

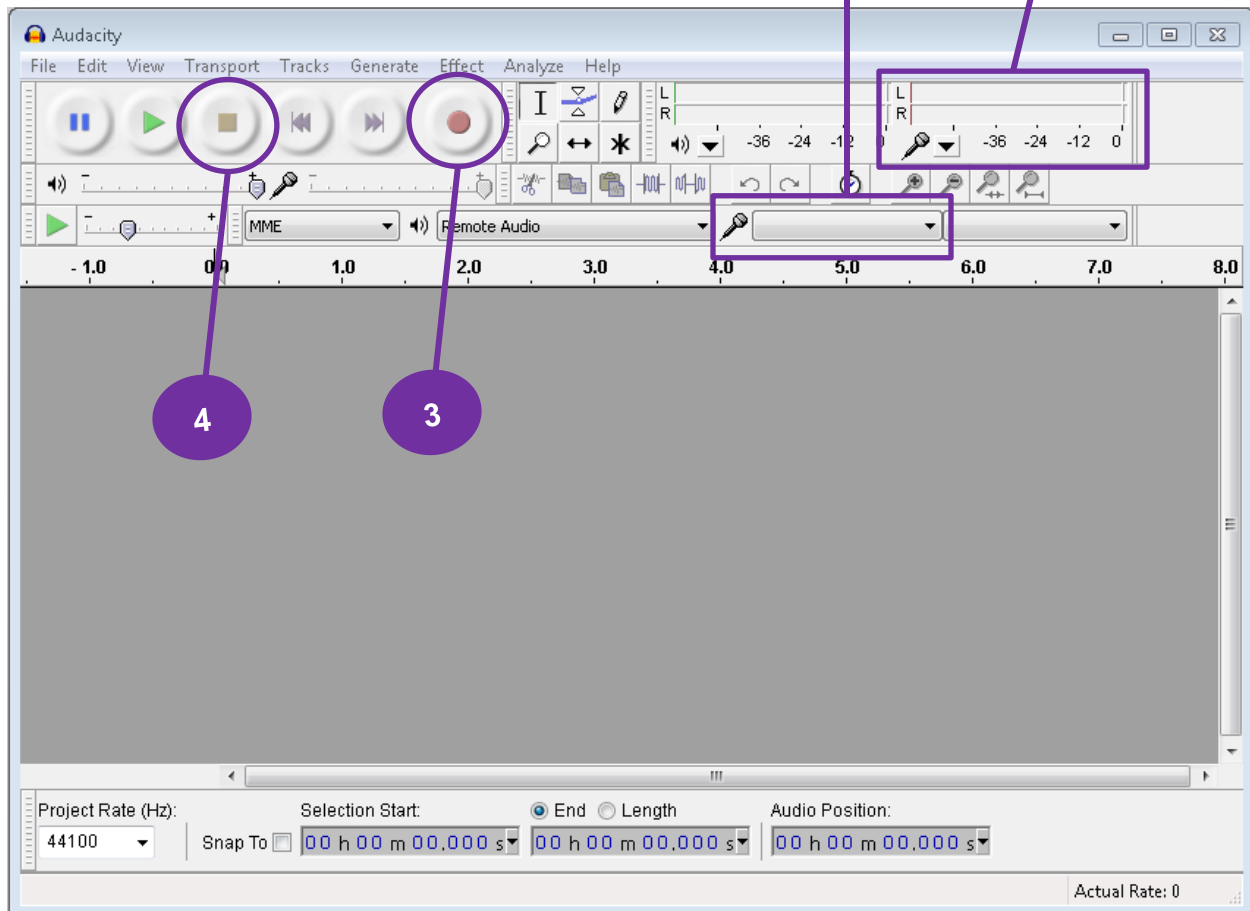
USING AUDACITY TO RECORD NARRATION (PREFERRED)

GETTING STARTED and HELP

1. Download Audacity from audacity.sourceforge.net
2. Get help from Audacity at <http://audacity.sourceforge.net/help/>
3. I recommend the lynda.com course (1hr. 45min.) free for CMU.

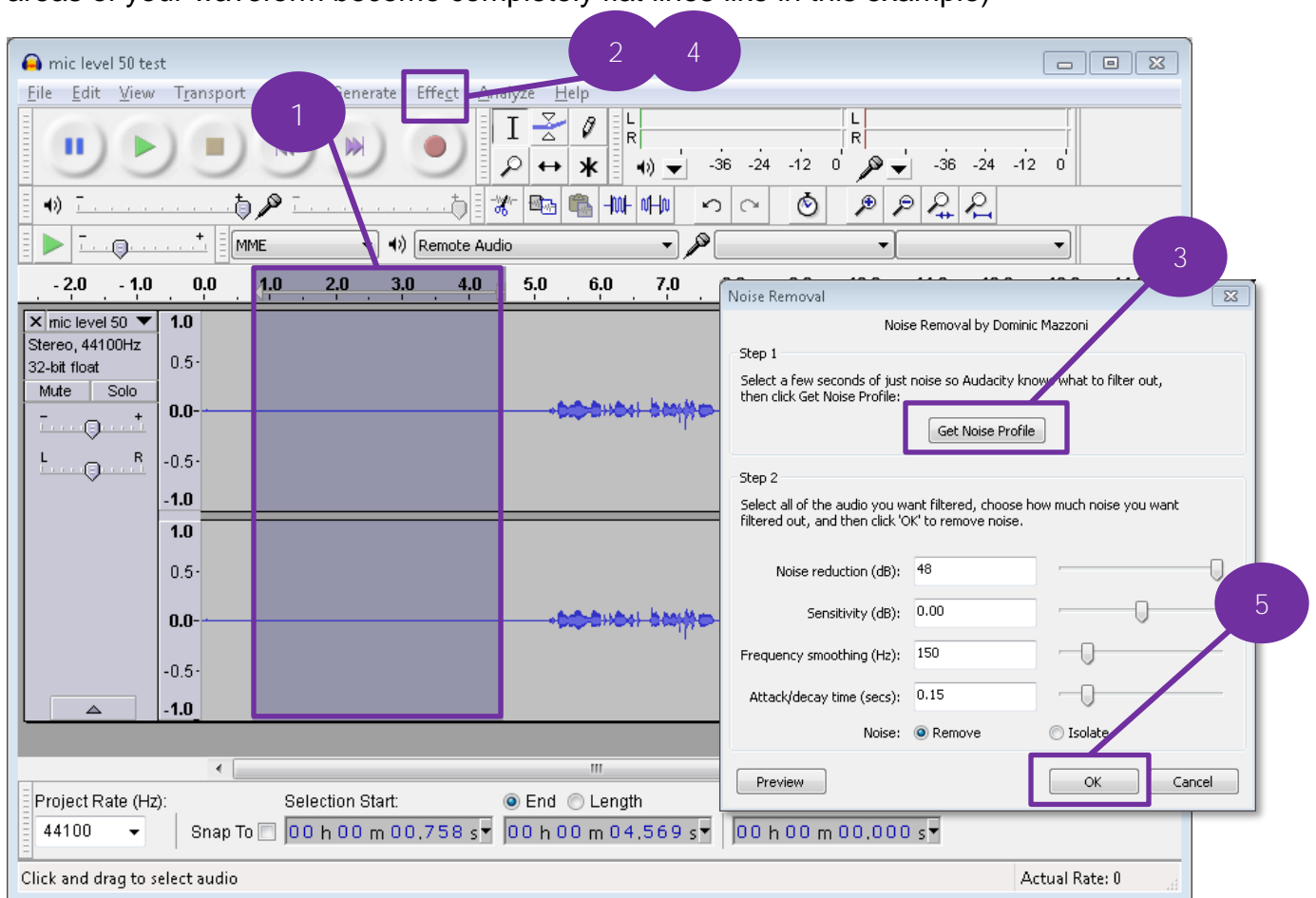
TO RECORD

1. Verify that the correct audio device is selected for recording (USB Codec)
2. Do a sound check (Check input levels)
3. Click Record
4. Click Stop or hit the spacebar when finished



TO APPLY NOISE REMOVAL (for 'white noise')

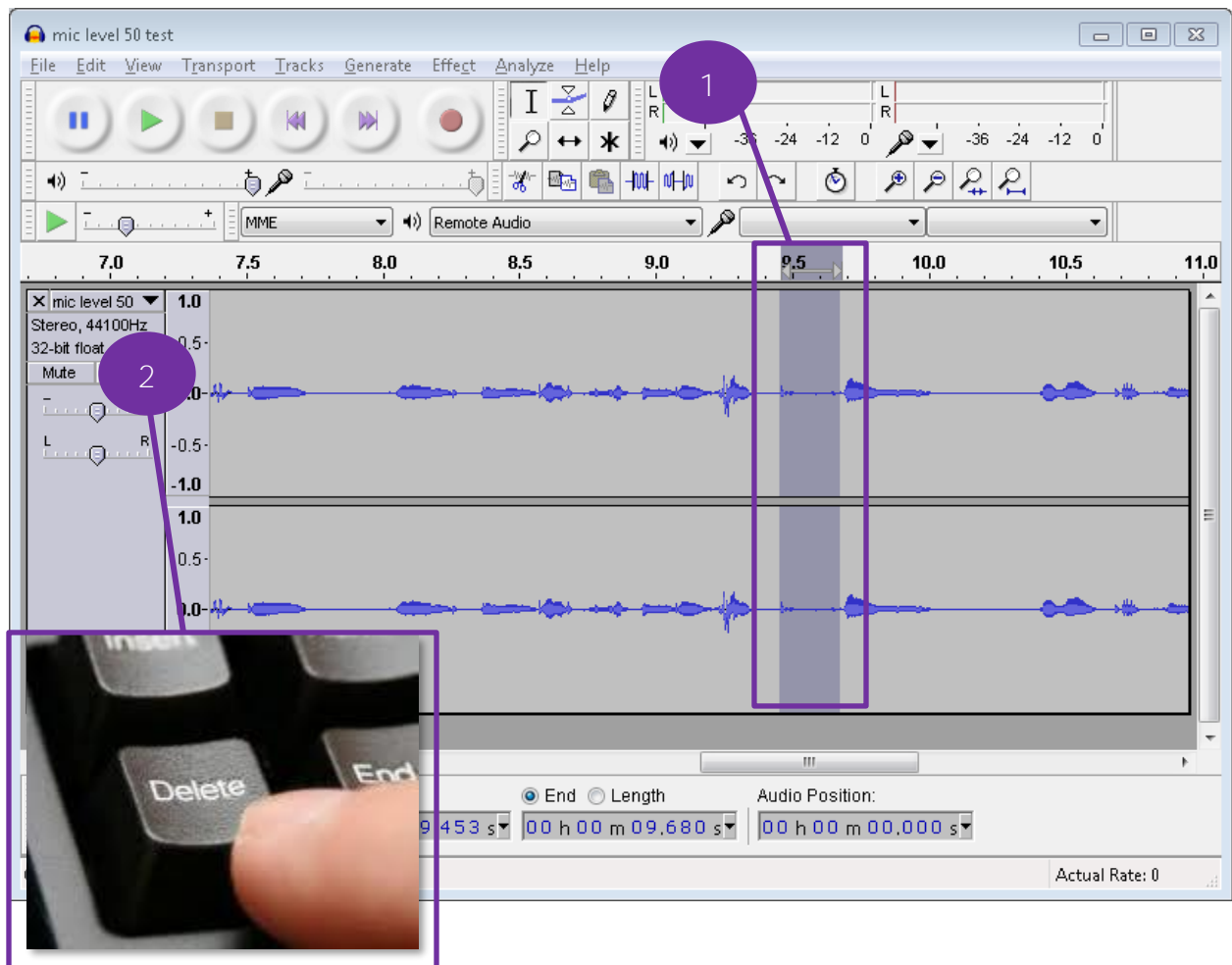
1. Select a piece of silence in your file (the dark gray area)
2. Click Noise Removal under Effect
3. Click Get Noise Profile under Step 1 (dialog box will close automatically)
4. Click Noise Removal under Effect
5. Click OK under Step 2
6. Listen to the section to see if 'white noise' is removed (you should also see the silent areas of your waveform become completely flat lines like in this example)



TO REMOVE PIECES FROM YOUR WAVEFORM

If you have something you need to remove from your file, such as a cough, paper rustle, or click, you can remove the entire piece. Please note, though, that if these sounds occur while you are speaking, you will not be able to remove them; you will need to re-record. You can remove as many pieces of the file as you need.

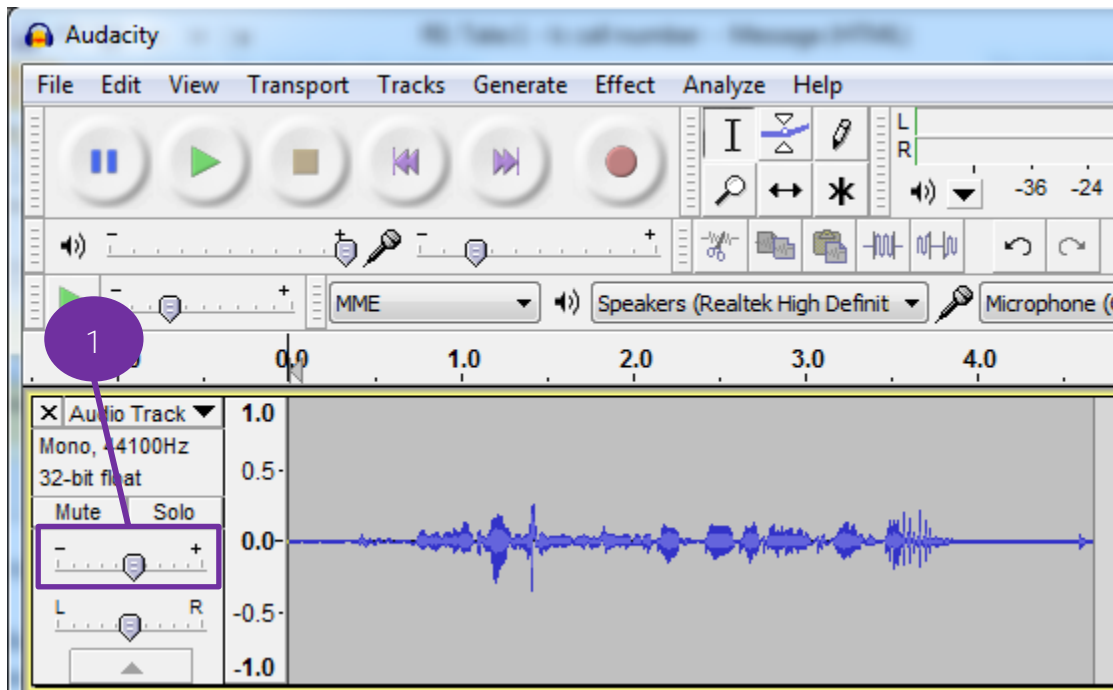
1. Select the piece you need to remove (the dark gray area)
2. Click Delete on the keyboard



TO INCREASE THE VOLUME OF YOUR RECORDING

If you have a good recording of your narration, but it's too quiet, you can up the gain. This will raise the volume overall. Similarly, if you have a recording that is too loud, but does not otherwise have distortion or noise, you can lower the gain to lower the overall volume.

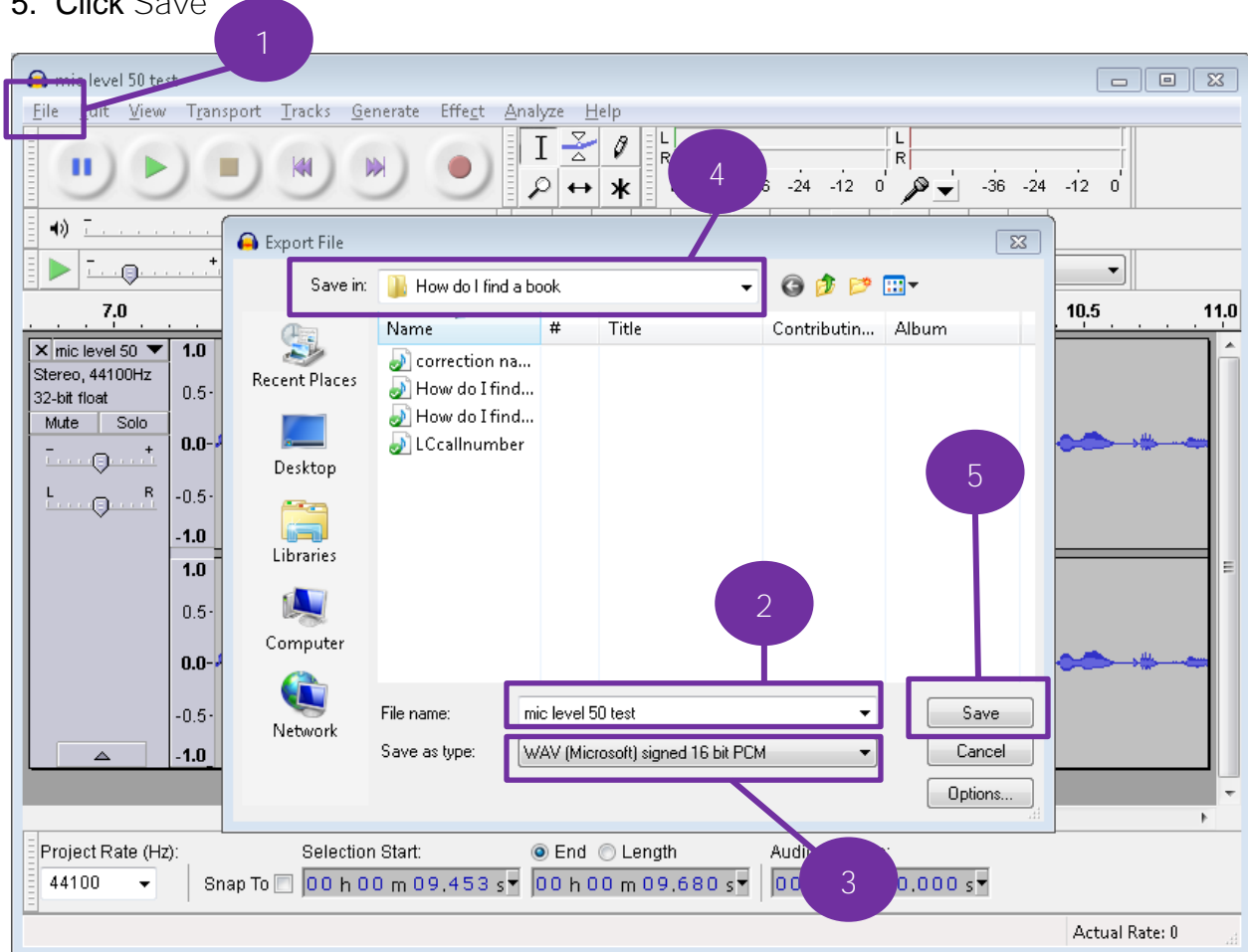
1. Click and drag the gain slider. Note that the gain is measured in decibels. Decibels are logarithmic, not linear, so a +2 is much more than a 'step' above a +1.
2. Listen to the recording again to fine-tune your gain adjustments.



TO EXPORT YOUR FILE

It is important to export your file in a format that Camtasia can understand. Just clicking Save will result in an .aup file and associated .au files. These are not what we need. We need a final, single .wav or .mp3 file. You can email a .wav or .mp3 file just like any other file. This is the file you will import into Camtasia when you are ready to work on your tutorial.

1. Go to Export under File
2. Name your file (I suggest this format: Name of tutorial_narration)
3. Select WAV or MP3 under Save as type
4. Select the folder you want the file saved in
5. Click Save

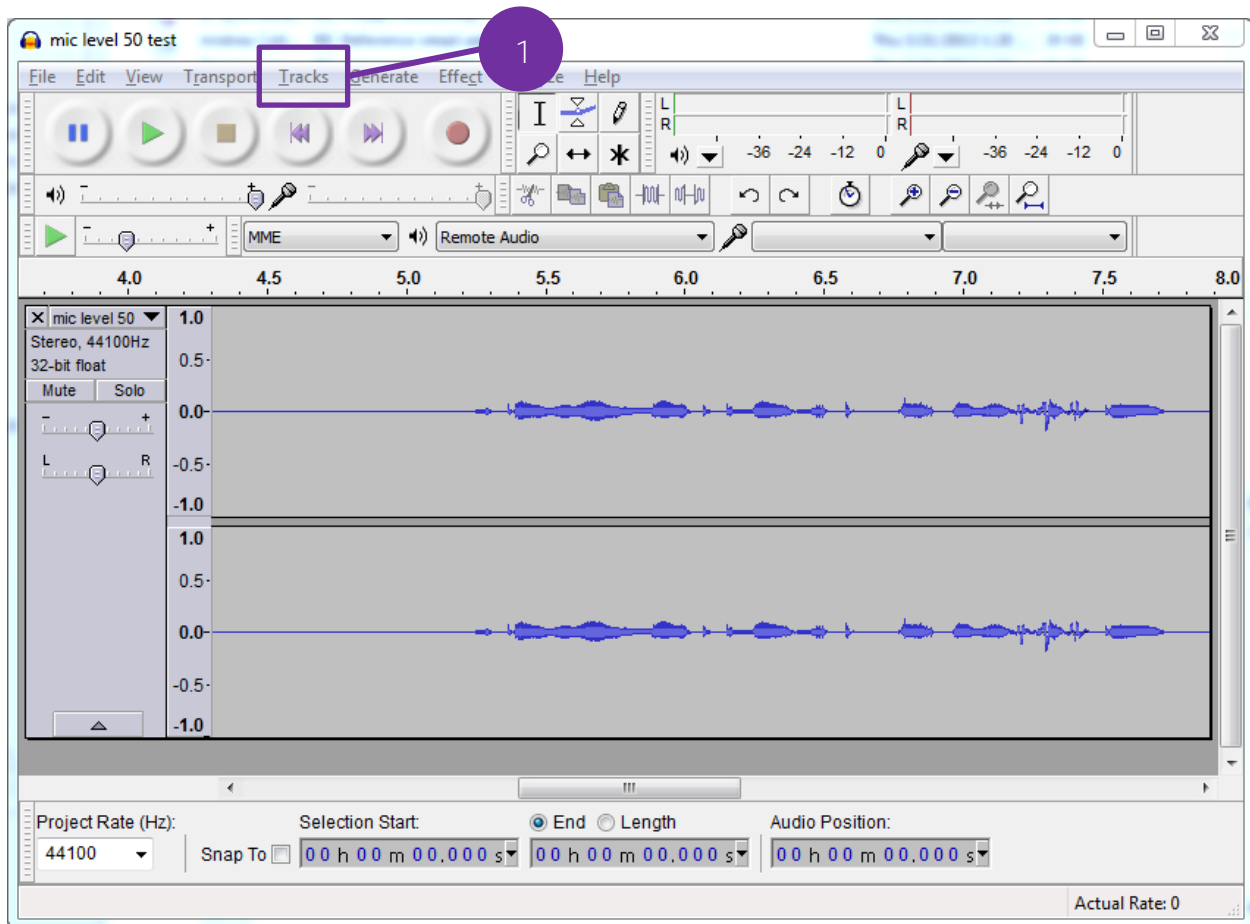


TO CHANGE FROM STEREO TO MONO

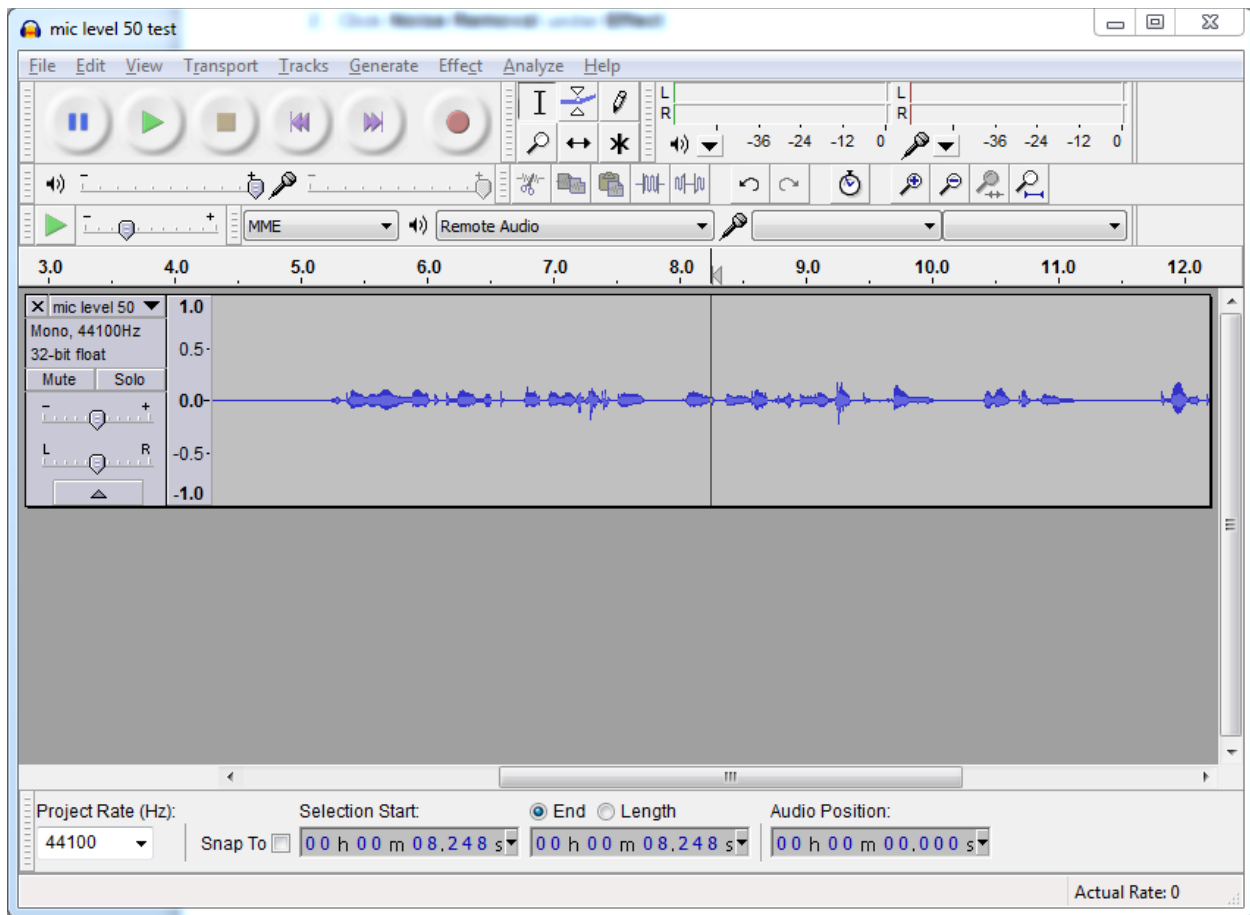
This is what a stereo recording looks like in Audacity. There are two tracks, indicating that the recording was done in stereo.

Stereo recording isn't necessary when only doing voice narration. To keep things simple, you can record in mono; if you forget or accidentally record in stereo, it's easy to switch from stereo to mono.

1. Click on Stereo Track to Mono under Tracks



Now it should look like this and have only one track.



KEYBOARD SHORTCUTS

| Command | Result |
|----------|--|
| Space | Start/stop (recording and playback) |
| CTRL + Z | Undo |
| P | Pause/unpause (recording and playback) |
| Home | Go to start of project |
| End | Go to end of project |

AUDACITY TOOLBAR

