

Audacity Tutorial

Steps Before recording:

Be sure that you create a folder on your desktop called YourLastNameBand. (Example: ParkerBand). When you export your file as an MP3, save it to your band folder.

1. On the bottom left of the screen, click the Microsoft home key. Click on **ALL PROGRAMS**. When you go into that menu click on **AUDACITY**
2. **Audacity** is now open. The buttons are in the following order: a. **Pause** b. **Play** c. **Stop** d. **Backward** e. **Forward** f. **Record**
3. To record, click the **RECORD** button. Perform your excerpt. Click **STOP**. ***You will need to adjust the microphone input volume, top right on the screen. Double click on the slider and type in “.5”. The input volume is now at 50%. After you record, look at the screen. If the graph of your sound is touching the edges of the window, you will need to adjust the input volume lower (try “.4” or “.3”)
4. When you are happy with your recording, click the **FILE** menu. Then, click **export**.
 - a. Save In... YourLastNameBand (Example: ParkerBand) on your desktop.
 - b. File Name: YourLastNameFileName (Example: Parker Bb scale)
 - c. ****MOST IMPORTANT STEP: SAVE AS TYPE: **MP3 FILES******
5. Another window comes up; just click okay
6. After you have successfully exported and saved you MP3 file to your band folder on your desktop, follow the steps for “Sharing your assessment files through **GOOGLE DRIVE**”