**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**