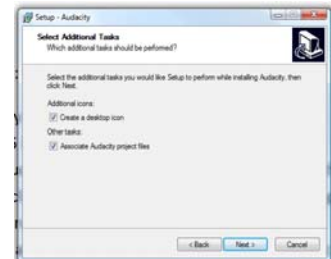


Installing Audacity

1. Visit <http://audacity.sourceforge.net/download/windows>
2. Click Audacity 1.2.6 installer
3. Click “Download Audacity” at the top of the page (the rest of the stuff is just ads & junk – ignore)
4. Click “Run.” Then click “Run” a second time. Follow the prompts by clicking “Next” whenever available. Make sure to accept the End User Agreement.
5. Make sure there is a check in the box next to “Associate Audacity Project Files.” You can choose to put a shortcut on your desktop if you’d like, too.
6. Continue by clicking “Next,” “Install,” and/or “Finish” when prompted



After you have successfully installed Audacity, you’ll then have to install the “LAME Encoder” to convert your recording to an mp3 file.

1. Start by returning to the opening screen (above) at:
<http://audacity.courceforge.net/download/windows>
2. Under “Optional Downloads” click “LAME MP3 encoder.”
3. Click “LAME Download Page”
4. This is where it gets a little weird. On this page you’ll see a lot of warnings, ads, and other garbage. What you’re looking for is “For Audacity on Windows: Lame v3.98.2 for Audacity on Windows.exe” (see right → →)



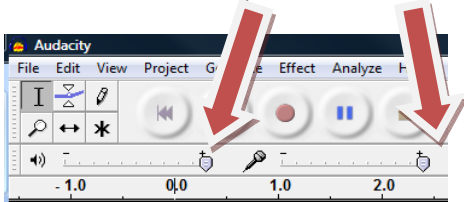
When you find those words, click them. Don’t be afraid – your computer will be fine.

5. Click “Run,” then “Run” again, “Next,” accept the end user agreement, and continue to click “Run,” “Next,” “Install,” and/or “Finish” whenever prompted.

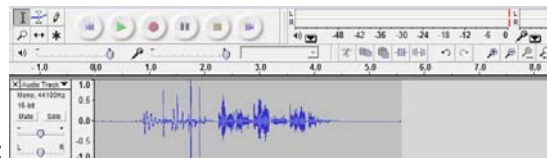
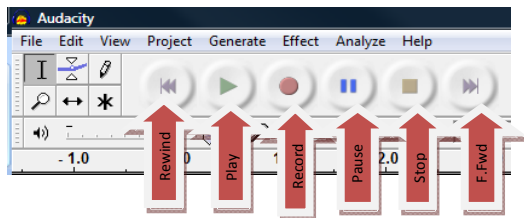
That’s all for downloading! You did it! 😊

How to Use Audacity (v.1.2.6): The Basics

1. Make sure you have downloaded BOTH Audacity 1.2.6 AND the LAME mp3 encoder FIRST!
2. Next, make sure your microphone and/or headset is connected to the correct jacks. The jacks look identical. However, the mic jack is sometimes pink, while the headphone jack is often green. This won't work if you put those in the wrong jacks!
3. Open Audacity by using the desktop icon or click "Start → All Programs → Audacity"
4. Make sure the Speaker and Mic sliders are moved all the way to the right.



5. Now you're ready to start recording by simply clicking buttons like you'd see on a tape recorder!



6. After you record, you'll see something like this:

7. To get rid of stuff you don't want, simply click-and-drag to highlight:



8. Then press your Delete key on the keyboard! It's really *THAT* simple!

Change the volume or isolate in left or right speaker with these sliders:



9. You can also copy-and-paste or drag-and-drop to re-arrange clips.

For advanced methods, see the online manual (<http://audacity.sourceforge.net/manual-1.2/>)

Or just give me a call (343-1151) or zap me an email (mjacobson@galesburg205.org)

How To Convert an Audacity File to an MP3 File

1. First, make sure you have installed BOTH Audacity AND the LAME MP3 Encoder BEFORE anything else.
2. Next, make (and edit, if needed) a voice recording in Audacity. Open the file if needed.
3. With a recording open in Audacity, click "File," and select "Export as MP3."
4. Select where you'd like the file to be stored. (The Desktop is fine, if you are going to publish it to another site later.) Give the file an appropriate name, then click "Save."
5. A window will open. The first time you try to export a file as an MP3, you'll have to teach Audacity where to find the LAME Encoder. It's usually found here: My Computer → C: Drive → Program Files → LAME for Audacity. Click "Open" when you find it. (You won't have to do this again – it's a one-time thing.)
6. Another window will open. You can give your file special "tags" to help yourself and others find your MP3 file. However, most people will just skip this step and click "OK."

That's it! You've just made an MP3 like the pros!