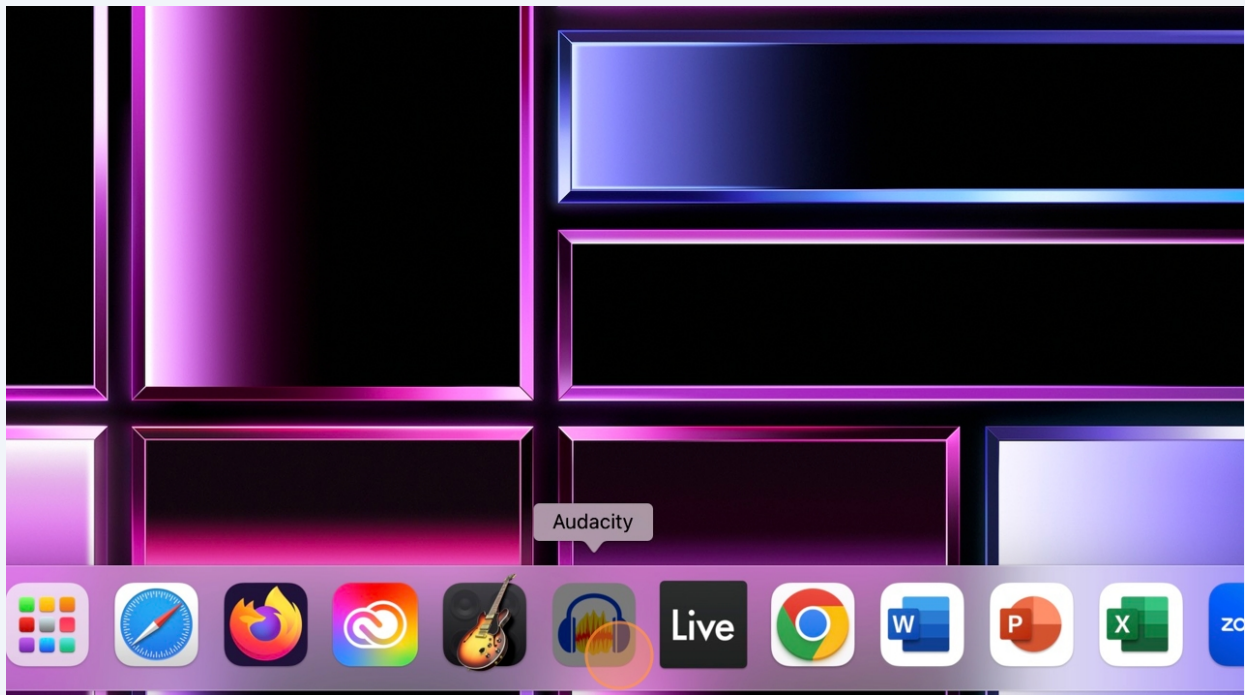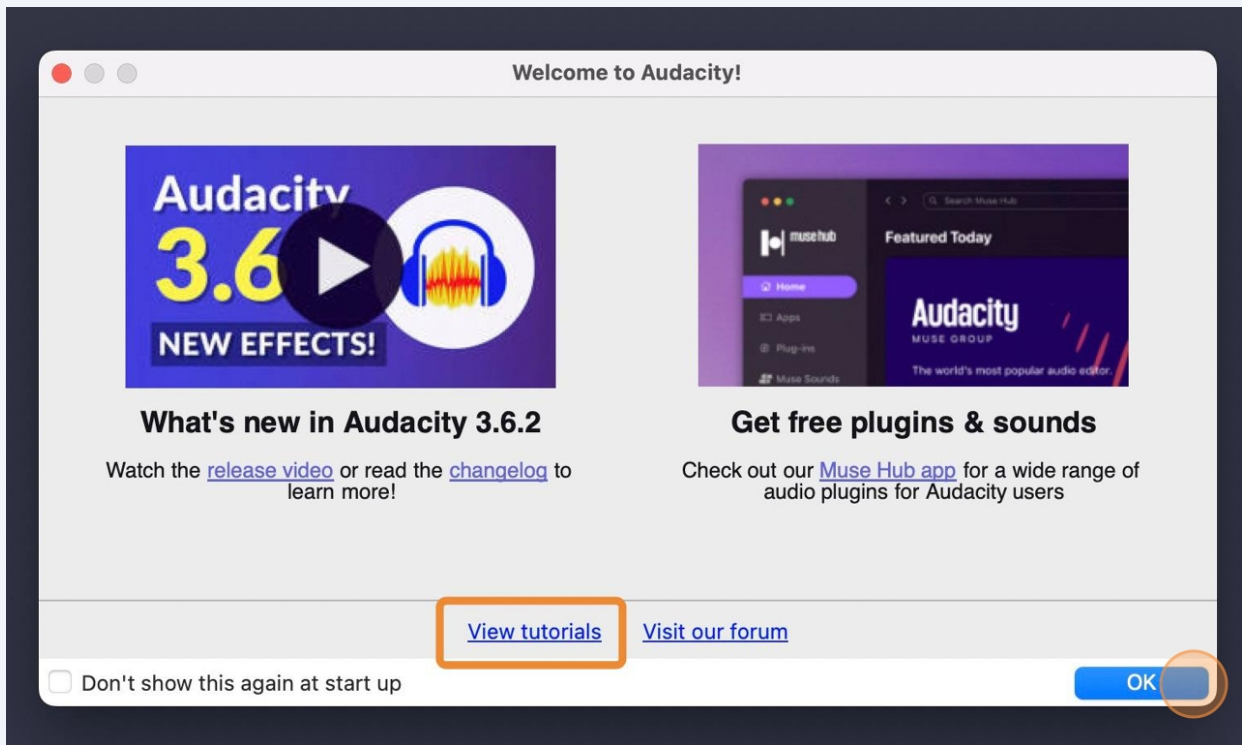# DMS Vocal Booth - Recording with Audacity

Steps for beginning and exporting a project in Audacity.
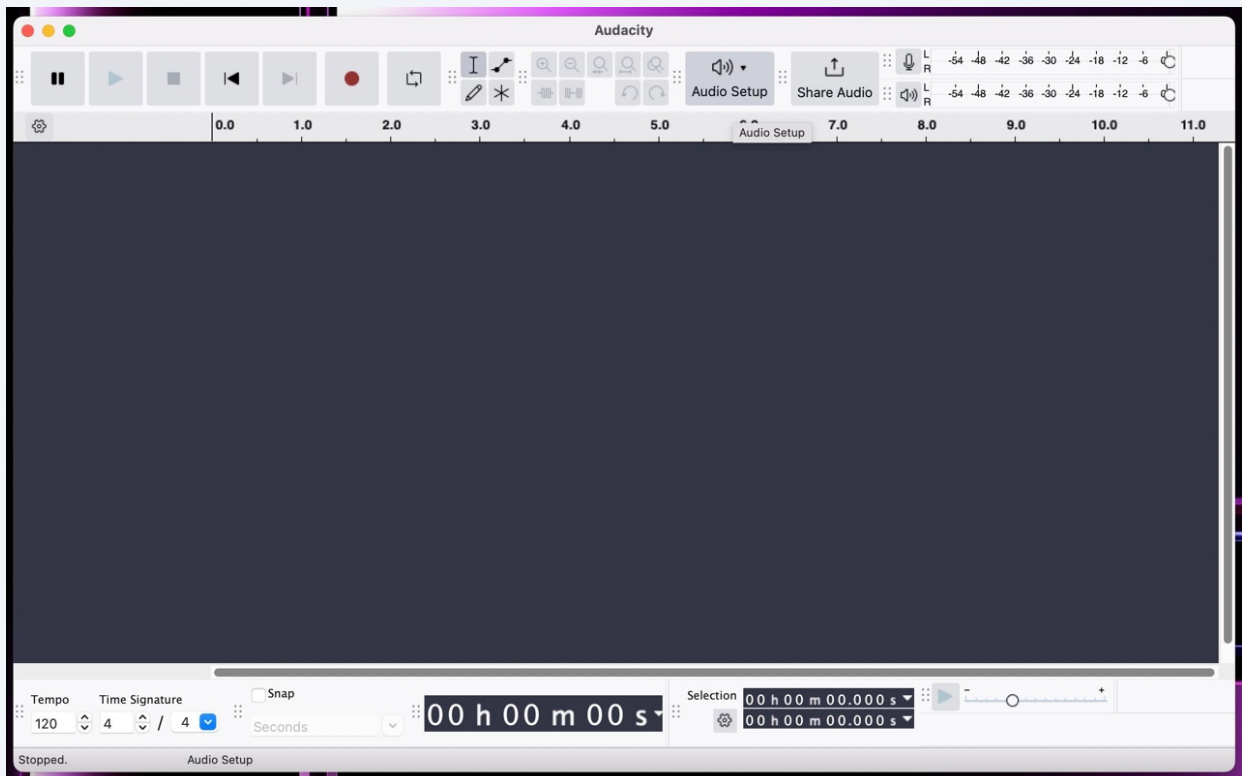
**1** Click "Audacity"

**2**   Click "OK" to continue, or refer to the available tutorials for further app support.
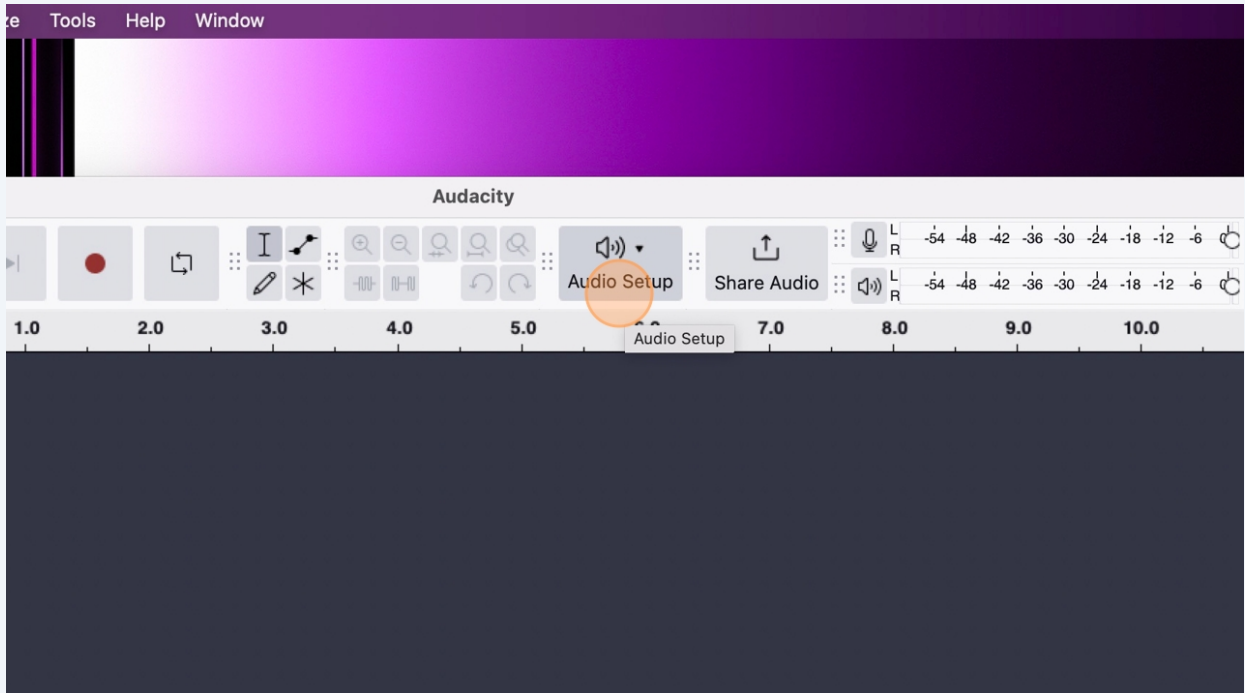


**3**   Audacity will open to a blank workspace.

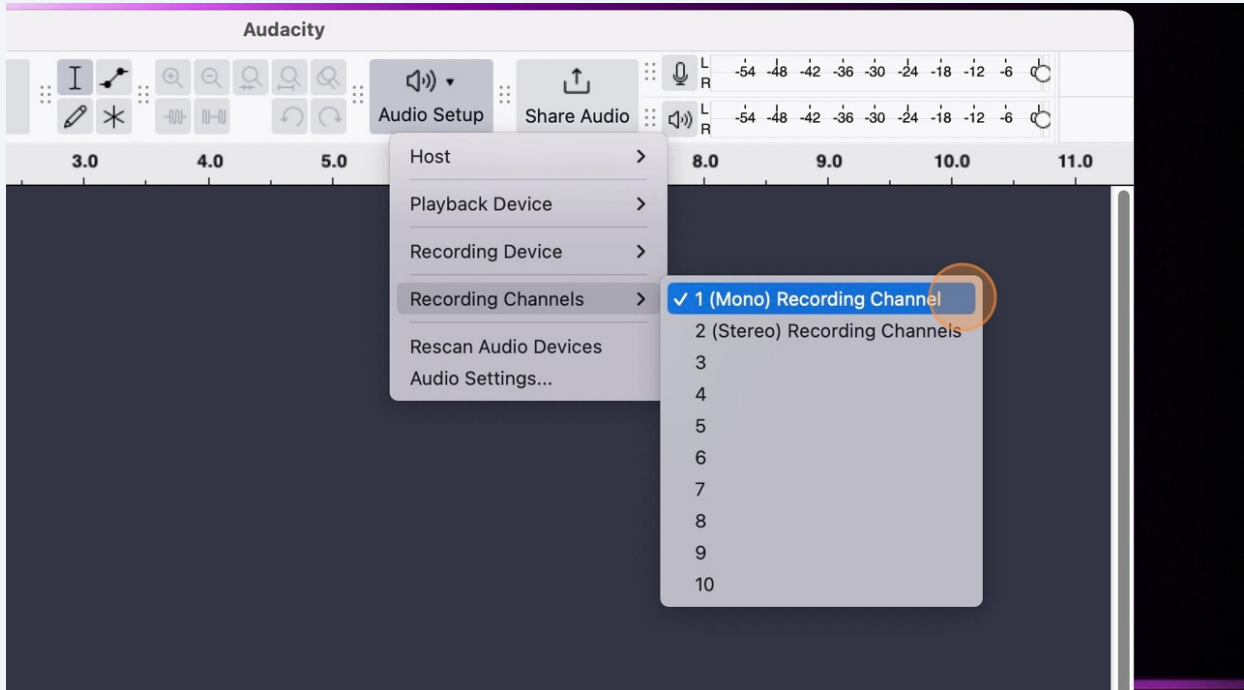**4** Click "Audio Setup"

**5**
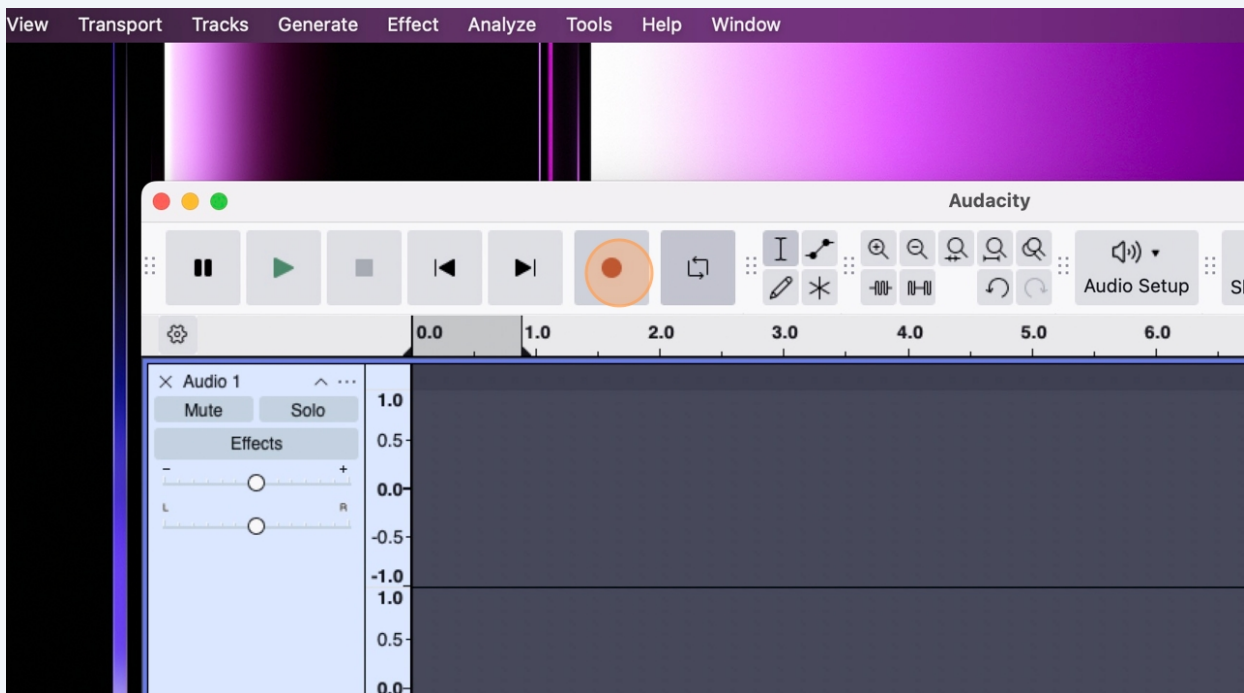
Drop to "Recording Channels" and select:

**1 (Mono) Recording Channel** if only one person is speaking, this will arm the mic closest to the computer.
**2 (Stereo) Recording Channel** if two people will be speaking, this will arm both mics.
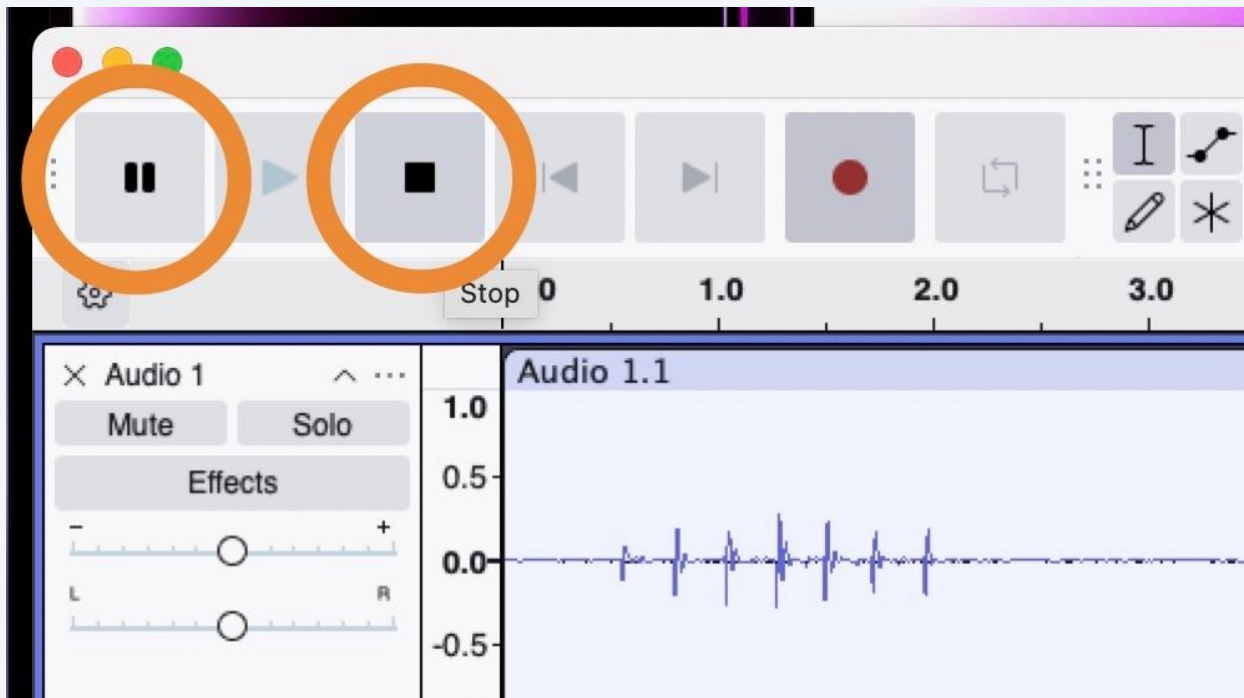


**6**

Click "Record" when you are ready to start and you will see your audio begin to record via the wavelengths below.

**7** Click "Pause" when you need to take a break without losing your spot, or click "Stop" when you are finished.



**8** *If you recorded using **2 (Stereo)**, your audio will record onto one track. You may need to separate them for further editing.
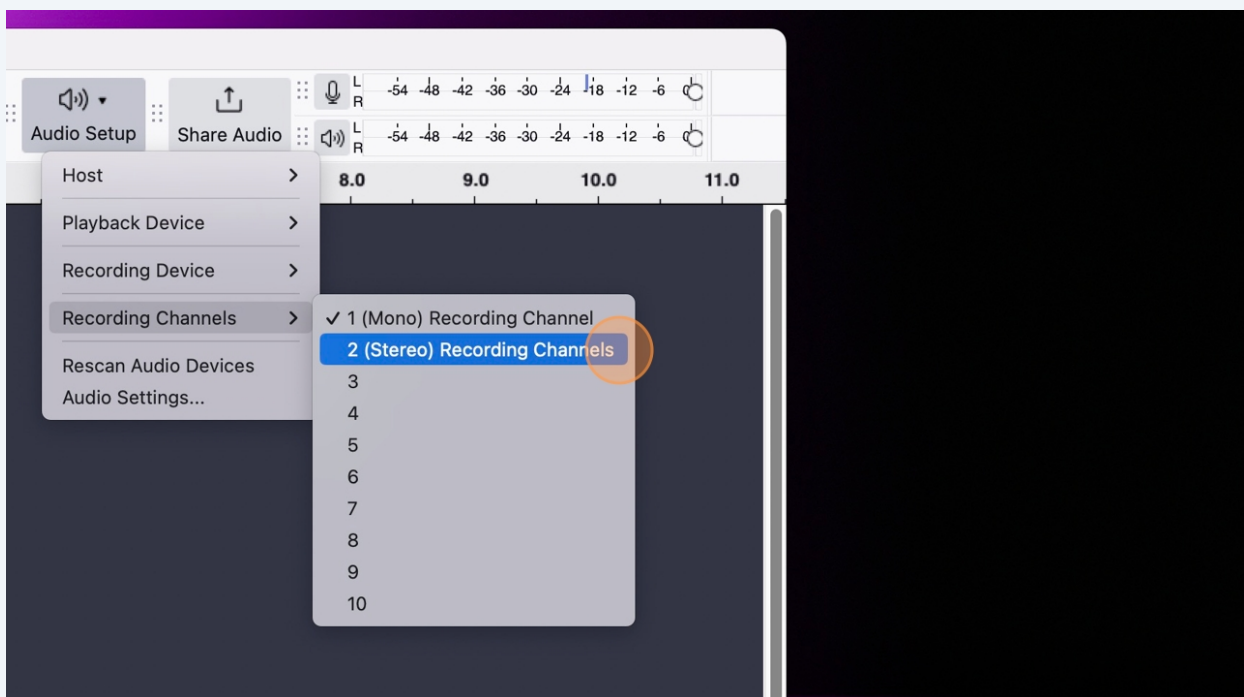
**9** To split this track, right-click anywhere on the wavelength and click "Split Stereo to Mono". This will divide the track into two separate wavelength windows.

You can save and export as normal before or after this step.
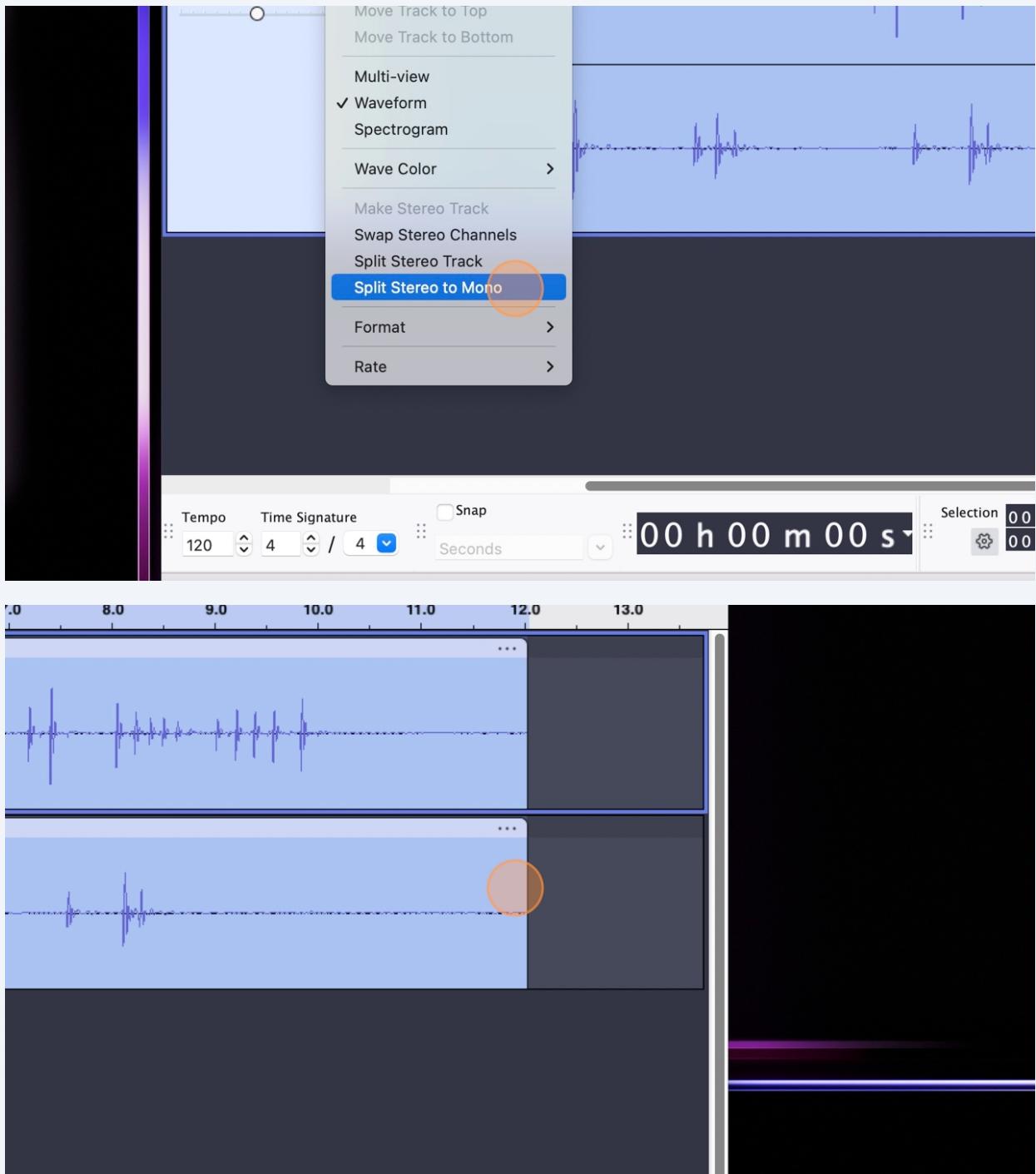


**10** When you're ready to export, click "File > Export Audio... > Export to computer"

New                          ⌘ N
Open...                      ⌘ O
Open Recent                  >
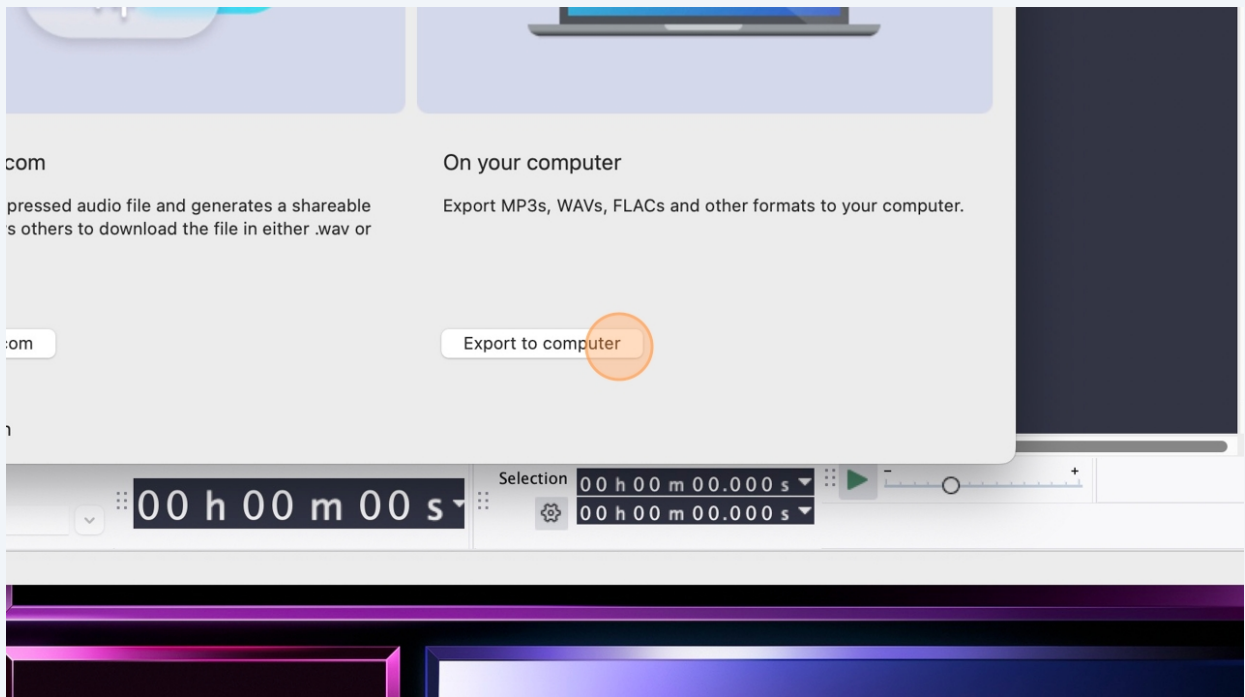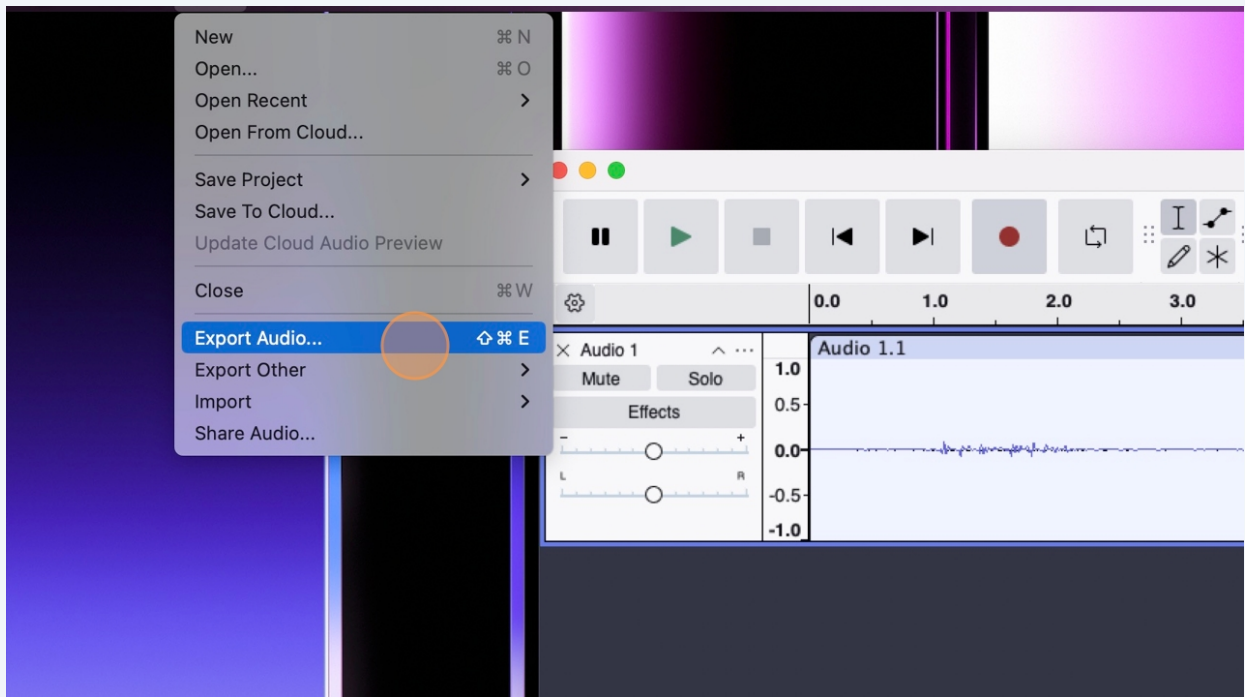Open From Cloud...

Save Project                 >
Save To Cloud...
Update Cloud Audio Preview

Close                        ⌘ W

Export Audio...          ⇧ ⌘ E
Export Other                 >
Import                       >
Share Audio...

Audio 1

Mute        Solo

Effects

Audio 1.1

.com

pressed audio file and generates a shareable
s others to download the file in either .wav or

On your computer

Export MP3s, WAVs, FLACs and other formats to your computer.

:om

Export to computer

00 h 00 m 00 s        Selection   00 h 00 m 00.000 s
                                  00 h 00 m 00.000 s

**11** Here you can name your exported file, specify audio options, and choose where it will save. Click "Browse" to choose the save location.

Export Audio

File Name: untitled.wav

Folder: /Users/dmsvocalbooth/Documents          Browse...

Format: WAV (Microsoft)

Audio options

Channels  ● Mono  ○ Stereo  ○ Custom mapping    Configure

Sample Rate  44100 Hz

Encoding  Signed 16-bit PCM

Export Range:  ● Entire Project
               ○ Multiple Files
               ○ Current Selection

☐ Trim blank space before first clip

Edit Metadata...                    Cancel    Export
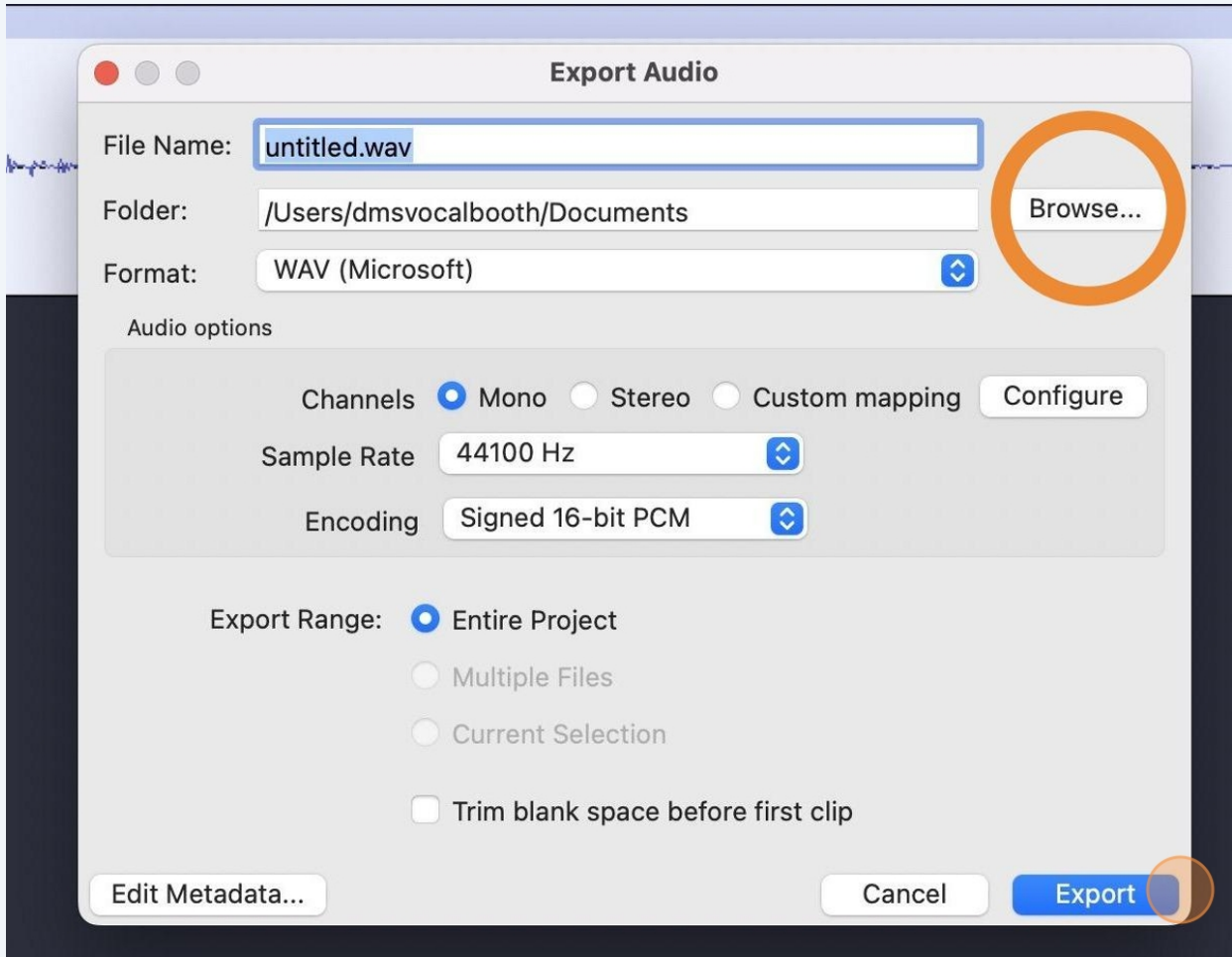
**12** If you are saving to an external drive, you will find your drive under "Locations", to the left of the saving screen. Any files saved internally will be lost when the computer reboots.
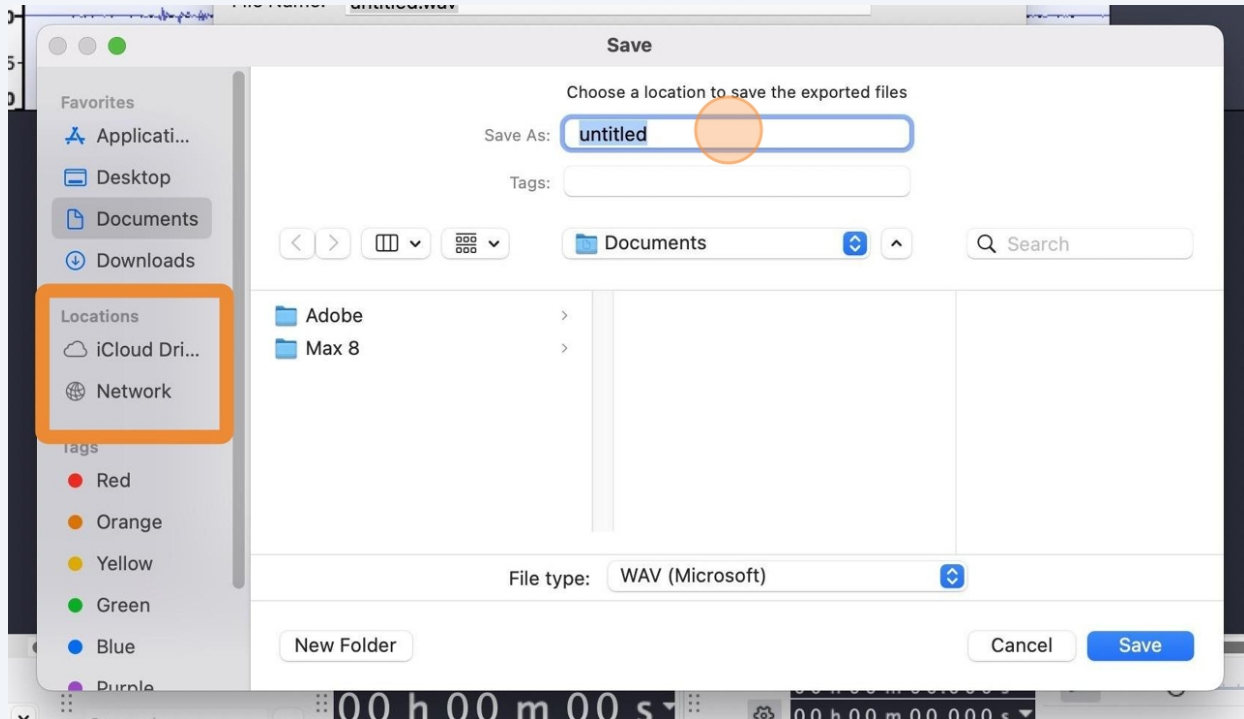


**13** Click "Export" and your file will save. You're done!