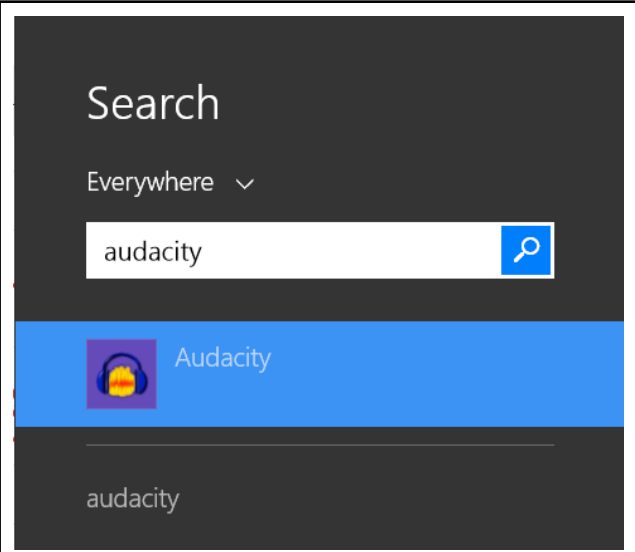
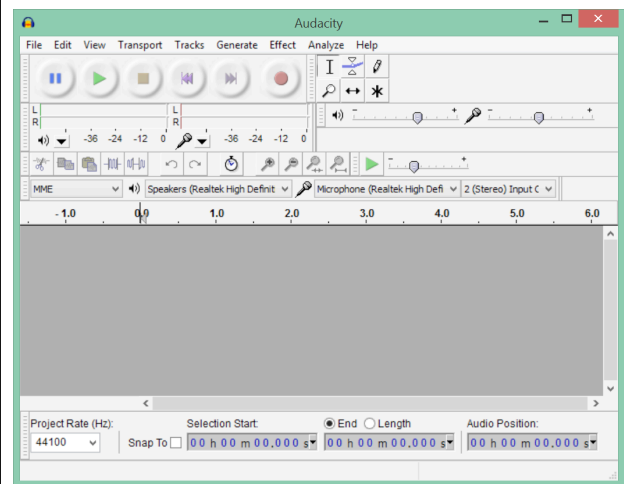


Audacity - Quick Record Guide

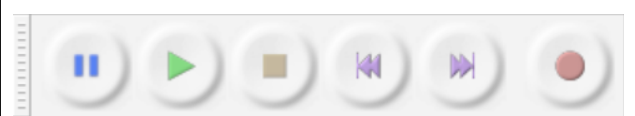
1) Open Audacity. You can do this by clicking on the desktop icon, or you can swipe in from the right and search for "Audacity"



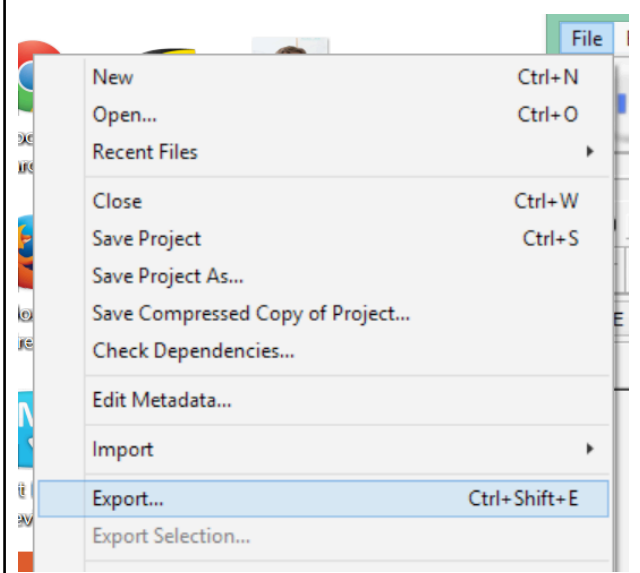
2) The program will load.



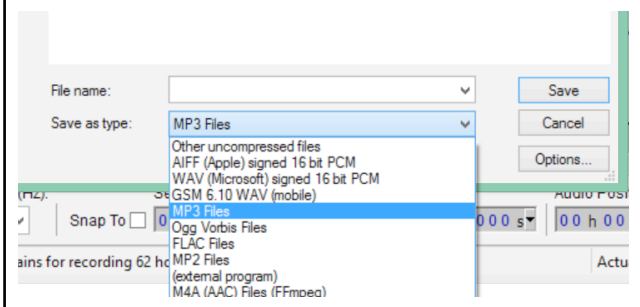
3) Click on the record button, which is labeled with a red circle, and start talking. You can pause your recording and restart. When you're done, click the stop button, which is labeled with a yellow square.



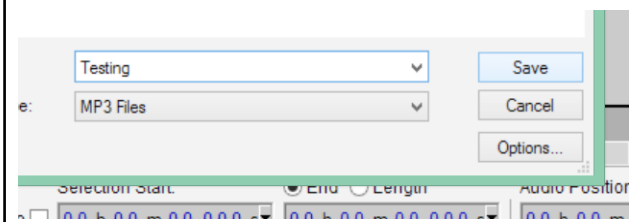
4) When you've finished creating your recording, click on File and then Export.



5) In the new window that opens, make sure to select "MP3 Files" as your "Save as type".



6) Give your file a title, select where you want to save the file and then hit save.



7) On the next screen, enter in as much meta data as you'd like. Press OK and your file will be saved to location you chose in step 6.

