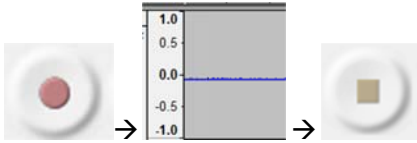# RECORDING YOUR VOICE USING AUDACITY

Log in to a PC or Mac using your BU username and Kerberos password.

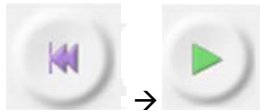Double click the Audacity icon on the desktop/dock.

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 [**O**] – a waveform will show a visual representation of what you are recording.

Speak a test phrase.

Press the stop button [[**|**]] to stop.
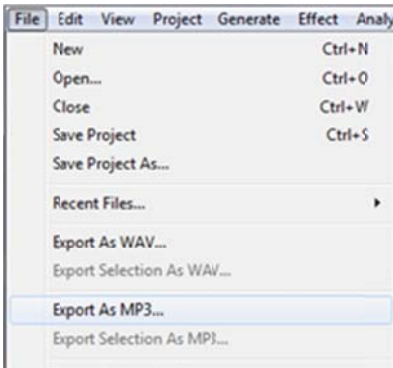
If you need to PAUSE your recording, use the PAUSE button [II].
Do not press STOP.

Press the rewind [**|<<**] button then press the play button [**>**] to listen to 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 need further assistance with the volume, ask the lab staff.

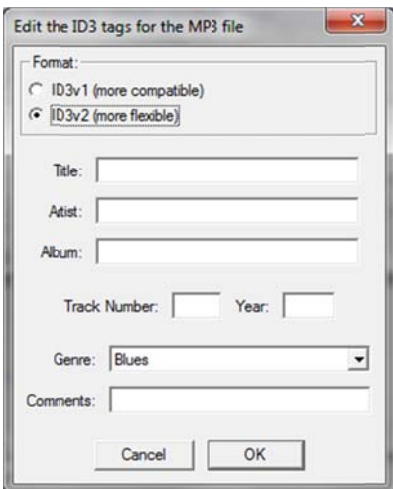To start a new recording choose 'FILE' then 'NEW'.

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.

(If you are working on a Mac and get an error message about the LAME library missing, then Export to WAV)

On the ID3 tag screen leave the fields blank and **PRESS OK**.
PRESSING CANCEL WILL ERASE YOUR RECORDING!

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

Depending on your course, either submit the file to a Blackboard Digital Drop box, a course shared folder or email the file to your instructor.

Instructions for submitting to a course shared folder are located in the geddes lab near the printer or online at http://www.bu.edu/geddes/lab/course.

Log off.