Recording audio with Audacity

Audacity is a free, cross-platform audio editor/recorder that you can use to record audio yourself, or to import existing audio for editing. This short exercise will show you how easy it is to record your own voice using simple and inexpensive equipment.
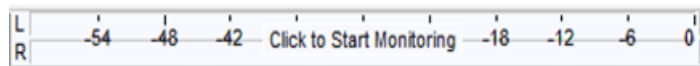
As you think about producing material to support your teaching and research, Audacity will provide a solution for making audio that can be used to promote your work.

Start Audacity

> Double-click the icon on the desktop
>
> Make sure the window is maximised

Set the recording level

> Click **Start Monitoring** at the top of the screen

> Put on the headset if you haven't already, and speak into the microphone
>
> Make sure the signal indicator on the monitor input meter averages around -12/24dB (this is a good signal – too much more might introduce distortion)

Record a short piece of speech

> Briefly think of/bullet point a 30 second topic
>
> Click **Record** 🔴
>
> Speak into the microphone to record your voice – be yourself
>
> When you have finished, click **Stop** ⬛ or press the space bar

Click Play ▶ or press the space bar to listen to your recording

Edit the recording

> Trim/delete 'silences' at the beginning & end and any other 'muffles' by…
>
> highlighting (press & hold left mouse button & drag) these areas & pressing DELETE on the keyboard.

Save the recording

> Click **File | Export** and choose the **mp3** option
>
> Give a filename and save the file to the Desktop
>
> Fill in the metadata tags about the recording and fill the generic music titles with an academic purpose – e.g. in the Artist field enter Professional Blogs etc.

Play the exported mp3 file

> Locate your **mp3** file where you saved it on the Desktop
>
> Double-click the mp3 filename to play it

If you want to, you may save the mp3 to your own memory stick or delete the file to the Recycle Bin

Why use Audacity?

Being able to record and edit audio (yourself or others) is increasingly important across a wide range of activity – from editing recorded lectures for revision or archiving purposes, to generating material to support your work in building online presence.

Oxford has several ways of helping you achieve these goals – from using **WebLearn/Canvas** to store files and to provide a site to include in your presence, through to more specialised services like **MediaPub** which will provide RSS code for you.

In this task you will have demonstrated how easy it is to create audio material to support your research, teaching, and learning.

Research students' Skills Toolkit

Audacity Tool Table

This page will not be given to the students

Setup needed:

Audacity 2.02 should be installed – icon on desktop please

No sample document necessary

Ensure headsets are connected and working – a test recording is most reliable way to prove this!

Interim re-setup needed:

Delete student work between each cohort

Research students' Skills Toolkit