

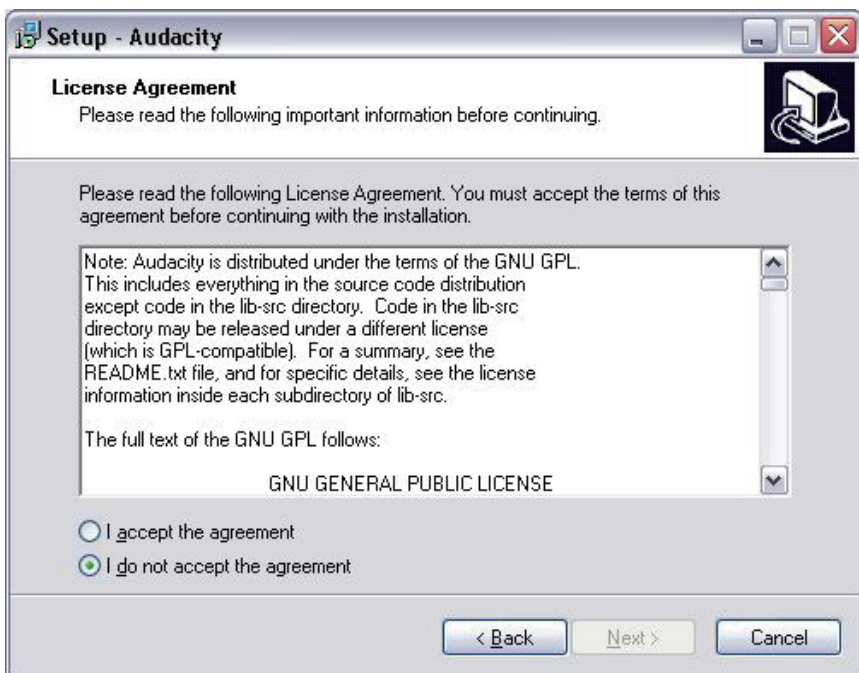
**Audacity software download link: <https://audacity.onl/download/>**

## **Installing the software**

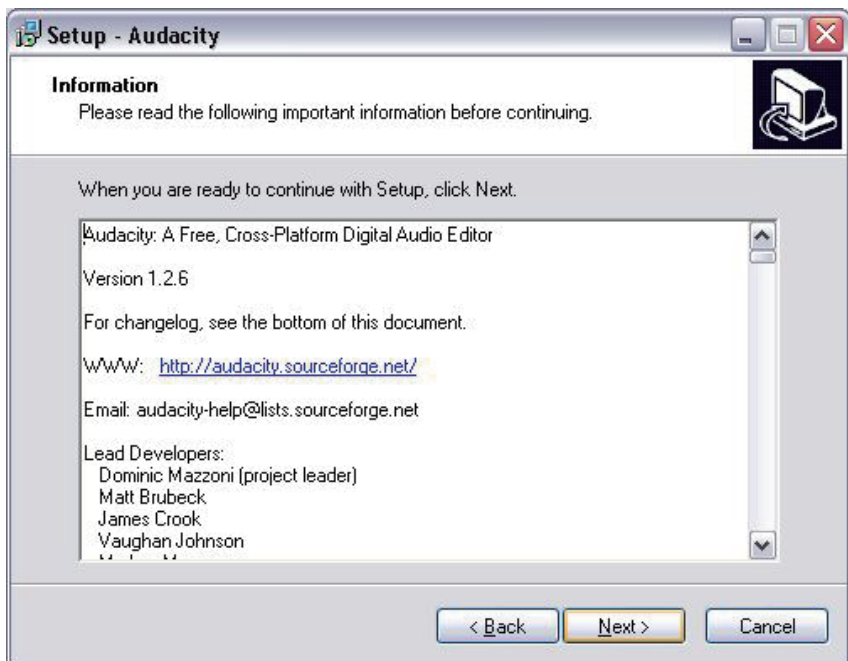
Download the software and run the .exe file, follow the instructions and the software will be installed automatically as follows:



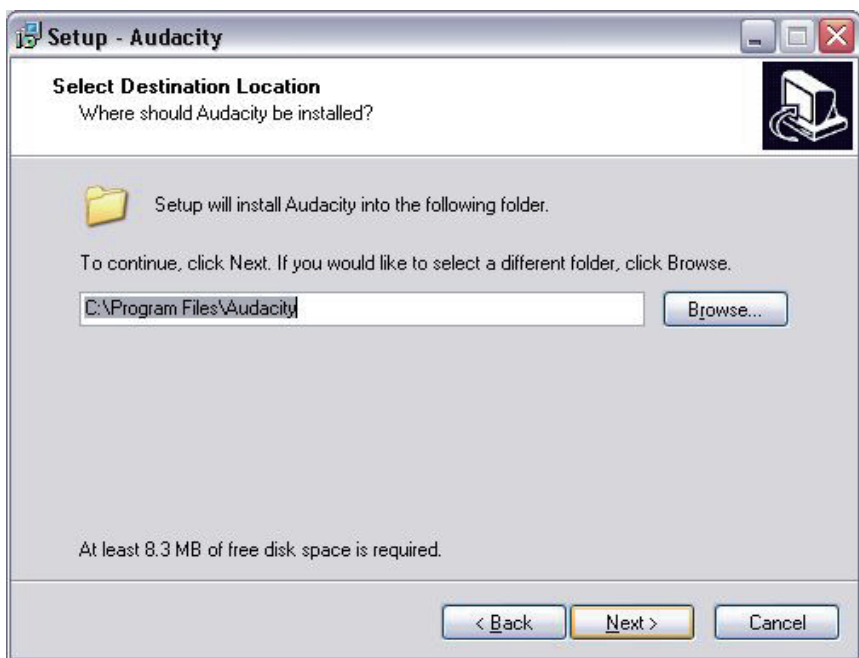
Click "Next":



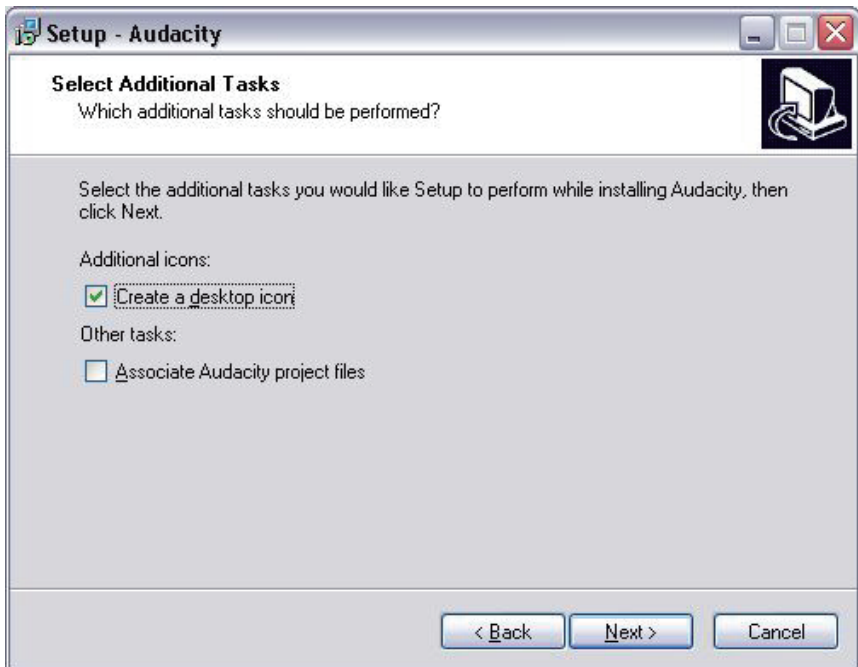
Select "I accept" option then click "Next":



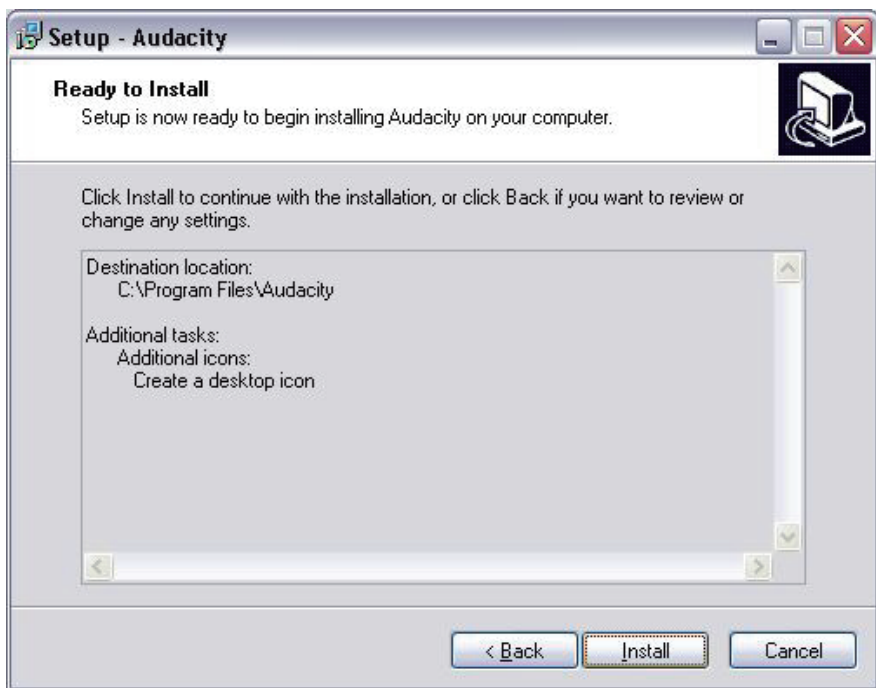
Click "Next":



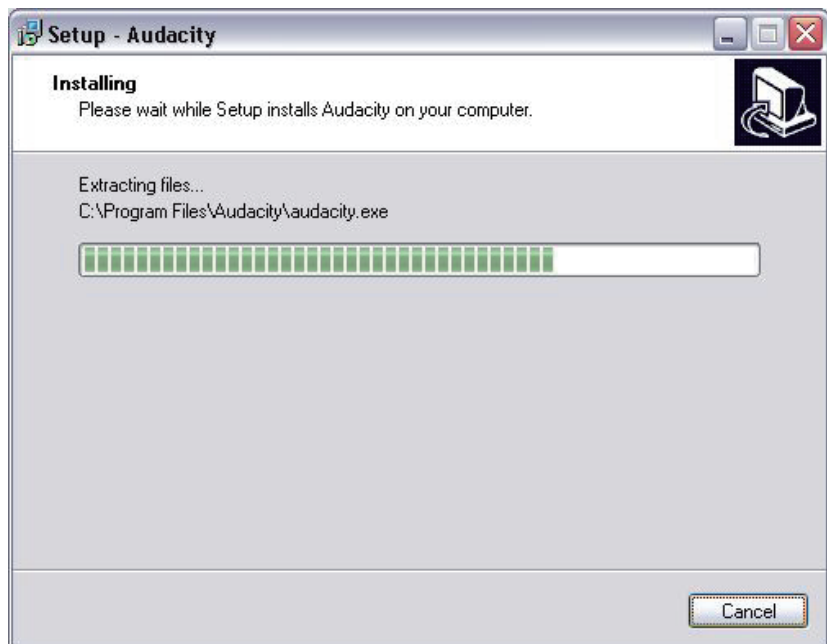
Here either select another location or click "Next" to continue (recommended):



Click "Next" to continue:

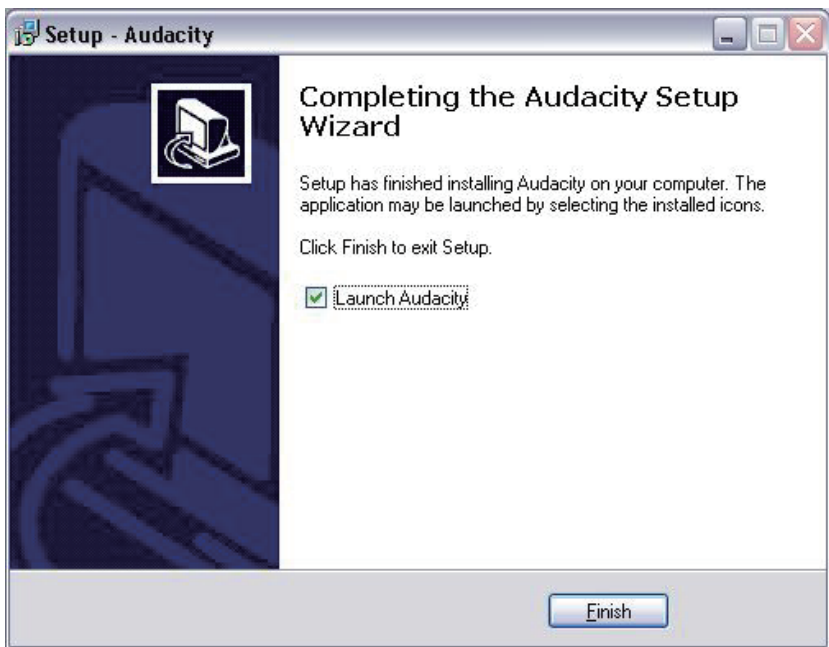


Click "Install" to continue:

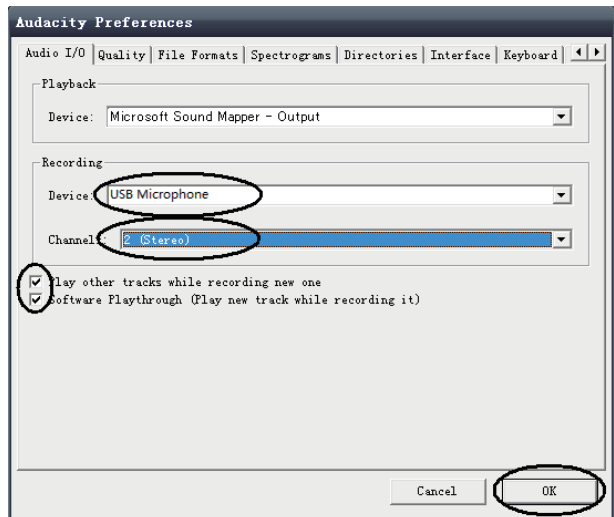


The software will start to install:





1. Click on "Finish" to complete the installation:
2. Audacity should automatically start up, if not follow the next sequence:
3. The Audacity icon will now be seen on the desktop, double click on it to start Audacity running, if an icon does not appear, go to the "C" drive under "My Computer", click on "Program files" and then "Audacity". Right click on the "orange ball wearing Headphones" icon and select "Send to" then "Desktop (create shortcut)".




# Using Audacity

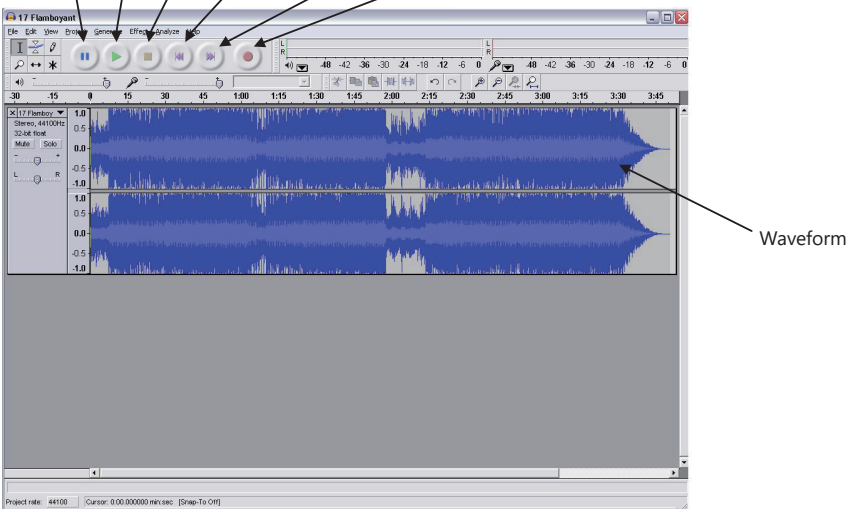
1. Plug the USB cable into the back of the unit and the other end into a spare USB port on your computer.
2. Insert the mains plug into the nearest mains socket and switch on if applicable.
3. Run the Audacity software by double clicking the Audacity icon.
4. Before recording, click on Edit at the top of the main page; select Preferences at the bottom of the menu which will open up Preferences.
5. At the recording part of the window open the Device menu by using the down arrow on the right hand side. Select the USB Microphone option from the menu. Also tick the box next to “Software Play through (Play new track while recoding it)”.
6. The lower box enables the number of recording channels to be set, 1 is Mono and 2 is Stereo, select the Stereo option.
7. Click “OK” once the options have been selected:

## Recording to computer using Audacity



1. Start the record playing as described above, and press Record  at the top of the Audacity window to start recording to the computer.
2. Once recorded use the Transport controls at the top of the screen to, Go to start, Play, Record, Pause, Stop and Go to end of Wave form as below:

Pause - Play - Stop - Go to Start - Go to End - Record



1. Use the file, Edit, View, Project, Generate, Effect and Analyse menus to Save, Export and Manipulate your music.
2. If the recording level requires adjustment, click on "START", "SETTINGS" and select control panel. Under Control Panel select "SOUNDS and AUDIO DEVICES", click on the "VOLUME" tab and select "ADVANCED".
3. On the Master volume window select options at the top left hand corner, click on properties in the drop down menu.
4. In the Properties window select "USB Microphone " from the drop down menu at the top. Click on "OK " to confirm the selection and a window will now appear with a control for the recording level. Move this control up if the recording is too quiet and down if the recording is too loud
5. **NOTE:** the blue wave form should sit in the Audacity window such that the peaks of it stop short of the top and bottom.
6. Before editing your music, the recorded waveform will need to be highlighted.
7. To highlight your wave form, click with the left mouse button on the left hand side of the waveform (under the L+R controls) and the waveform will go darker.
8. At this point the whole waveform can be edited. However if only a section of the waveform needs to be edited (or saved) the section required can be highlighted by placing the mouse over the beginning of the section holding the left button down and dragging it right over the area required and releasing it when the end of the desired section is reached. This darkened section will now be the only audio that will be edited.
9. Alternatively click on the EDIT menu at the top left and then click on SELECT then choose from: All (whole wave form), Start to Cursor or Cursor to end.
10. **NOTE:** after recording to the Computer, the USB cable may have to be removed from the USB port in order to enable playback later from the Computer.

## Exporting your music files (.WAV)

1. Once you have recorded and edited your music, you will need to save your files to the computer. To do this, click on file and move down to Export as WAV tab.
2. Click on this and you will promptly be asked for the file name of the music recorded which will be saved in the location shown. At this point either make a note of the folder where your music is saved or save it in a folder of your choice.
3. This can either be an existing one or a new folder.

## Exporting your music files (.Mp3)

1. Once you have recorded and edited your music, you will need to save your files to the computer. To do this click on file and move down to Export as Mp3 tab.
2. Click on this and you will promptly be asked for the file name of the music recorded which will be saved in the location shown. At this point either make a note of the folder where your music is saved or save it in a folder of your choice.
3. This can be either be an existing one or a new folder.
4. **NOTE: In order to activate the Export to Mp3 feature, it will be necessary to copy a file named lame\_enc.dll from the installation CD and paste it in the AUDACITY folder that contains the software on the hard drive that was copied earlier from the CD. The software will automatically detect this file and exporting as an mp3 will now be possible.**

