

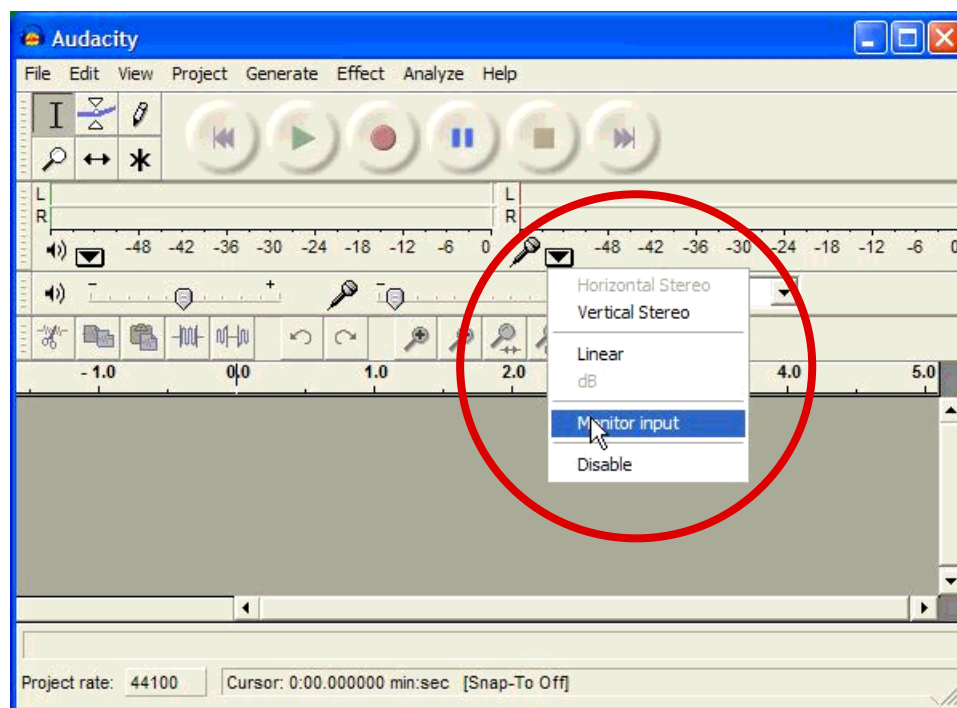
Recording audio using Audacity on a Windows computer

Audacity is an open-source program - therefore free to use - which can be downloaded for use on Windows, Macintosh or Linux computers - from <http://audacity.sourceforge.net>. It offers a range of options for editing audio materials; but you do not have to use its wide range of effects

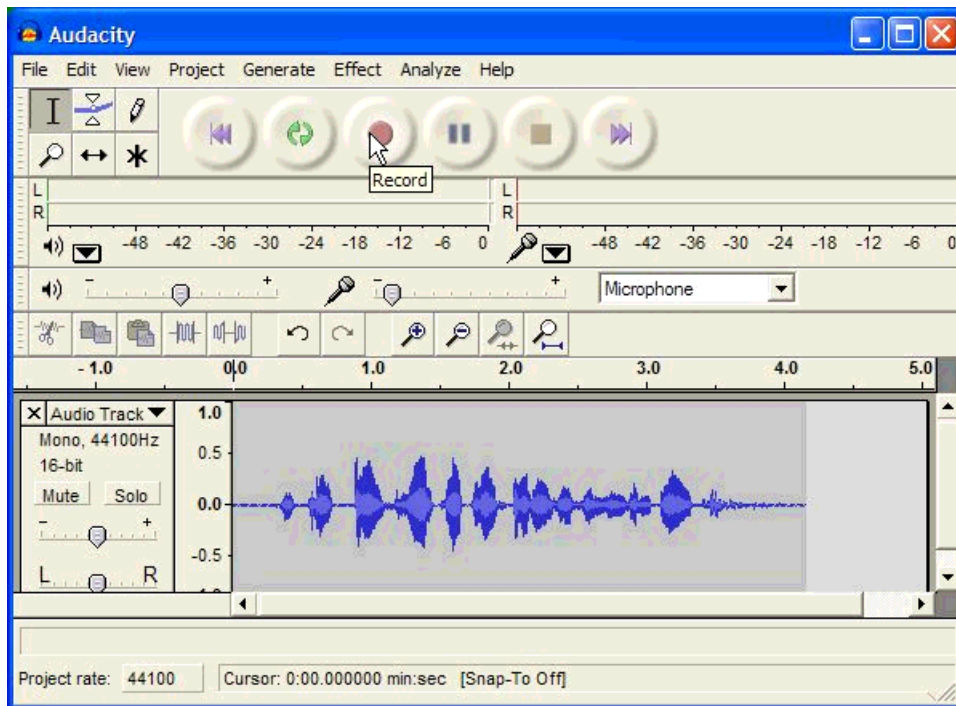
There is a small complication, because of the copyright laws. To convert recordings to MP3 format, which can be transferred and played on an iPod, you need what is called the LAME framework. For instructions about how to download and deal with this, look at <http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>

You need a microphone built into your Windows computer, or you need to attach one to the microphone socket or to a USB port

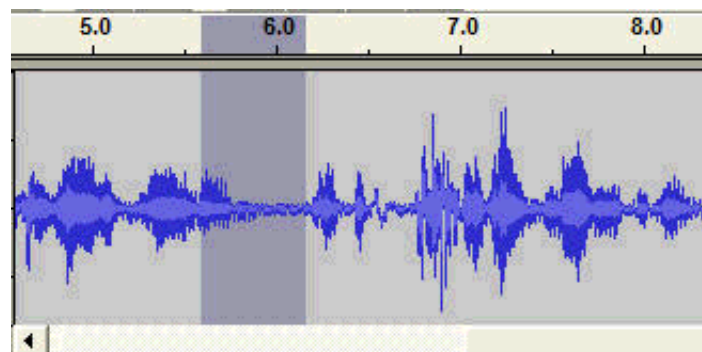
1 Launch Audacity using Start>All Programs>Audacity



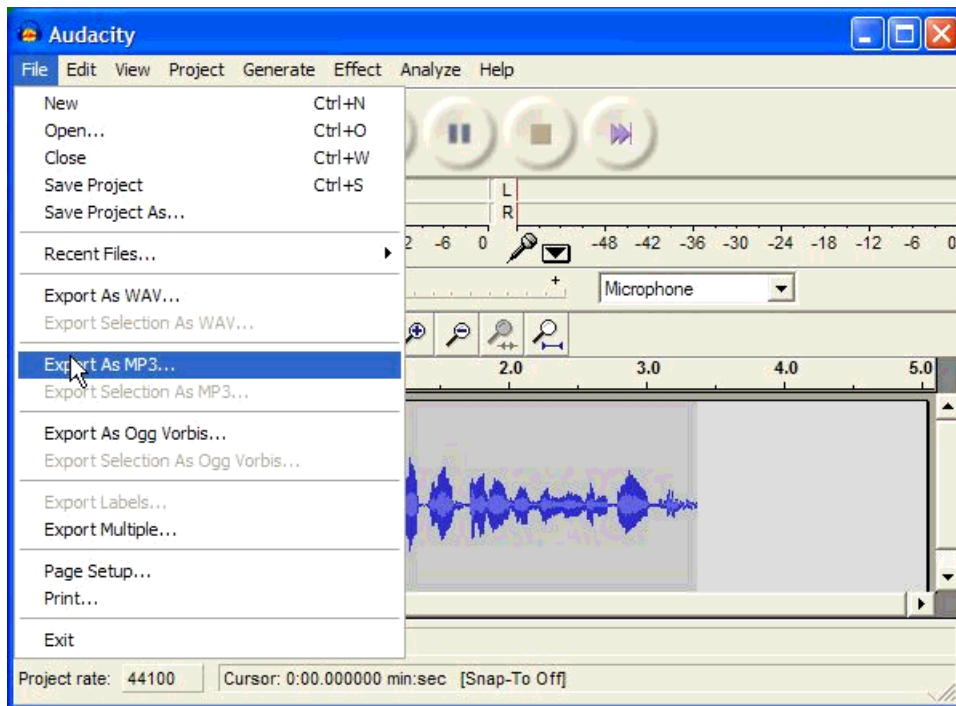
- Test the microphone input using the Monitor input option from the pop-up menu below the picture of a microphone, right of centre in the Meters toolbar, as above
- Select this option again to stop the monitoring
- If you get no response, you will have to let Audacity know what the recording source is. Select Edit>Preferences... and then the Audio I/O tab (first from left). Under Recording, select your device from the pop-up menu [USB microphones will often use AK5370]



- 2 Record one or more pieces of audio, using the red circle to start and brown square to stop. Note the blue waveform appearing as you record
 - Play back the resulting clip using the right pointing green triangle
- 3 You can edit out gaps or coughs or repetitions, or even unwanted sections using Audacity



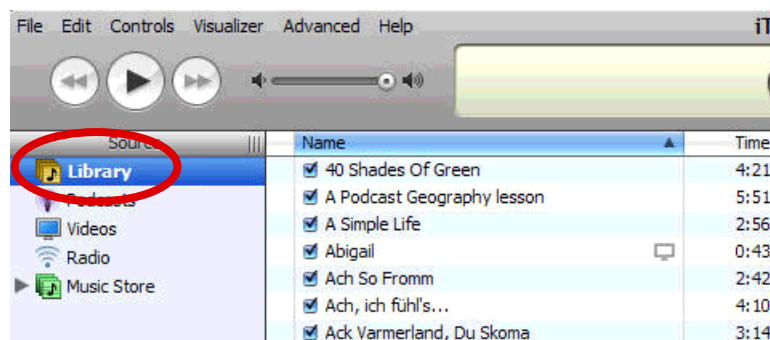
- Drag through the selected element of the blue waveform
- Strike the spacebar key on the keyboard to listen; adjust the selection accordingly. [This is the part which can take a long time if you are trying to remove 'ems' and hesitations and repetitions]
- Strike either the Delete or Backspace keys on the keyboard to remove the selection



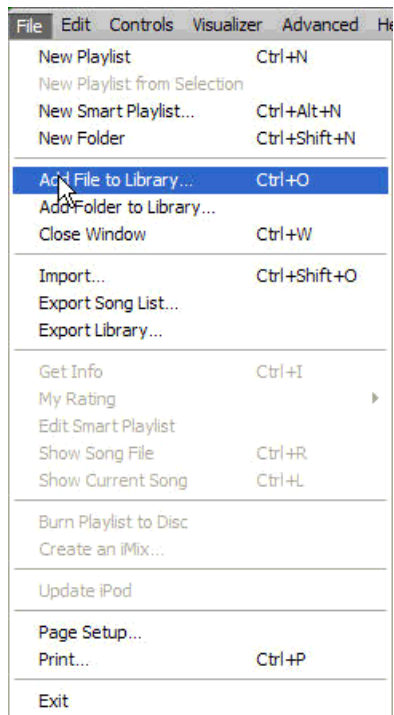
4 Select File>Export As MP3... and save the sound clip to a sensible location with a memorable name

- When you [left] click on Save a window appears to invite you to 'Edit the ID3 tags for the MP3 file'. This is information which can be viewed in iTunes; it is optional but may prove helpful if you have a lot of clips
- Note that, unlike a lot of programs, there is no change of name at the top of the window

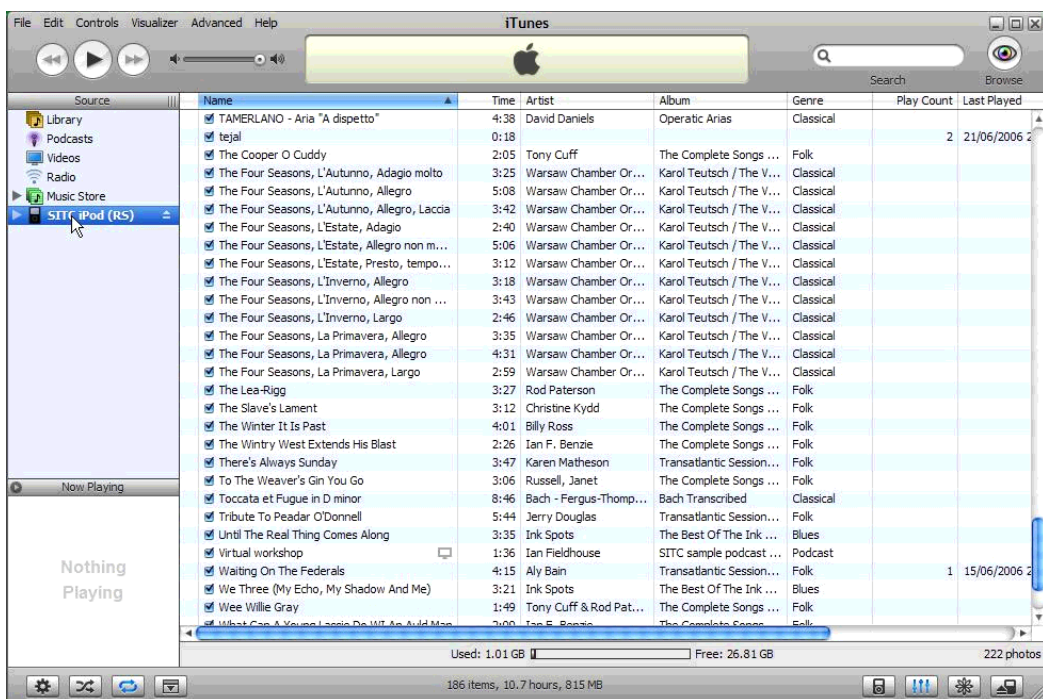
5 Launch or maximise iTunes



- Make sure that Library is selected from the Source List at the left, as above



- Select File>Add File to Library... and find the clip file in the location where you stored it
 - [Left] click on Open to confirm
- 6 The sound clip is already in a format which can be transferred and used on an iPod. Under the Kind heading in the Library, you should see it indicated as 'MPEG audio file'
- You can see the information associated with the ID3 tags by selecting the new item you created using Audacity and selecting File>Get Info [Ctrl+I is even quicker], then [left] clicking on Info tab
- 7 Connect the iPod



- Note that the iPod appears (after a slightly worrying delay of 35-45 seconds) in the Source list in the first column from the left and is automatically selected
- Create a new Playlist - which is just a collection of files, like a folder - by clicking

on the + button at the bottom/left of the Source List. Type the chosen name for the collection (folder) to replace 'untitled playlist' which is automatically offered. [You do not have to create a new playlist if you already have a suitable one]

- Drag the newly converted file/item into the newly created playlist

8 Play the sound file on your iPod

- Eject the iPod using the eject button in the Source List. Your iPod returns to life
- Navigate iPod>Music>Playlists>[new playlist] and press the centre button to play the item

RS/24 July 2006