

# Audacity

## Description

Audacity (version 1.2.3) is a free, cross platform, open source software application for recording and editing sounds.

*The use of Audacity has several advantages for instructors:*

- Audacity is easy to use.
- Audacity saves files in MP3 format. MP3 files can be played in computers, MP3 players, mobiles phones, car radios, and CD players. MP3 files are also compact in size.
- Audacity files can be uploaded into WebTycho.

## Installing Audacity

To download Audacity, follow the directions from the following location (<http://audacity.sourceforge.net/download/windows>). To install Audacity, double-click the downloaded file on your computer and follow the instructions.

You will also need to download and install the LAME MP3 encoder (<http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>) which will allow Audacity to export files in MP3 format.

## To get started

Audacity's main controls resemble a videotape recorder. The *Control* toolbar (see Figure 1) includes the following controls (Skip to Start, Play, Record, Pause, Stop, and Skip to End).

Figure 1



## Pre-recording Setup

The normal default settings for Audacity should work fine. The only change that should be made in order to reduce file size is to change the *Bit rate* to 16 kbps (see Figure 2).

You can do this by following the steps below:

Step 1: From Audacity, click on the *File* pull-down menu

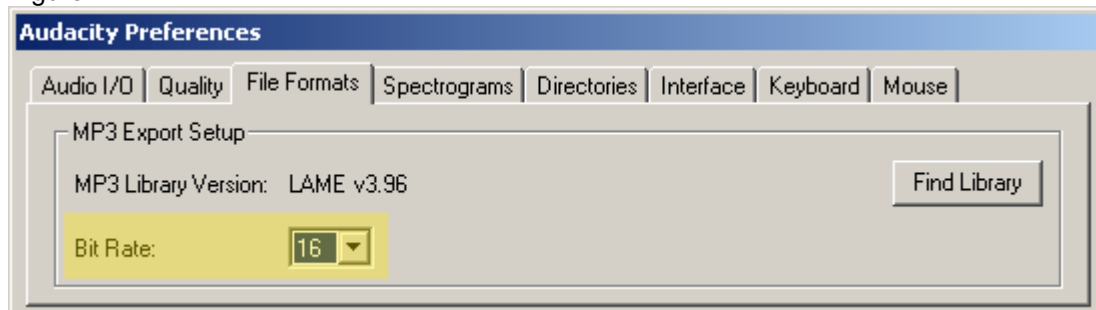
Step 2: Click on *Preferences*

Step 3: Click on the *File Formats* tab

Step 4: About midway down, located the section called *MP3 Export Setup*. Change the *Bit Rate:* to 16

Step 5: Click *OK*

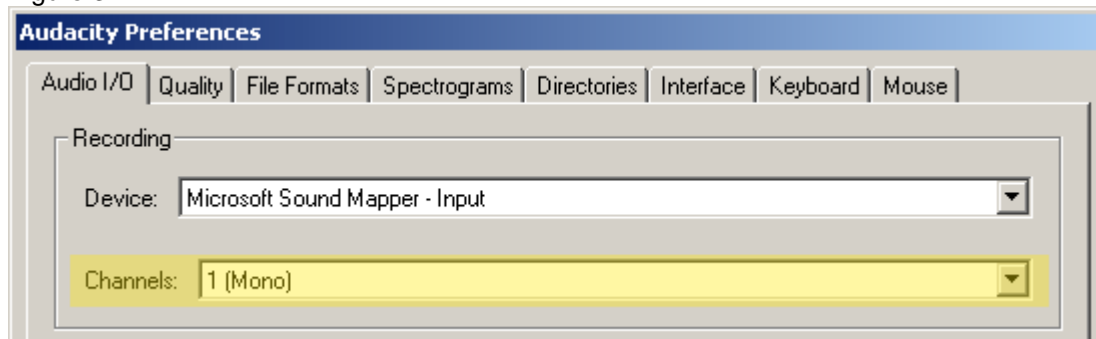
Figure 2



Also make sure the recording channel is set to *Mono*. This will help reduce file size and still provide acceptable voice quality (see Figure 3). You can check the recording channel settings by following the steps below:

- Step 1: From Audacity, click on the *File* pull-down menu
- Step 2: Click on *Preferences*
- Step 3: Click on the *Audio I/O* tab

Figure 3



### Basic Recording

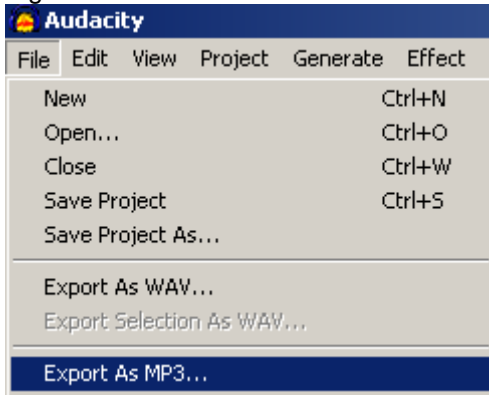
Recording using Audacity is very simple. To record, click the *Record* button and begin speaking. When you are finished, click the *Stop* button, then click the *Play* button to listen to what you recorded.

### Exporting Files in MP3 Format

Once you are satisfied with your work, follow the steps below to export your file in MP3 format:

- Step 1:** From Audacity, click on the *File* pull-down menu
- Step 2:** Click on *Export as MP3* (see Figure 4)
- Step 3:** Give the MP3 file a name
- Step 4:** Click *Save*

Figure 4



### Uploading (attaching) Audio Files to WebTycho

You can upload audio files the same way you would any other file from your computer.

After entering the title and brief text into appropriate text boxes, scroll down to the bottom of the page and you will see (Optional) Attach File(s).

**Step 1:** Click on the **Browse** button. This function will open an Attachments window, which will allow you to look for your file on your computer. Once you find your file, highlight it and click **Open**.

**Step 2:** Click **Attach File**. Wait for the file name to appear in the box before you attach another file (or click **Continue**.)

**Step 3:** After you see all of your files listed below, click **Continue**.

**Step 4:** Click **Submit**

**Source:** WebTycho Help and Support Site: Why Use Attachments?  
([http://tychousa.umuc.edu/wtdocs/wthelp/html/attach\\_files.html#why](http://tychousa.umuc.edu/wtdocs/wthelp/html/attach_files.html#why))

### Additional Written Resources

More detailed information about Audacity can be found from the **Online Help** available from the **Help** pull-down menu or from the [Audacity Website](#), which includes an FAQ, user's manual, quick reference guide, tutorials, and tips and tricks.