

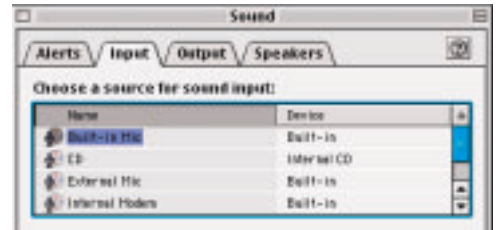
Audacity

SIMPLE SOUND RECORDER



If you've used CELOP Recorder to make student recordings, you might be interested in **Audacity**. Audacity is a simple waveform audio editor that can save to the MP3 format, a small, high-quality format that plays well over our network. CELOP Recorder did not benefit from intuitive procedures, and its sound files were very large. Audacity also has the ability to allow you to add to existing sound files, such as comments to a student recording.

1. Before using any recording application, first check the **Sound Control Panel** to ensure that you've set the correct sound input (**Built-in Mic** in the Labs).



2. Double-click on the **Audacity** icon.



3. A new document window will open, just like a new word processing document is opened when you launch Word or AppleWorks. The relevant controls are simple.

Time shift tool
(use to move selected track along timeline)


Play Stop Record

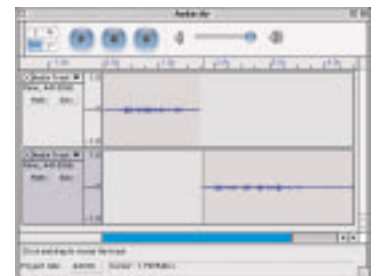
Sound out volume

Delete track

The screenshot shows the Audacity application window. At the top, there are three buttons labeled 'Play', 'Stop', and 'Record'. To the right of these is a volume slider labeled 'Sound out volume'. On the left side, there is a 'Time shift tool' icon. Below the buttons is a timeline with markers at -1.0s, 0.0s, 1.0s, 2.0s, and 3.0s. The main area shows a single audio track with a waveform. On the left of the track, there is a 'Delete track' button (an 'X' icon) and 'Mute' and 'Solo' buttons. At the bottom, there are fields for 'Project rate: 44100' and 'Cursor: 0.766259 s'.

4. Click on the record button and begin recording. Click the stop button as soon as you're finished.

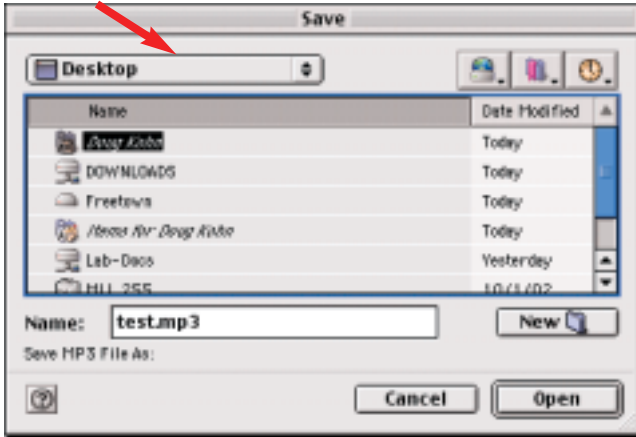
5. To append an existing file, open it and record again. You will see the new track appear below the first (right). Click and drag the second track to select it, click on the Time Shift Tool  and drag the track to the right until it begins on the timeline where the first track ends. When you export as MP3, these tracks will be combined.



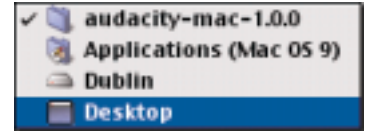
6. To save the file, go to **File > Export as MP3...**



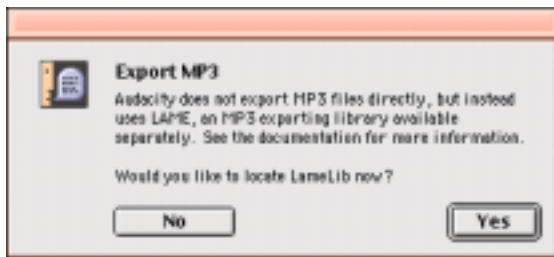
Pop-up path menu



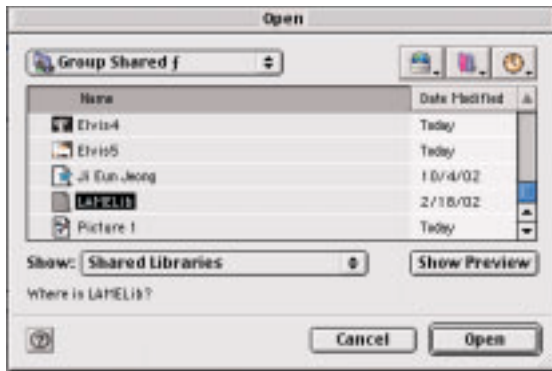
Remember to save into the user folder or Group Shared folder. When the **Save** dialog box comes up (left), *don't* try to browse for this folder with the pop-up path menu on top. Instead, go to **Desktop** in the pop-up and double-click on the login name (student's name) from there.



If you do not see this box, then the library has been found automatically.



It's *possible* that you will need to manually locate the library that Audacity uses to encode into the MP3 format. This file, called **LAMElib**, is located in the Audacity application folder on the hard drive, but, since this is difficult to navigate to for students, you will find it in your Group Shared folder.



So, when you see the LAMElib dialog (upper left), click on **Yes** and navigate to your Group Shared folder again and double-click on LAME.lib (left).

You will see another dialog box (below) for adding info to the MP3 "tag." Just click on **OK** and ignore it.



7. After saving the MP3 file, it can be accessed on subsequent activities by going into the user's or Group Shared folder and double-clicking on the Audacity file itself (below).

