**RECORDING USING AUDACITY**

1. Put on headphones/recorder or set-up microphone in a comfortable position.
2. Open Audacity
3. Click on the record button

1. Begin recording.
2. When recording is finished, click the stop button.
3. **Save the file as an Audacity file.**
	1. Click **File**
	2. Click **Save Project As**
	3. Click **OK**
	4. Choose Your H drive
	5. Create New Folder, Name it ‘Spanish’
	6. In this folder, save the file 1)first name 2)last name 3)date
	7. Click **Save**
4. **Save the file as a MP3 file.**
	1. Click **File**
	2. Click **Export**
	3. Choose Your H drive
	4. In the ‘Spanish’ folder, save the file 1)first name 2)last name 3)date
	5. **In the Save as field, click the down arrow and choose “MP3”.**
	6. Click **Save**