

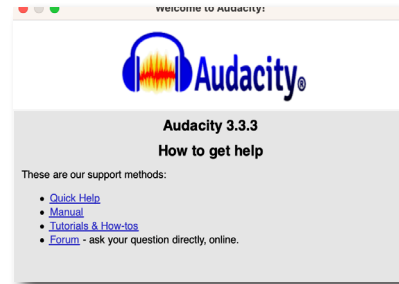
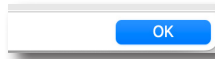


Recording with Audacity

Recording external audio to Audacity

Open Audacity. A 'help' window may open, with links to support features such as an online manual and help forum, and a Wiki that offers suggestions and tutorials.

Click the OK button to close the window.



The Audacity work window will now open.

Within this window we will find the **Transport Toolbar (1)**

Tools Toolbar (2)

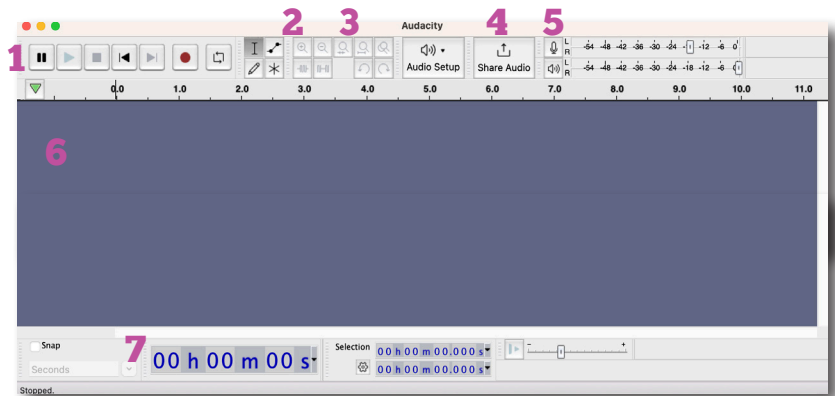
Edit Toolbar (3)

Audio Setup pulldown menu (4)

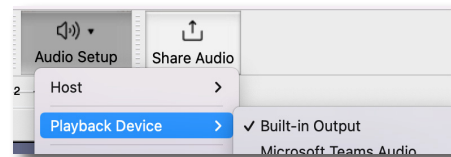
Recording Meter (5)

Timeline Area (6)

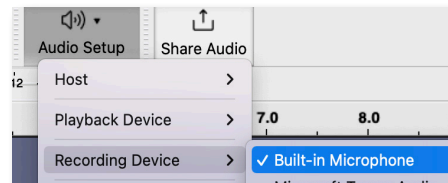
and the **Timecode Reader (7)**



First, we will go to the Audio Setup pulldown menu (4) and select **Playback Device > Built-in Output**. This will direct audio to either your computers speakers or headphones, if a pair are connected to your computer.



Within that same pulldown menu, next select your **Recording Device**— in this example, we are using the iMac's **Built-in Microphone**.

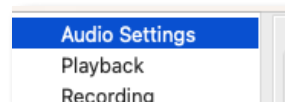


Be aware that if you are using your computers speakers and built-in microphone, you may hear feedback while recording. If so, use headphones to monitor your sound while recording.

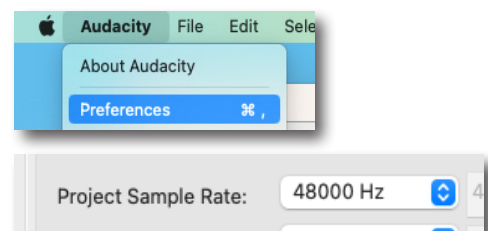
Next, let's specify the **Project Rate**

From the top Audacity menu, choose Audacity>Preferences,

then **Audio Settings**.



Using the pulldown menu under *Quality*, select 48000 Hz, which will give your audio excellent quality for later use in post-production.



Click **OK** and next let's activate our recording timeline and set our recording levels.



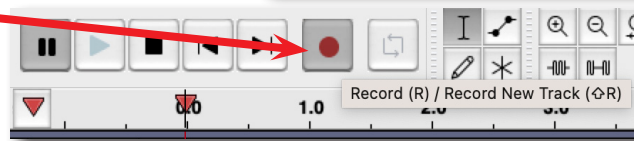
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To prepare our track, in the **Transport Toolbar** press the “pause” button,

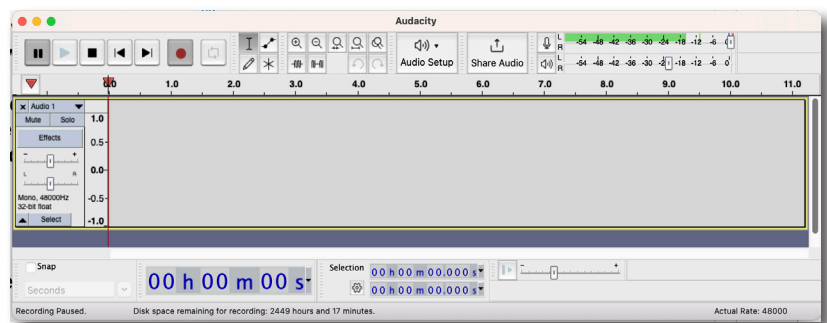


and then the “record” button.



An audio track will now appear in our Audacity work window.

Note also that you should be able to see recording levels appear in green in the **Recording Meter Toolbar**.

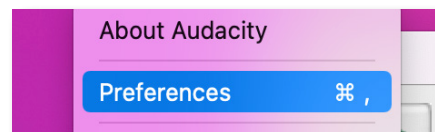


A note on why we pressed ‘pause’ and ‘record’ in that order.

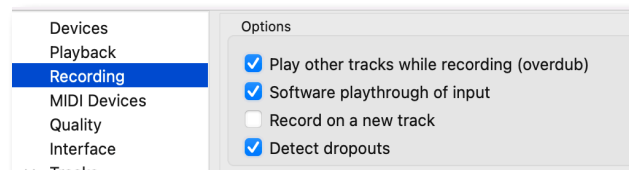
Pressing ‘record’ allows us to monitor the audio level coming in to the system- important so that we know what level our signal coming in is.

Pressing ‘pause’ first holds our project from actually recording until we are ready.

If no green audio level is appearing, go to the top menu and select *Audacity > Preferences*



and from the resulting window check in the **Recording** section that *Software playthrough of input is checked* and activated.



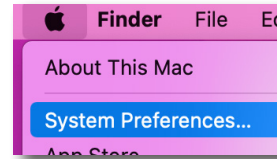
We are now ready to set our levels and record audio.



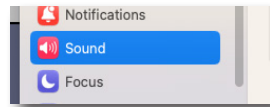
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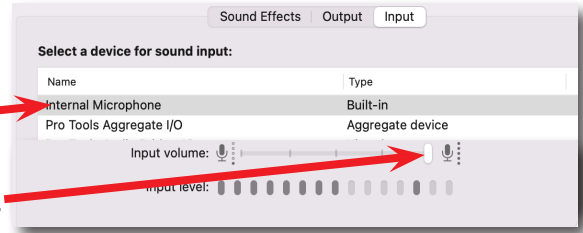
To insure that the highest audio level available via the computer is available, go to the top menu of the desktop and select *System Preferences*.



Select the *Sound* option

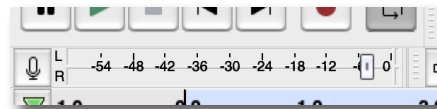


and under the Input tab be sure that the Internal Microphone is selected (if using the Macs microphone) and that the Input volume lever is all the way to the right.

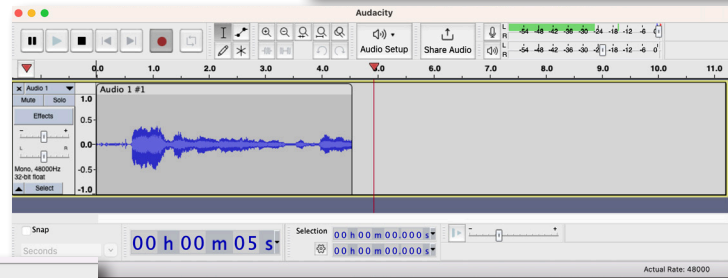


Close the System Preference window.

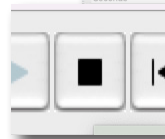
Back in Audacity, you can further control the input level of your audio with the Recording Meter Toolbar lever.



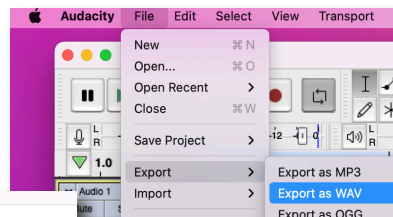
When you are ready to record, press the pause button and recording will begin.



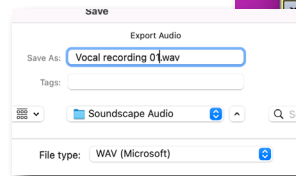
To stop recording, press the square 'stop' button



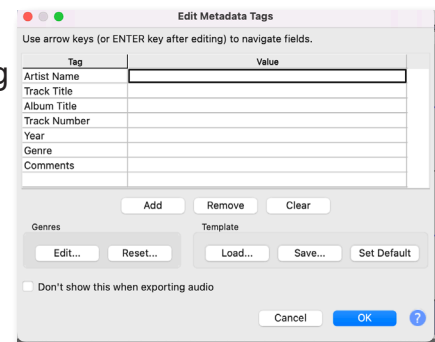
To save and export your recorded audio track, go to the top Audacity menu and select *File > Export > Export as WAV*



and in the resulting window name your audio file and navigate to a folder to save it in.



You can elect to save metadata information about your recording in the *Edit Metadata Tags* window;



when you are ready click the **OK** button at the bottom right and your file will be saved to your specified folder.