

Downloading, Installing, and Using Audacity for GaRRS Volunteers

1. Go to <https://www.audacityteam.org>. Audacity is free to download and no additional hardware is required. If you reach the Home page (Fig. 1), then click on the Download tab (Fig. 2).



Figure 1



Figure 2

2. As of July 2020, downloads for Audacity 2.4.2 were available for:

Windows 10. Check your devices for compatibility with earlier operating systems.

MacOS X/macOS 10.7 and later

GNU/Linux Source Code

Note that some functionality may be limited or unavailable on the Mac version. Scroll down the download page for more information about using the 32-bit or 64-bit versions of Audacity.

3. Once Audacity has been downloaded, launch the application. If you wish to create a new Projects, go to the Menu bar and click **File > New** (Fig. 3).

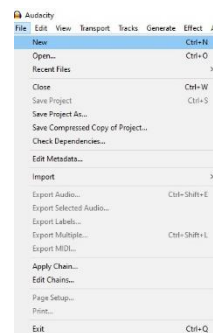


Figure 3

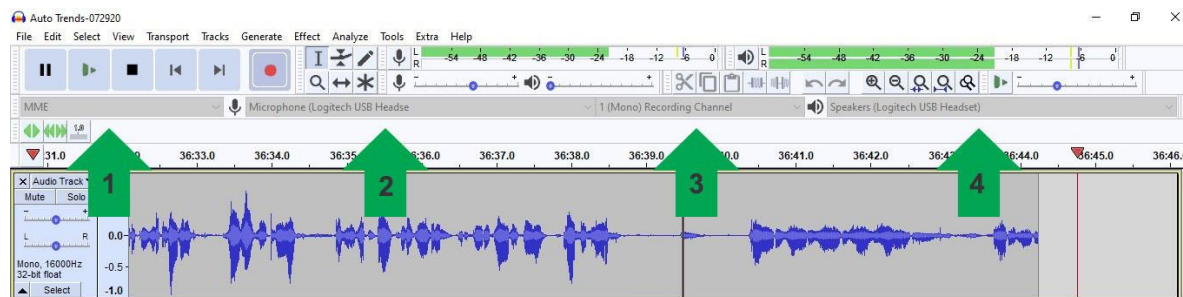


Figure 4

4. In the lower left-hand corner of the workspace, set your **Project Rate (Hz)** (Figure 4, above). This is also called the **Sample Rate**. Click to dropdown menu and set the rate to 16000. If asked to choose a bit depth, use 16-bit, if possible.

Hardware and Software Settings

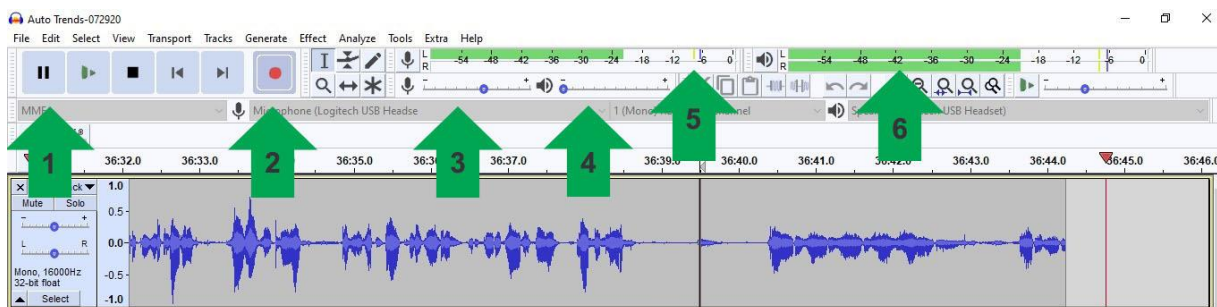
You might have to adjust your sound card and input settings so that Audacity will recognize the device. In the screen grab below, we see settings for a **Logitech USB Headset H390**, with (1) **MME** as the audio host (sound card); (2) **Logitech USB Headset** as the recording device; (3) **Mono** as the recording channel; (4) **Logitech USB Headset** as the speaker setting.



Again, these settings depend on your own equipment and software/hardware considerations. You may have to try several combinations to find the best recording and, monitoring/playback without any echo or delay. The ASIO driver (<https://www.asio4all.org>), may provide more signal input/output choices and lower latency (the time it takes from your voice to travel from the mike to your headphones). It's best to use headphones while recording, in order to avoid feedback which could take place while recording.

Recording and Monitoring Audio

Referring to the screen grab below, click on the record button (2) in the upper left-hand corner and check your recording (5) and playback (6) level indicators as you speak. Your recording level should be no higher than -5, otherwise your level (shown in green) could reach into the red area of the meter, producing distorted levels. Adjust the recording level control (3) as necessary. Also adjust the playback level control (4) to a comfortable level for listening.



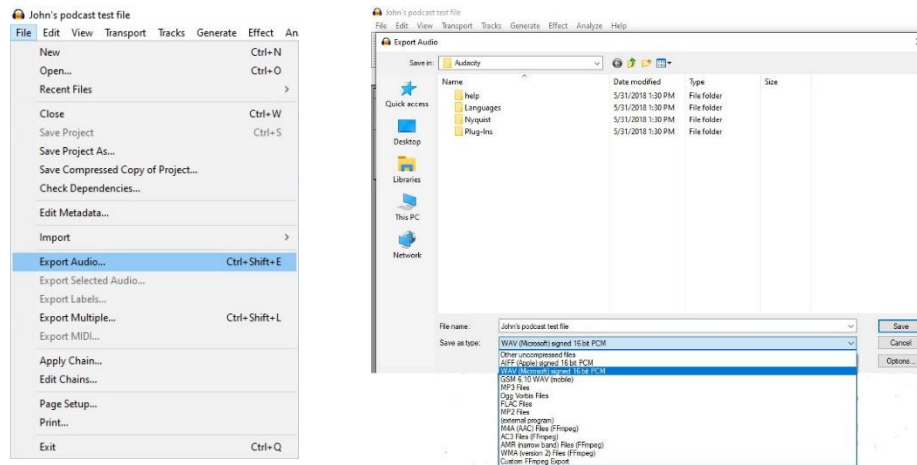
The playback level control may be independent from your computer's volume control. As you adjust Audacity's playback level slider, check your computer's speaker icon. Both may need adjustment.

When you're ready to record, click the **Record** (2) button in the toolbar, as shown above. A track will automatically be created, and a waveform will be generated to reflect the volume of what's being recorded. If you wish to pause while recording, click the **Pause** (1) button in the toolbar. To resume recording, click **Pause** again.

NOTE: If you click **Stop** and wish to resume recording on any previously recorded track, click at the end of the desired track and then press **Shift-R**. This will add new material onto what was previously recorded. If you simply press **Record**, a new track will be created.

Saving and Exporting Audio

Audacity recording sessions originate as **.aup** files. To save the completed session as WAVE, MP3 or other formats, click **File > Export Audio** (Below left). The **Export Audio** box (Below right) will then open up. You can save files in the default Audacity folder or create one of your own. Create a file name and then go to **Save as Type**. Select **WAV (Microsoft) signed 16-bit PCM** from the **Save as Type** box.



In the Export Audio window, note the **WMA** option. This is not the same as **WAVE** or **WAV**.