

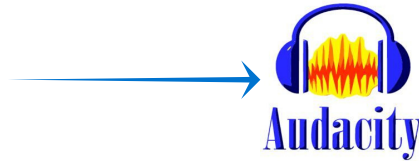
How to Record your Voice



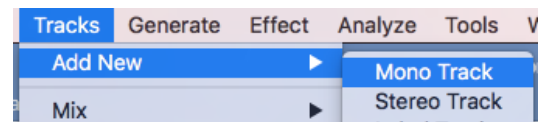
Centre for Teaching and Learning
UNIVERSITY OF TORONTO
SCARBOROUGH

It is best to create a folder on your desktop to store your original interview and all other audio and project files.

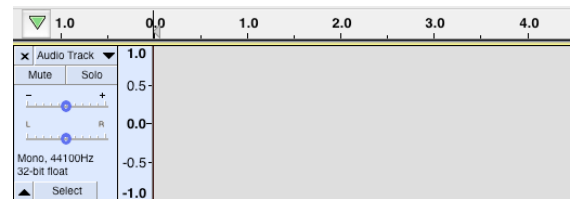
- a** Open the Audacity application on your computer.



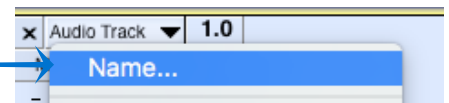
- b** Click Tracks->Add New->Mono Track to add a new track to your Audacity Project



An empty audio track will appear in the Audacity window.



- c** Click on the Audio Track label and select "Name.." Rename the track to "My narration" – or any other meaningful name.



- d** Select the microphone you want to record your voice from. Make sure that the Mono Recording Channel is selected.



- e** Click the Record button to start recording your narration. Click the Stop button when you are done to stop the recording.



- f** Once you are done, the Audacity track will look something like this.

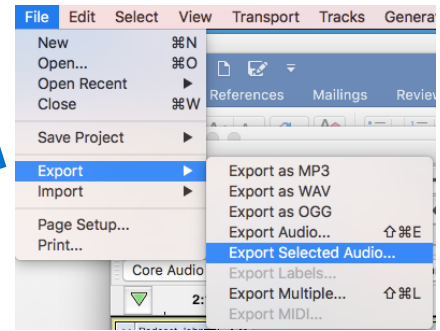


Click Play to listen to the full recording.

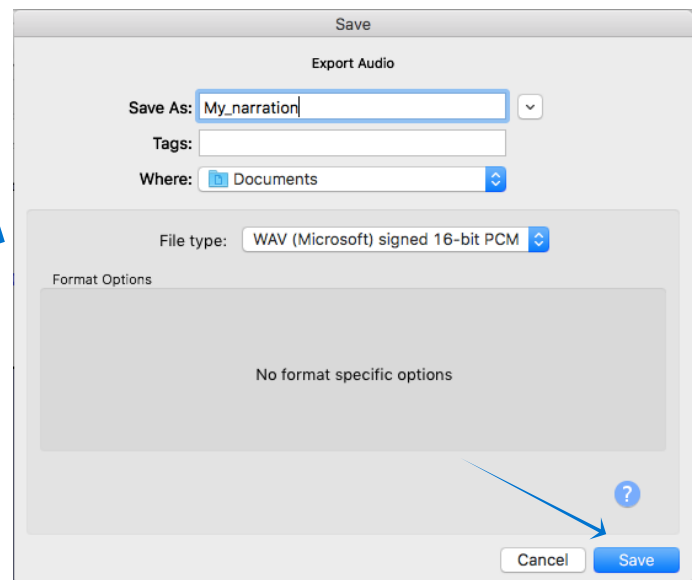
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- g** Click File->Export->Export Selected Audio.



- h** Enter the file name of the new file and select the location where you want the file to be saved. For the File type make sure you select the "WAV" option.



Click Save.

- i** Edit the meta data for the new file if you wish. Click OK.

Your .wav file should now be saved in the location you selected.

