Using Audacity

Audacity is a free audio editing program. You can download it here:
http://audacity.sourceforge.net/

Installing Audacity

1. **Download** Audacity to your own computer. (Check with your school technicians first as often Audacity is loaded onto all school machines, including staff laptops, as part of their overall school network load so you may already have it).
2. The file you downloaded is an installer file. Do whatever your operating system requires to install it (e.g., double-click and put into Program Files, or drag and drop the DMG into Applications).
3. You could start editing audio immediately, but don't.
4. **Download** the **LAME encoder file.** Follow these instructions to do so: http://audacity.sourceforge.net/help/faq?s=install&i=lame-mp3
5. Unzip or uncompress the downloaded LAME file.
6. It is very important that you know *exactly* where you saved the lame_enc.dll or LameLib file. Reason: The very first time you try to export an MP3 file from Audacity, it will ask you: **Where is the LAME encoder file?** You must *show Audacity where the file is.* You will do this only *once*.
*If you don't* follow steps 4, 5 and 6, you will not be able to export MP3 files from Audacity. However, you will not have a chance to do **Step 6** until you have some audio to export.

## Recording using Audacity

1. Plug in your USB microphone (e.g. Logitech
2. Open Audacity.

3. To make the files quicker to save and less 'space-consuming' on your computer, you can reduce the Bit Rate if you go to Edit → Preferences → File Formats and change it from 128 to 56. This still keeps the quality good enough for assessment purposes.
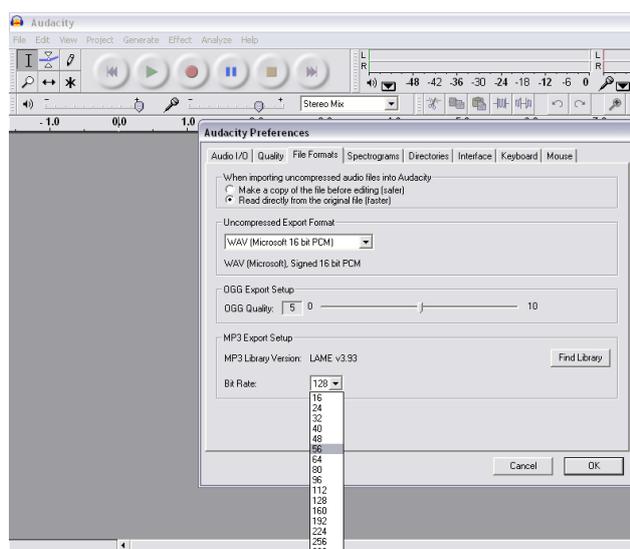

4. Click the red button.
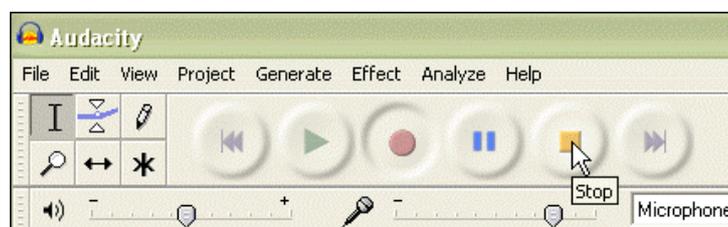
5. When you've finished recording, click the yellow square button.
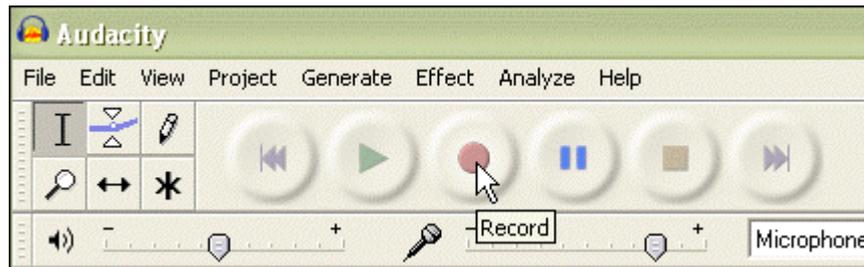
6. To save the file, click on the **File tab** and go to **Export As MP3**
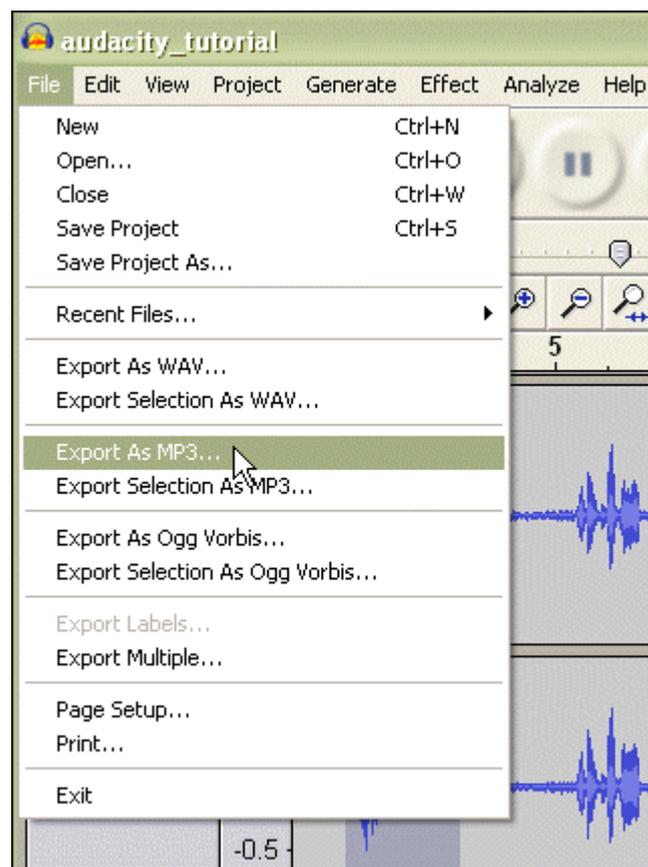
7. You will then be ask to name the file and choose where to save it (this could be the Languages Department space on the school network). I would suggest the candidate number or name followed by the test description and finally the date. E.g. 28755_Sport&Leisure_140110 or JSmith_Self&Family_140110

8. Another dialogue box appears and suggest you type into the "ID3 tags". You can do this (the information will be added to the Properties of the audio file or you can leave them blank.

9. Now you can begin a new recording. You may want to back up all your recordings by saving a copy of them somewhere else too.