



Recording an MP3 file

1. Install a free digital audio recording editor tool on your computer
 - a. Go to Audacity at <http://audacity.sourceforge.net/>
 - b. Download the latest version of Audacity (currently 1.2.6)
2. Creating an audio file
 - a. Open Audacity
 - b. Plug in your recording headset to computer; the microphone in your computer can work
 - c. Select "New" from the File menu
 - d. Select "Record" and begin recording
 - e. Click on "Stop" or "Pause" (if you select pause and would like to continue select "Record" when ready. When you are finished be sure to select "Stop")
 - f. Select "Export as MP3" from the File menu. Name file and save on hard drive

Tips for Creating Successful Audio Files

- You must own a microphone or have a microphone in your computer to record audio. Clip-on microphones work the best as they keep a constant distance from the sound output and result in a consistent noise pattern.
- When you record, be in a quiet place. Eliminate any background noise such as a phone, fan, air conditioning, etc. Also, if you are using a microphone that is not in your computer, sit a distance away from the computer as your computer does create some background noise. If you are using the computer microphone, sit at the same distance from your computer throughout the recording.
- To help keep files at a reasonable size, please keep your audio to 5-8 minutes.
- Speak at a consistent level throughout your recording. Pretend you are speaking to a class; loud enough for all in the room to hear you and with enthusiasm.
- Try a test run to make sure all consonants and vowels are spoken at equal volume throughout the sentence. Try recording this and playing it back to yourself: Can you understand all your words? Are you speaking at an adequate volume? TESTING IS IMPORTANT as it will save you time in the long-run!
- Save your file as a .mp3 format.