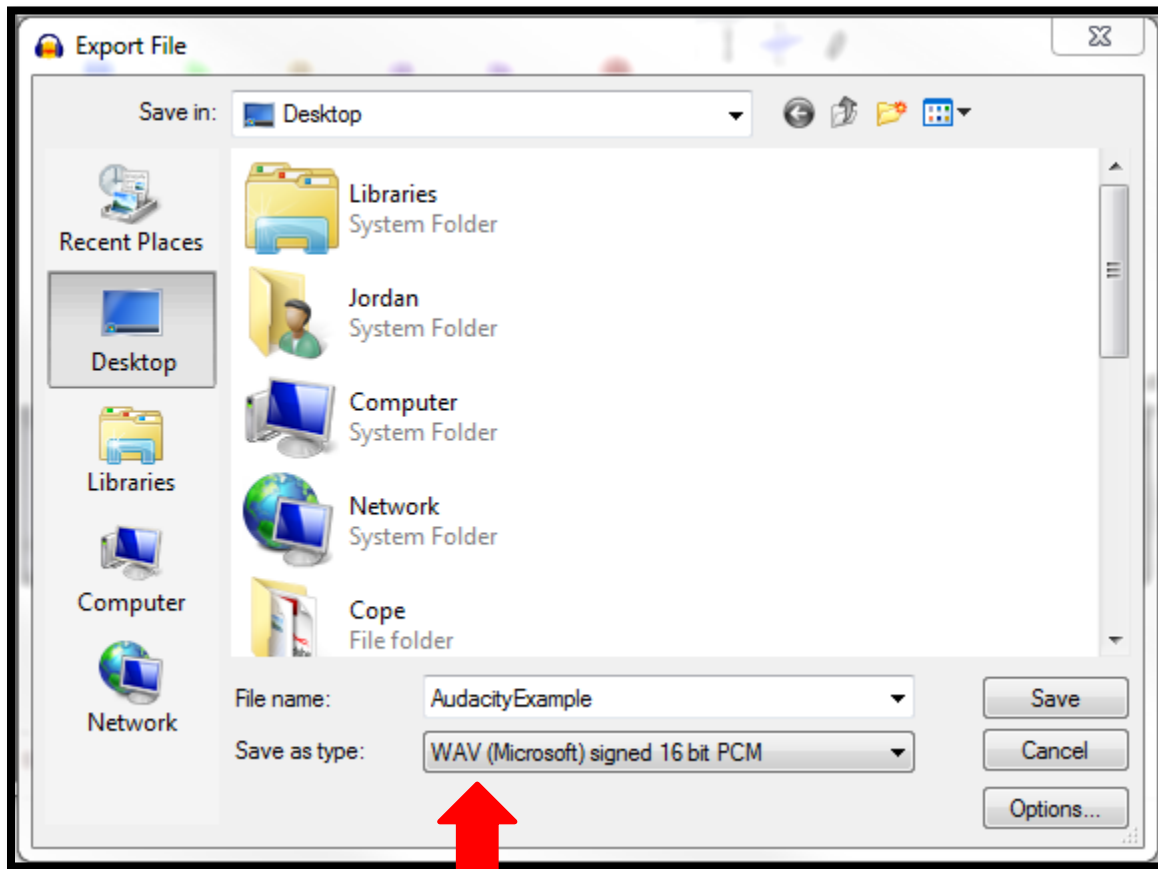
Save the project by choosing **File** -> **Save Project**.

To Export

EXPORT YOUR FINISHED AUDIO TO A STANDARD WAV FILE

As mentioned above, Audacity saves your project in its own format – great for editing again later in Audacity, but not compatible with other audio programs. That's why it's a good idea to export the final version of your audio project to a standard audio file format that other programs can open.

1. Save your Audacity project again, just to ensure you've safely preserved the editing work you've done in Audacity.
2. On the File menu, choose **Export** (on a PC, the default File Type will be WAV), then give your file a suitable name (we recommend the same name you use for the Audacity project file), and choose the location to save the file.
3. Your finished WAV file is ready for DocSoft.



Make sure that WAV is the file type selected.