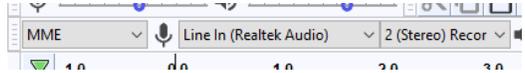


# Audacity User Quick Reference Guide

**Here are some quick steps to help you with your recording in Audacity.**

1. Plug the audio cord from your cassette player into the jack on the left lower corner of the monitor. Make sure the power cord on the cassette player is connected to the power outlet.
2. A pop-up window should appear asking you to select how the computer jack is to be used. Select "Line-in".
3. Check the "Sound" settings in Windows to "Listen" to line in. (See "Family History Center Computer Settings for Recording Audio Tapes" handout).
4. Open the "Multimedia Software" folder located on the computer screen (desktop) and double click on the Audacity Icon to open Audacity.
5. In Audacity, select Line-In from the recording device list.
6. Play the audio tape and check the recording level by clicking on the level meters. The meters should stay in the green and yellow areas (right side) for best sound quality.
7. Rewind or set the audio you would like to record back to the beginning. Click the red record button on the Audacity control panel and start the audio (press "play" on cassette player).
8. Allow the audio to play until you have reached the end. If you have to flip a tape, flip it without stopping the recording in Audacity and press play again. (Silence can be removed during editing).
9. When the recording is finished, click "Stop" (Square button) on the Audacity control panel .
10. Edit the wave file by adding labels, fades or clipping out silent sections. See page 2 of the Audacity classroom handout for further instructions.
11. Export your file as an MP3 or M4A. Add file information during the saving process. Remember to select your flash drive when saving the file, or burn the files to a CD or DVD. See the Audacity classroom handout for further instructions on exporting files.