

Audacity Tutorial Steps

Before recording, be sure that you create a folder on your desktop called YourLastNameBand2013. (Example: ZirkelBand2013). Then, when you export, 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, press the record button. Perform your excerpt. Click stop.
4. Click the file menu. Then, click export.
 - a. Save In... YourLastNameBand2013 (Example: ZirkelBand2013)
 - b. File Name: YourLastNameFileName (Example: ZirkelRecordings4/19/13)
 - c. ******MOST IMPORTANT STEP: SAVE AS TYPE: MP3 FILES******
5. Another window comes up; just click okay
6. Then either email (attach the file to an email to Mr. Parker <fparker@qcsd.org>