Audacity®

Voice to MP3 recording

Each computer station at the Video Library has Audacity installed and is equipped with a headset and a built-in mic. Audio can be recorded using Audacity, saved and emailed or uploaded to Blackboard. We can help you create your audio file, no appointment is needed. Audacity is a free download for Mac, Windows and Linux OS.

Download the Audacity program from: http://audacity.sourceforge.net/ or http://www.audacityteam.org/download/ along with the LAME MP3 encoder – (Allows Audacity to export MP3 files.)

To begin recording your voice:

➢ Open Audacity by going to Start – All Programs – Audacity (Mac users will need to Search for the program)

➢ Recording Window opens (if recording window does not open automatically, go to File – New)

➢ Click on the pink dot and start recording

➢ To Stop, click on the yellow square. To Playback recording, click on the green arrow.

➢ Next go to File and scroll down to "Export as MP3" or "Export Audio". Type in name and save it to the desktop as an .mp3 file.

➢ Windows: At this point a message may appear asking for the lame.dll file. If this happens, navigate to where you downloaded the file (probably the desktop). Extract the lame.dll file.

➢ When the Edit ID Tags/Metadata…window appears select OK without making any changes

➢ Mac: At this point a message may appear asking for the lame.dll file. If this happens, navigate to where you downloaded the file (probably the desktop). Extract the lame.dll file.

➢ Close Audacity. When window appears asking to save changes click 'no'.

➢ To playback the file click on the green button in Audacity or open it in Windows Media Player or Quicktime from the desktop after you have saved it.