

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

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

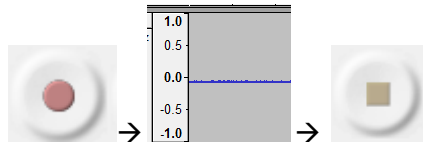
Log in to an iMac using your BU username and Kerberos password. If a computer is already logged when you sit down, click the Apple Menu in the upper left and choose Log Out.

Double click the Audacity icon in the dock.



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.

In the Finder, Click GO in the menu bar, then choose connect to server. Enter `smb://casfsa.bu.edu` in the address box. If prompted enter your BU Username and Kerberos password. If you are enrolled in a French, Spanish or Italian course choose `RS_Courses`. All others should choose `MLCL_Courses`.

Double click on either the `RS_Courses` or `MLCL_Courses` icon on the Desktop. Double click on your course folder.

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

Click the Apple Menu in the upper left and choose Log Out.