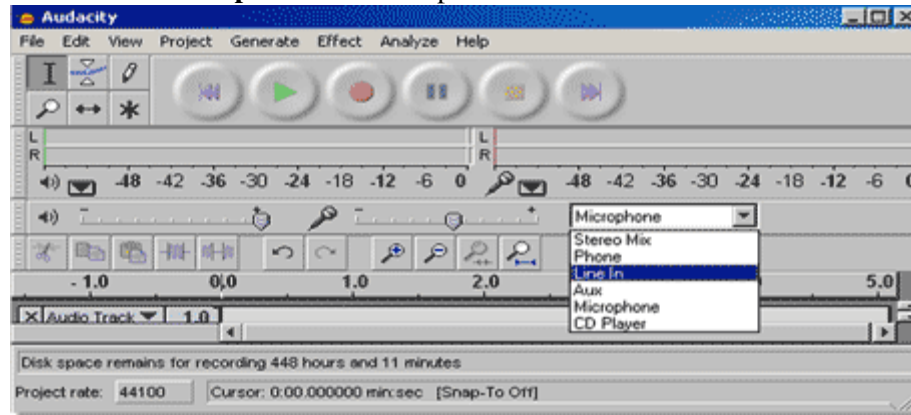


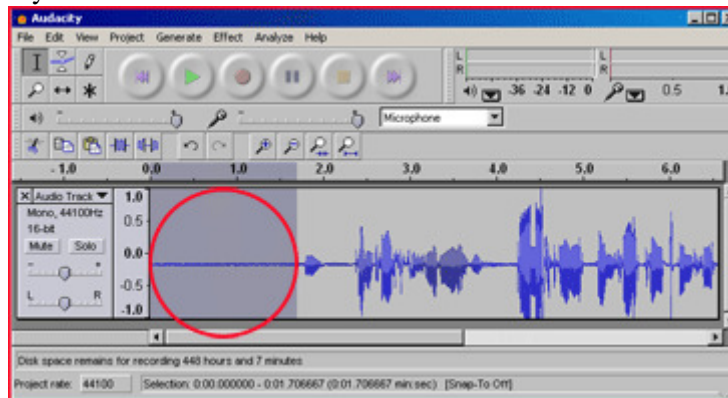
How to Use Audacity

Simple Microphone Recording

1. **Open** Audacity.
2. **Library 034B:** Make sure the microphone volume is turned up on the mixer. Select **Line In** on the drop-down menu.
3. **Library 034C:** Select **Microphone** on the drop-down menu.



4. Click the **red** circle button to record.
5. Click the **yellow** square button when you are finished recording.
6. If you wish to edit out various parts of your recording, position the cursor at the beginning of the segment you wish to remove, click and drag the cursor to the end of the portion you wish to cut. Hit **delete** on the keyboard to remove the section.



7. When you are finished with your recording, click **File > Export As a .WAV file....**
8. Name your file and choose a save location and click **Save**.

Converting Tapes to CD's

1. **Open** Audacity.
2. Insert tape into tape deck.
3. **Library 034B:** Make sure the microphone volume is turned down on the mixer. Then select **Line In** on the drop-down menu.
4. **Library 034C:** Select **Line In** on the drop-down menu.
5. See steps 4 through 8 above.
6. **Open Roxio.**
7. Select **Audio CD.**
8. Insert blank CD into CD drive.
9. Click and drag your **.WAV** file into **Roxio.**
10. Click **Continue.**
11. **Congratulations,** you have now made an audio CD!