

# The Steps of Recording Audio



This is a multi-step process that has a very engaging and motivating outcome! You need a program to make recordings, an mp3 encoder and a microphone.

## Step 1 – Plug in microphone

Start by plugging the pink end of the microphone into the microphone port in the **front** of your computer. Make sure the microphone is turned on.

## Step 2 – Record the audio


Open Audacity (Start, Programs, Audacity) and make your recording.

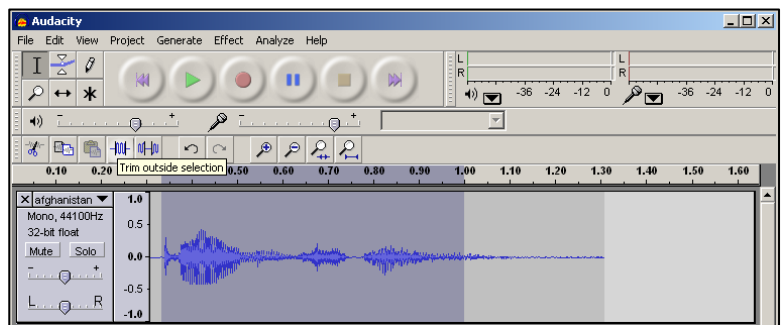
1. Click the record button,  speak into the microphone, and then click the stop button  when you're finished with your audio.



## Step 3 – Edit the audio, if needed

Next you need to determine the audio section to be included in the final recording. (For example, there might be dead noise or static before you started talking that is not wanted for the final audio.)

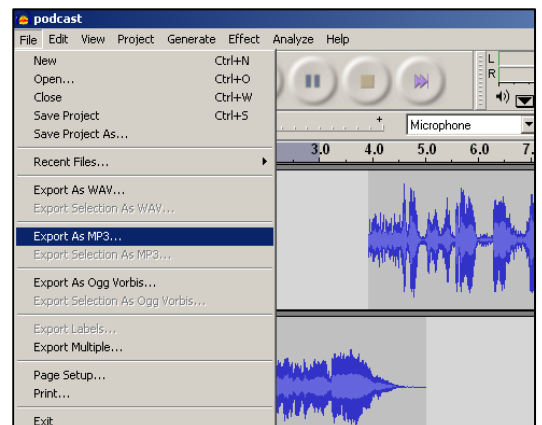
1. Click the play button to listen to the recorded audio.
2. Then click and drag in the audio track over the waveform, selecting the portion of the audio for your final recording. *Hint: Use the waveform display to visually see where the talking begins, pauses and ends.*
3. Once the desired section is selected, use the trim away tool  to trim the selection.



## Step 4 – Save the audio

Once you have **everything completed**, you will want to export the final product as an mp3. The first time you export, you will need to point to the lame\_enc.dll file. This file is found at My Computer, Vol2 on Center3, Drivers folder, Audacity folder, then select lame\_enc.dll.

1. Go to File, Export as MP3, navigate to the location to save (see step 6), name the audio file and save it.
2. There will be an Edit the ID3 tags for the MP3 file window that opens. I just click OK without putting any information in the boxes.
3. Your finalized audio will now be saved.



## Next steps....

With an mp3 of audio, you can start student electronic portfolios, email the file as an mp3 to a parent, or use it instructionally as a podcast, in a Notebook file, for a sub, etc.