

## DIGITAL LAB TESTS: RECORDING YOUR VOICE USING AUDACITY ON THE PC

The following instructions are for recording yourself speaking a passage or series of sentences using Audacity on the PCs at the Geddes Language Center.

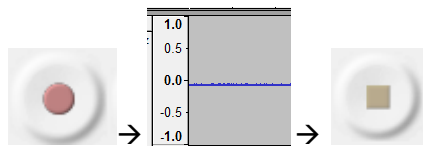
Log in to a PC using your BU username and Kerberos password. If a computer is already logged in to the desktop when you sit down, choose the Windows logo in the lower left, click the arrow and then choose Logoff.

Double click the Audacity icon on the desktop.



Put on the headset/microphone. Adjust the slider on the headset cable setting both the microphone and headset volumes to high.

On the Audacity window, press the record button [●]— a waveform window will show a visual representation of what you are recording. Speak a test phrase. Press the stop button [■] to stop.



Press the rewind [⏮] button then press the play button [▶] to listen to your recording.



Note the volume of your recording. If your recording is too loud, adjust the volume on the headset to low. If the volume is too low, perform another test recording speaking a little louder. If you still need assistance with the volume, ask the lab staff.

To start a new recording choose 'FILE' then 'NEW'

Press **RECORD** and record the passages provided by your instructor. When completed, press the stop button.

**DO NOT SAVE THE FILE.** Instead choose **Export to MP3** from the **FILE** menu. Name the file with your name. Save it to the desktop.

Close Audacity. If you are prompted to save again, choose no.

Double click the **Computer** icon. Double click on '**R: RS Courses**' if you are in a French, Spanish, Italian or Linguistics language course. All other language courses should click on '**M: MLCL\_Courses**'.

*If you do not see an M: or R: drive, click START then RUN and type \\casfsa.bu.edu*

Double click on your course folder.

Drag the file you saved on the desktop into the folder with your BU login name.

Click the Windows logo in the lower left, click on the arrow and choose 'Log off'.