

language learning center

Using Audacity to Record Your Voice

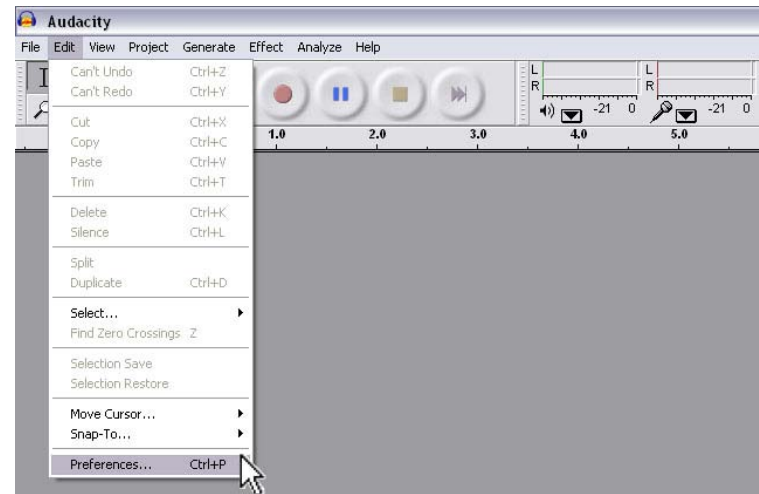
To open: Click Start, Programs, Multimedia, “Audacity”.

If you will be sending the file over email:

1. With “Audacity” open, go to “Edit” menu.
2. Click “Preferences”.
3. If not already showing, click the tab “File Formats”.
4. Change the **Bit Rate** to 64. (If you need a higher quality version and will not be sending the file over email, leave the **Bit Rate** as is.)
5. Click “OK” to finish the process.

After recording, you must save your file as an .mp3:

1. Go to the **File** menu
2. Click “Export as MP3”.
3. Select where you would like to save the file; this should be your “H” drive. (If you do not seem to have enough space, make sure you have selected the above .mp3 format. You may also need to delete previous recordings or larger video files.)
4. Name the file and click “Save”.
5. Click “Okay” to any pop-ups.



For WebCT, you may need to convert to .zip:

1. Find where you have saved your file.
2. Right-click on the file.
3. Go to “IZArc”.
4. Click “add to... [filename].zip”
5. Click “Yes” on any pop-ups that you get.
6. Your new .zip file should be saved in the same location as your .mp3 file. You can now upload that new .zip to WebCT.