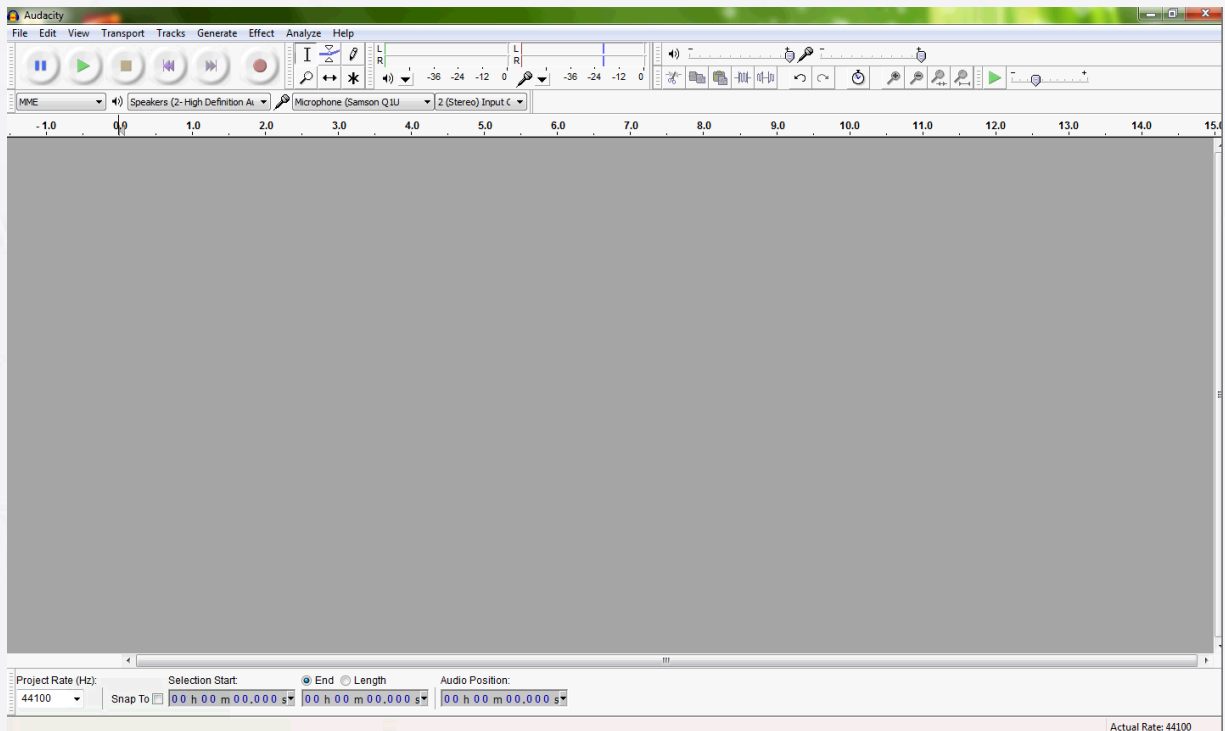


Setting Audacity

1. Plug the microphone into a USB port.



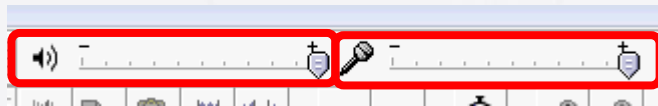
2. Open Audacity. You should be greeted by a grey screen with no audio tracks



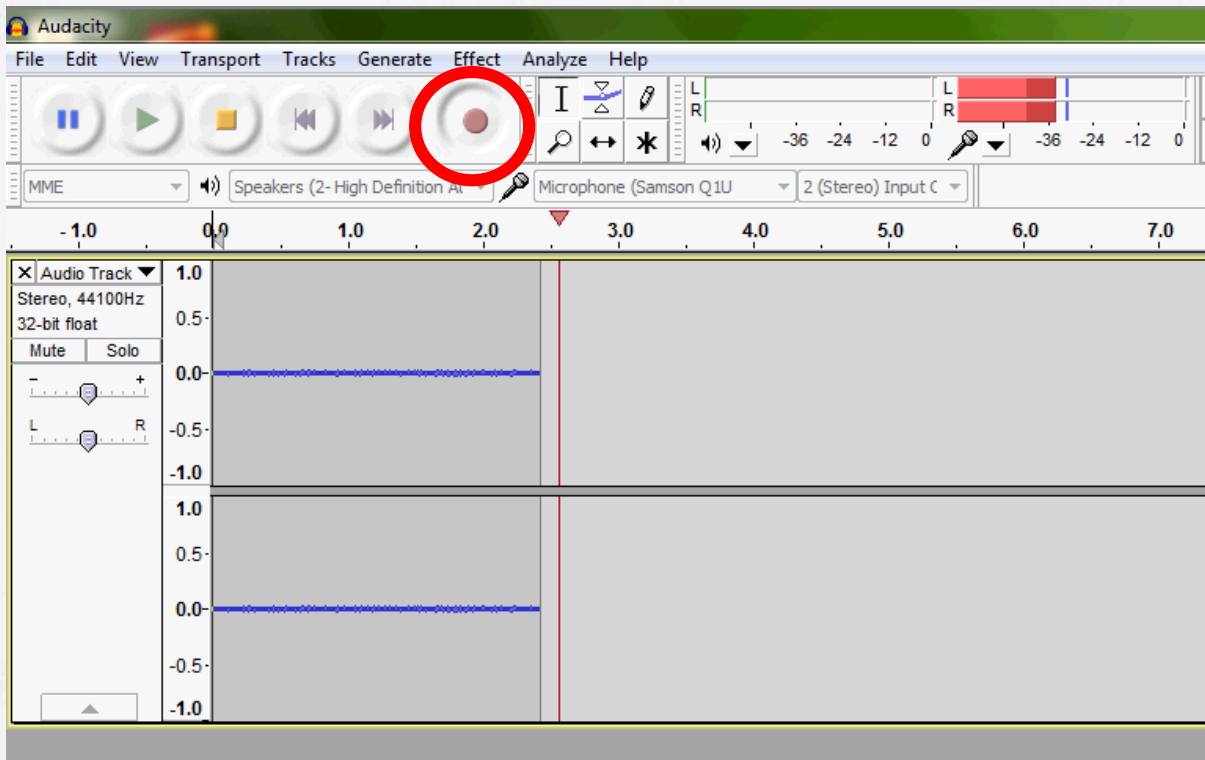
3. Check that the correct microphone is selected (Microphones owned by the Languages Department are named Samson Q1U)



4. Check the volume levels (both playback and recording need to be 100%)



5. To start recording press the circle with the red dot



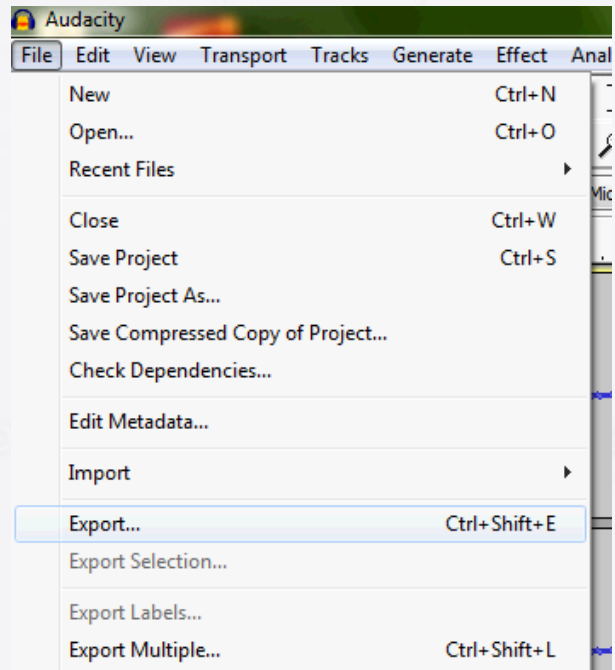
The audio tracks will appear automatically.

To stop recording press the circle with the yellow square, to pause the recording press the circle with the 2 stripes

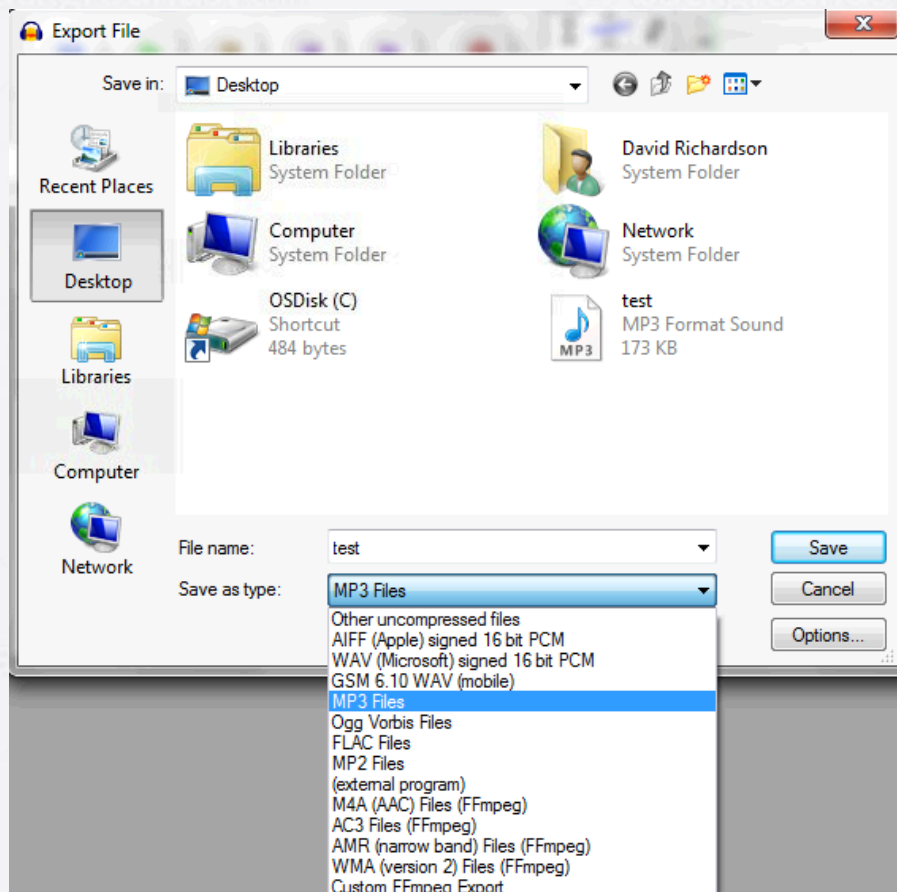
Important: Should you need to pause the recording you need to click the Pause button (blue stripes) and not the Stop button.

To playback a recording press Play (the button with the green triangle)

6. Save and Export the file
a. Click File > Export...



- b. Select the save location and name the file (details from HoD)
c. From the save as type menu select MP3 Files



- d. Press Save.
e. The Edit Metadata window will open and here you can add extra information about the exam (details from HoD).
f. Press OK.

Edit Metadata X

Use arrow keys (or ENTER key after editing) to navigate fields.

Tag	Value
Artist Name	test
Track Title	test
Album Title	
Track Number	
Year	
Genre	
Comments	

Genres Template