



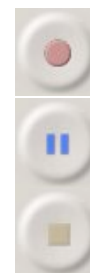
Recording Audio with Audacity

1. Download Audacity for your computer (Windows, Mac, Linux) here: <http://audacity.sourceforge.net/download/>
2. You will also need to download and install the “LAME MP3 encoder” in order to export your files in the MP3 format (this is due to MP3 licensing restrictions). Download the MP3 encoder for your computer and follow the installation instructions here: <http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>
3. Audacity is an easy, yet very powerful audio recording and editing application. Please reference Audacity’s instructions and documentation here: <http://audacity.sourceforge.net/help/documentation>
4. Start recording!

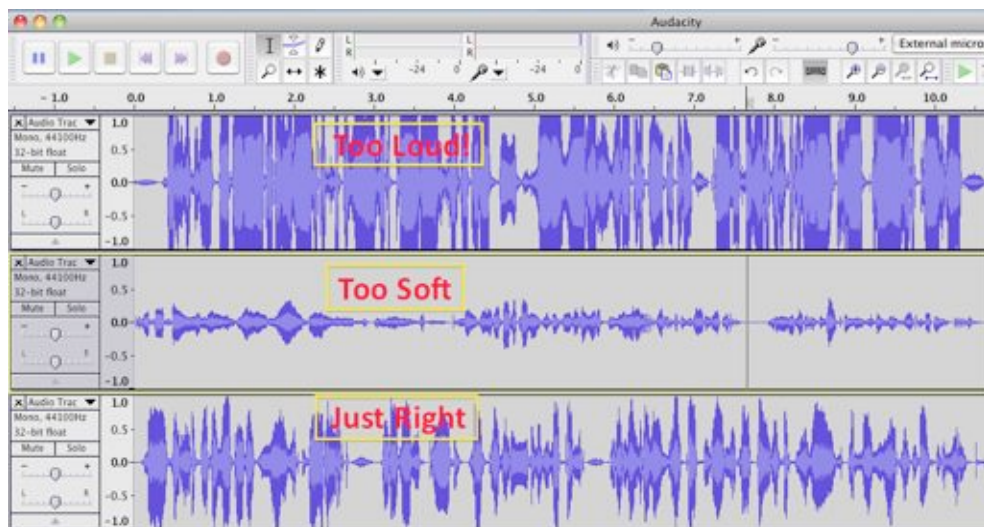
Click on the **Red Record** button to start recording.

Click the **Blue Pause** button to pause recording.
Click it again to continue.

Click on the **Yellow Stop** button to stop recording.



5. Audio levels in the waveform should come as close to the top and bottom of the display without clipping. Make sure your levels are not too soft or too loud (as “clipping” will occur).



6. To increase volume, adjust the microphone input levels or move closer to the mic. However, you don't want to be so close to the mic that you hear 'pops' from your breath. If you hear 'pops' from your breath, try speaking to the side of the mic.
7. You can also increase the volume of your track, or just a portion of it, by highlighting the area you want change and selecting Effect > Amplify. The Amplify Effect will default to the highest amplification available for the track or selection without clipping, so it's usually best to use the default Amplification. (Note: do not use the Amplify Effect to increase volume of tracks that are recorded too low, as you will increase the background noise as well as your voice.)



8. You can highlight and delete any extra 'air' or 'dead space' at either end of the track, as well as any awkward pauses or mistakes you make in the middle. You can also copy and paste audio from one track to another, just as you would copy and paste text in a Word document. Audacity will insert copied audio in the track where you place your cursor, or overwrite a section you have highlighted.
9. After you have edited and saved your recording in Audacity, you can export it as an MP3. (To export your Track or Project to an MP3 you'll need to have the Lame MP3 encoder installed. See installation step #2.)
10. Highlight the Track you want to export then select File>Export Selection. A dialogue will pop up allowing you to edit the ID3 tags. You can hit okay without entering any information (ID3 tags are used by audio players to convey information such as the Title and Genre of the track).
11. Make sure the Format is set to 'MP3 Files' and that your options are set to Preset, Standard Quality, Stereo (see below).



12. Once you have your MP3 saved, you can now upload it to HearPlanet.

Please listen to your saved file before uploading (you can do this by opening the file in any application that plays MP3s, and in many instances you can play the file right from your folder without opening outside applications).

Make sure that the file you exported is correct and it does not have any extra 'air' or 'dead space' at the beginning or the end of the track. (This can happen if you don't delete the dead space at the head or tail of the track, or if you select "Export", instead of "Export Selection" and additional tracks in the Audacity Project extend the project's timeline.)