

Recording Audio with Audacity

Recording a Lecture

Adding sound to your lecture slides allows your online students to have a more enhanced experience than simply sifting through images. This gives your students not only a visual way to learn, but an auditory way as well.

Step 1: Write a Script

The first step when recording your lectures is to write a script. This serves two purposes:

- The recording sounds more smooth and professional when you have what you want to say already revised and written in front of you.
- It is required for ADA compliance. Any media that is put online must be accessible to all of your students. If student with accessibility needs is unable to listen to your lecture he or she must have the transcript to read alongside the slides of your lecture.

step 2: Getting Started

Audacity is free software you can use to record audio for your presentations. First you will need to download the software onto your computer.

Go to <http://audacity.sourceforge.net/> and choose **Download**. There are options for download based upon your operating system. In the screen shot below, the download options are displayed by clicking the Download tab from the tabs provided near the top of the window. Once you choose, follow the on-screen instructions to download the software.



Step 3: Recording in mp3

It is important to record and save your audio in mp3 format. To do this, you will need to install an encoder - LAME. Go to <http://lame1.buanzo.com.ar/#lamewindl> and choose the link to download the LAME encoder. Again, follow the on-screen instructions to download and install this encoder.

The screenshot shows the LAME website interface. A red banner at the top reads: "Please give my music a channel for music here out. (FREE MUSIC, House, Minimal Techno, Glitch)". Below this, a green box highlights the text: "For FFMpeg/LAME on Windows: [Lame v3.99.3 for Windows.exe](#)". A green arrow points from this box to a grey rounded rectangle labeled "Windows". Another green arrow points from a grey rounded rectangle labeled "Mac" to a green box that highlights the text: "For Audacity 1.3.3 or later on Mac OS X 10.4 and greater (Intel or PPC), and Audacity 1.2.5 on OS X 10.4 and later (Intel) [Lame Library v3.98.2 for Audacity on OSX.dmg](#) - (ZIP version [here](#))". In the center of the page, there is a "Download" button and an advertisement for "Music Converter".

Step 4: Using Audacity

Once you have downloaded the Audacity software and the LAME encoder, you can now start using it. When you open up Audacity, you will get a pop-up box displaying options for "How to Get Help." These links will take you to Audacity help documents.

If you no longer want to see this pop-up, you can choose "Don't show this again at start up" in the lower left corner and click on "OK."

NOTE: Keep in mind, you can always access these documents through the "Help" tab within Audacity at any time.

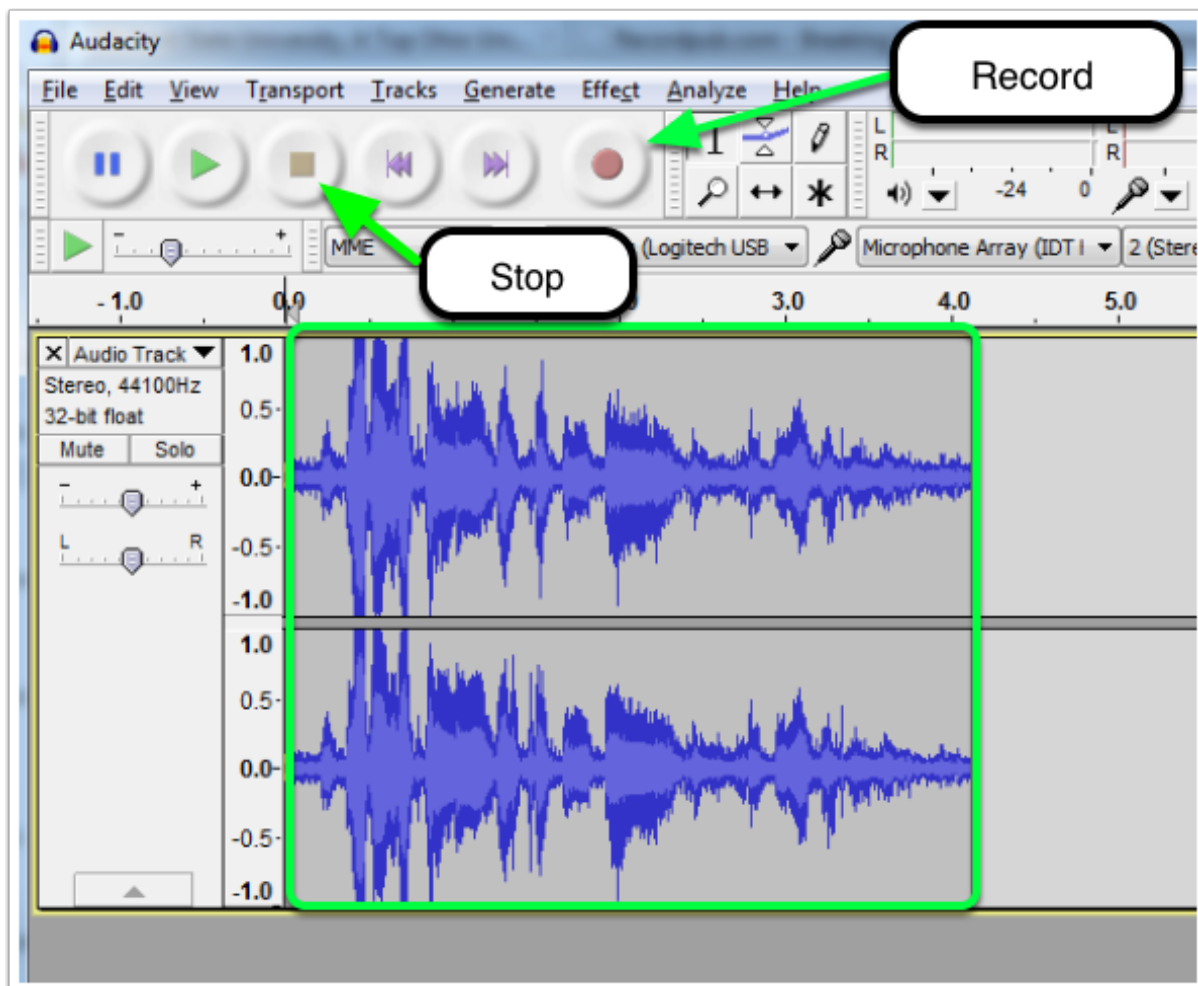


Step 5: Recording Audio

In preparing to record, make sure your headset or microphone is working properly (it is recommended that you do a sound check before recording). Also, be sure you are in a quiet space so that you can eliminate as much background noise as possible from your recording. When you are ready, simply select the **Record** button and begin speaking. You will see the recording begin as soon as you select the button. When you are finished recording, click the **Stop** button.

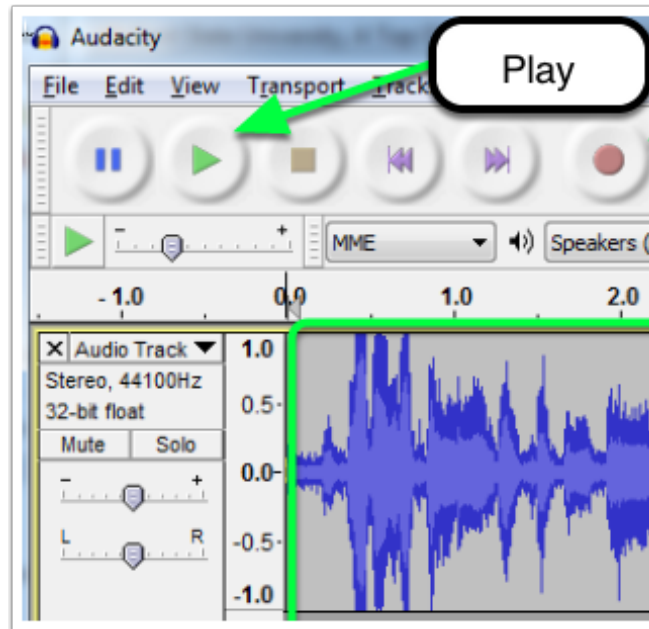
Remember: You are recording audio for only one slide at a time.

NOTE: If you begin recording too soon and need to start over, simply select the track (by clicking and dragging over the whole selection or using Ctrl A to select all), delete the recording, and start again.



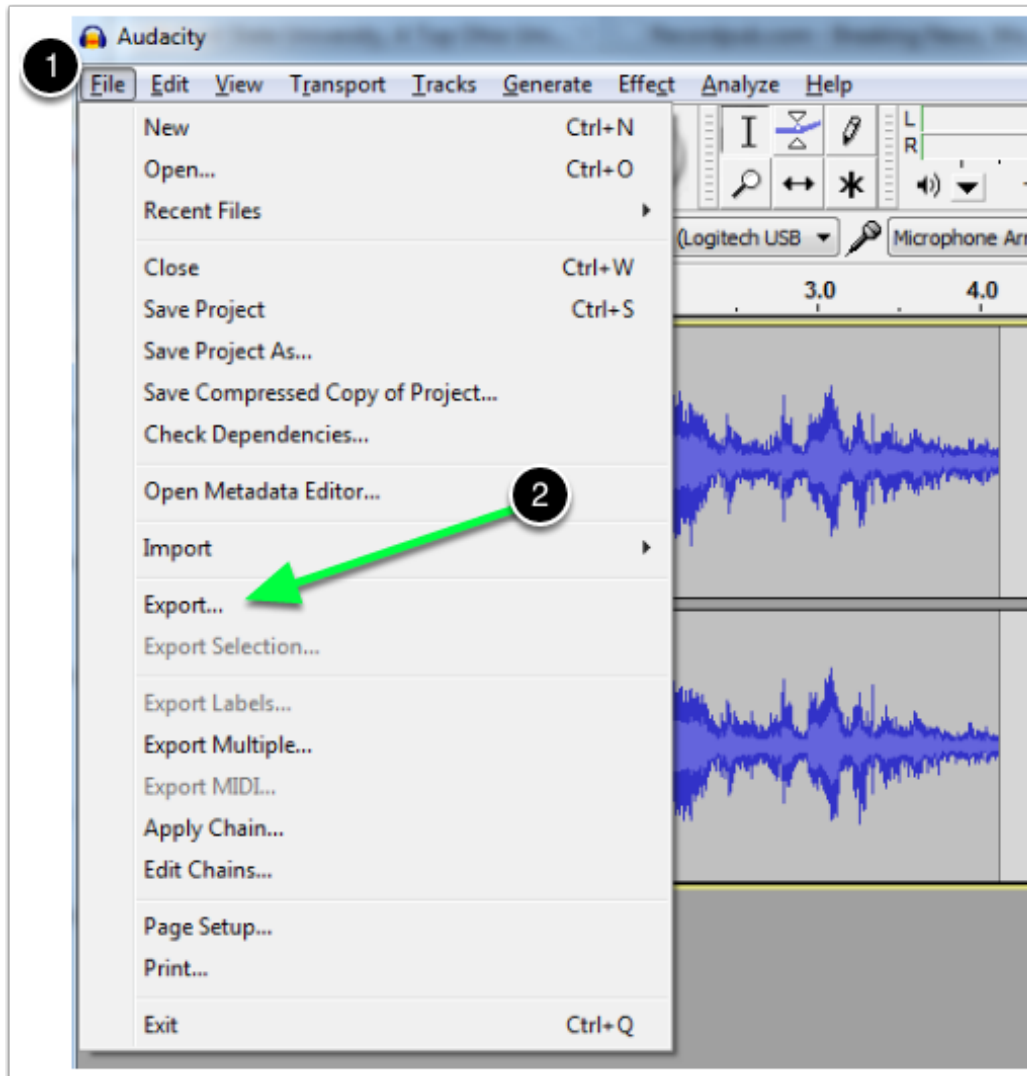
Step 6: Playback/Preview

Once your audio has been recorded, you can preview it by using the **Play** button.



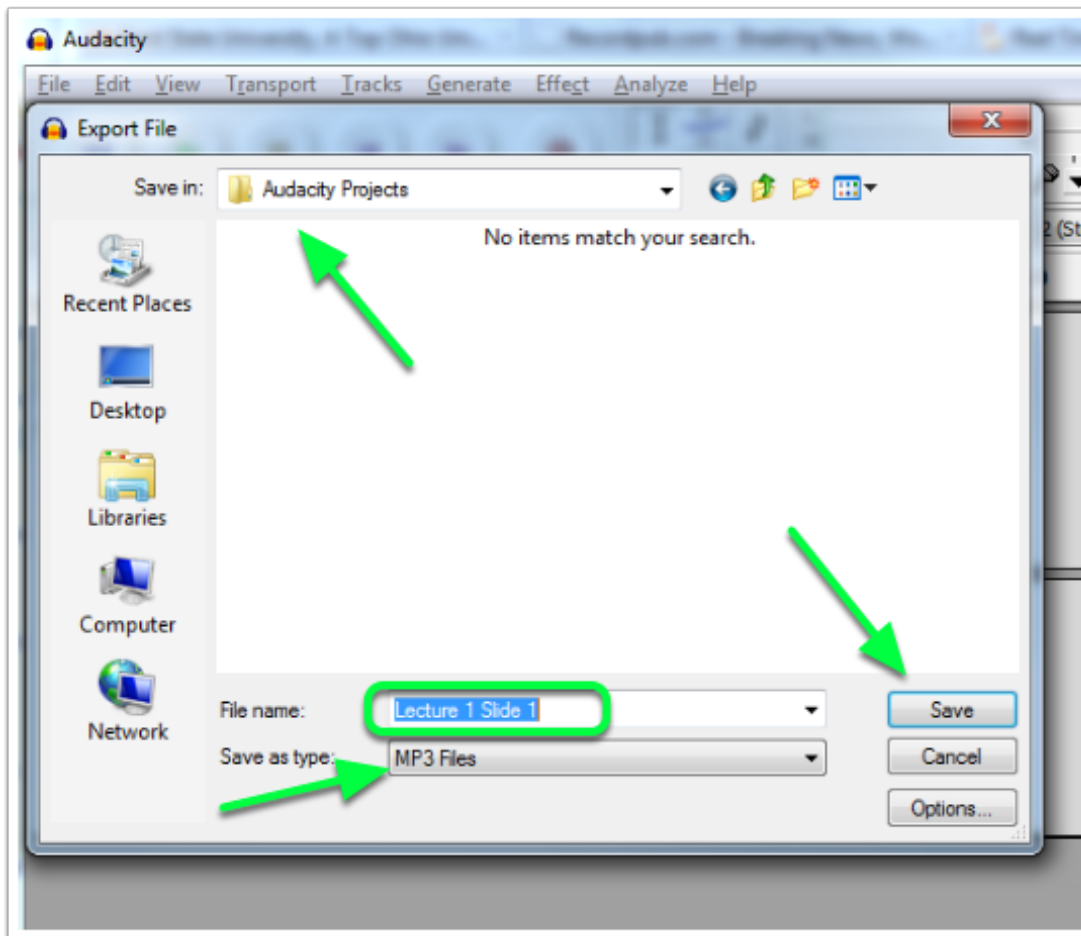
Step 7: Exporting your Audio

When you are satisfied with your recording, you can now export it. To export, click on **File** and select **Export**.



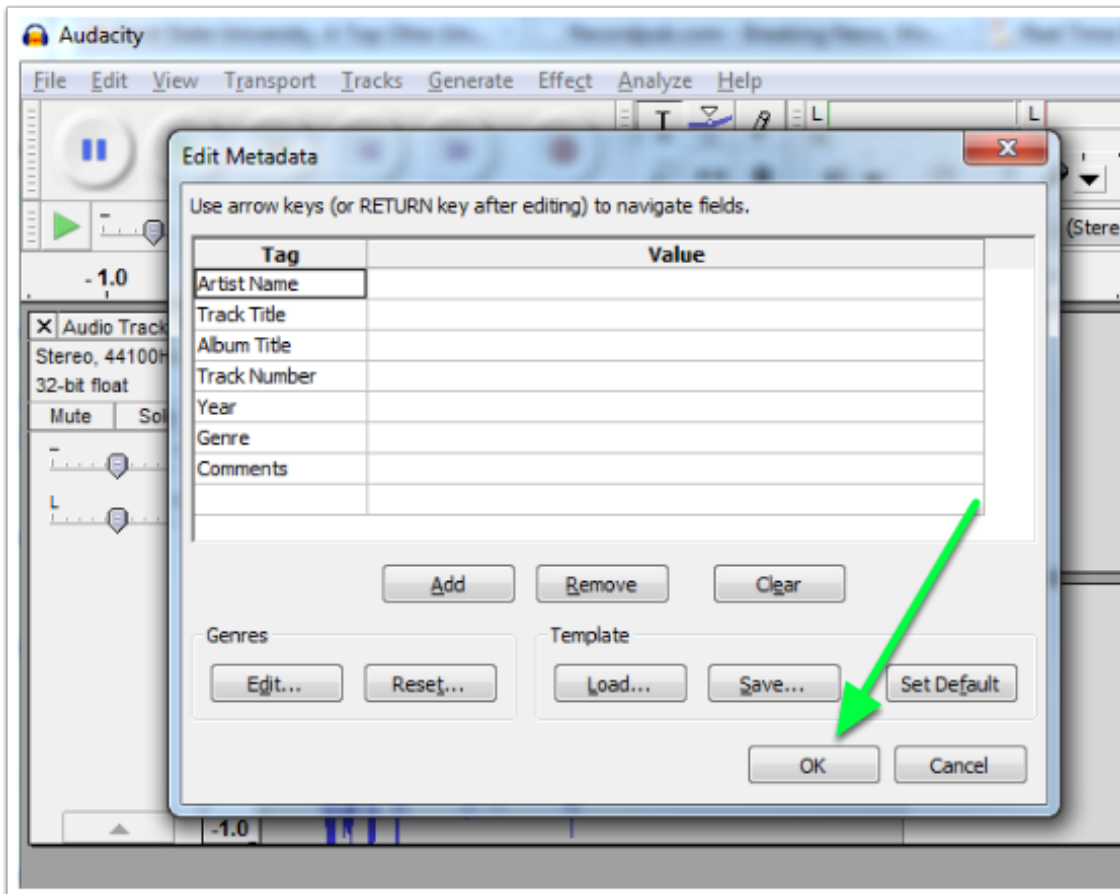
Step 8: Exporting your Audio (Continued)

Export your audio to a folder on your computer that you have created to keep your audio files. Name this file something that will be easily identified later when it comes time to working with these files. The file type should be set to MP3 files. Now click on **Save**.



Step 9: Exporting your Audio (Continued)

When you click on **Save**, a pop-up will appear titled "Edit Metadata." Feel free to fill in any data that you would like to have added to your file. If you do not want to fill anything in, you do not have to. Simply click on "OK."



Finished

Your audio file has now been saved to your computer. You can now move on to recording audio for your next slide.