

USING AUDACITY TO FIND AND RECORD AN AUDIO FILE:

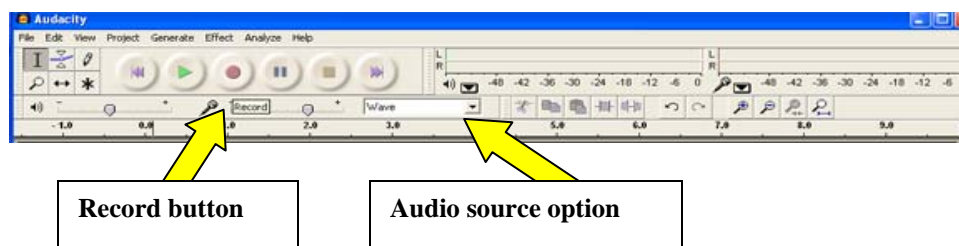
1. There are many free audio files on the internet. Use a search engine, such as Google (www.google.com) to locate them.
 - a. If you are on a Windows computer and are looking for heart beat sounds, you might type in “heartbeat sounds wav mp3” to search. **WAV** is the default uncompressed audio format in windows. **MP3** is a popular compressed audio format (it compresses by a factor of 10:1 with little degradation in sound quality). If you are on a Macintosh computer and are looking for heart beat sounds, you might type in “heartbeat sounds aiff mp3” to search. **AIFF** is the default uncompressed audio format in Macintosh. Audacity can import and export any of these three formats (WAV, MP3, AIFF).
 - b. Once you have located a file you want to save to your computer (for later importing into Audacity), right click on your mouse. Select the **save link target as** option while holding the cursor over the title of the file.
 - c. Download the file to your computer.

2. Alternatively you can copy an audio file from a number of sources, such as:

- online radio station
- when you want the sound from a video clip (Quicktime, AVI, or DVD)
- when you want the sound from a flash animation or PowerPoint
- when you want the sound from a video game

Be sure to follow copyright law in this regard.

Audacity will record an audio file if you have the **sound playing on your computer**, **Audacity** is open, you have the pulldown menu for **audio source options** set to the correct option, and you click on the pink **record** button in Audacity.

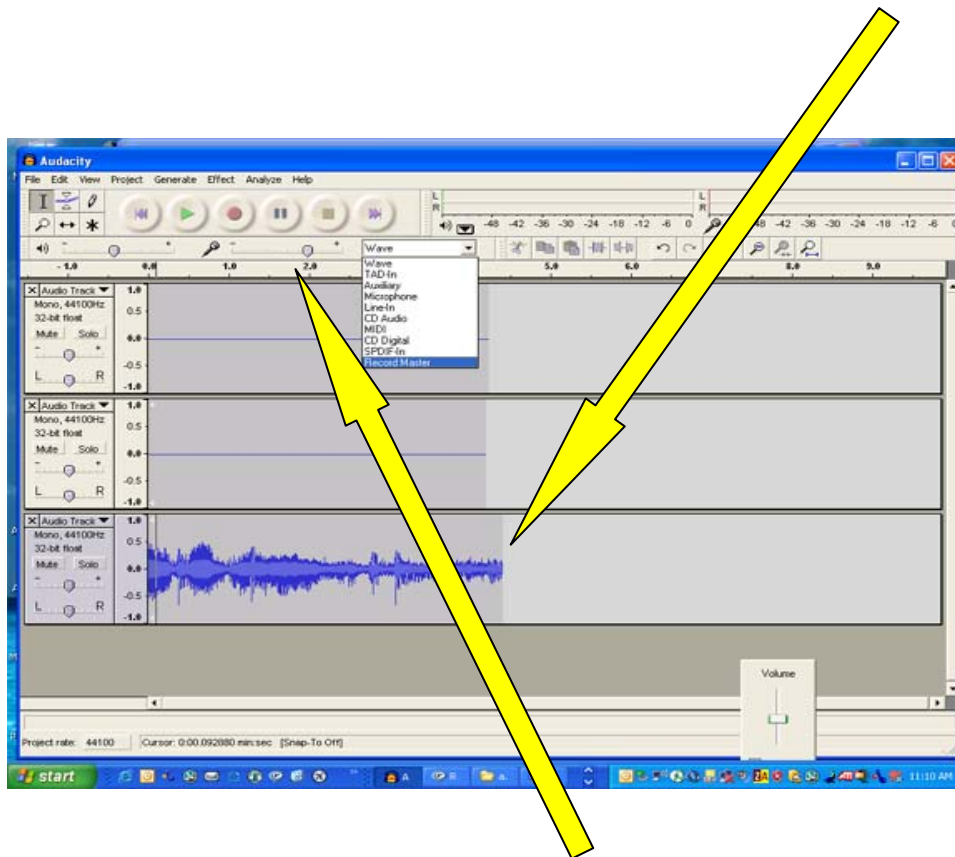


Depending on your computer, you may have different audio source options from which to choose. Try the options you think might work. If you see sound waves being recorded in Audacity, you are capturing the file. You can save it and edit it as you would any other audio file. In the example below, I was playing a CD in the CD drive that is part of my computer.

The first (highest track) below shows what happened when I chose **CD Audio** as the audio source option. Notice that no waves are showing when I clicked the record (pink) button as the track played.

Next I selected the **CD Digital** option (middle track below). Again the track shows no waves when I tried to record it as it played.

On the third track, you will see waves appear. Success at last! I had selected the **Wave** option and it was capturing my music file from my CD as it played.

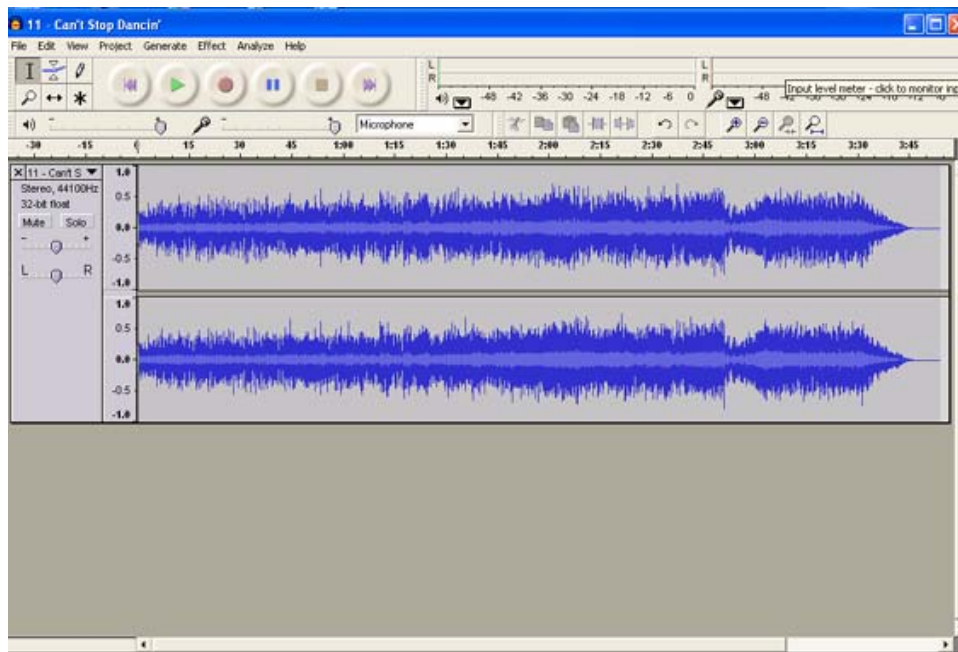


Use the sliders to set the desired volume. The slider to the right of the microphone controls the **recording volume**. (The leftmost slider controls the **output (playback) volume**.)

2. To open an existing audio file you want to edit: pull down the File menu at the top of the Audacity window to browse to the file and open it. (**File>Open**).



3. The file will appear with one or two tracks, depending on how it was recorded. This example shows two tracks of music:



Documentation for Audacity can be found at <http://audacity.sourceforge.net>