

Audio Studio and Audacity Tips and Tricks

- The studio is located on **the third floor of BGCME (475 Vine) in the Library/Resource Center**
 - When you arrive either the Academic Computing Lab or a librarian will be able to give you a key.
- **Arrive 30-60 minutes prior to your scheduled recording time to ensure that the system is configured correctly and that you have good sound quality.**

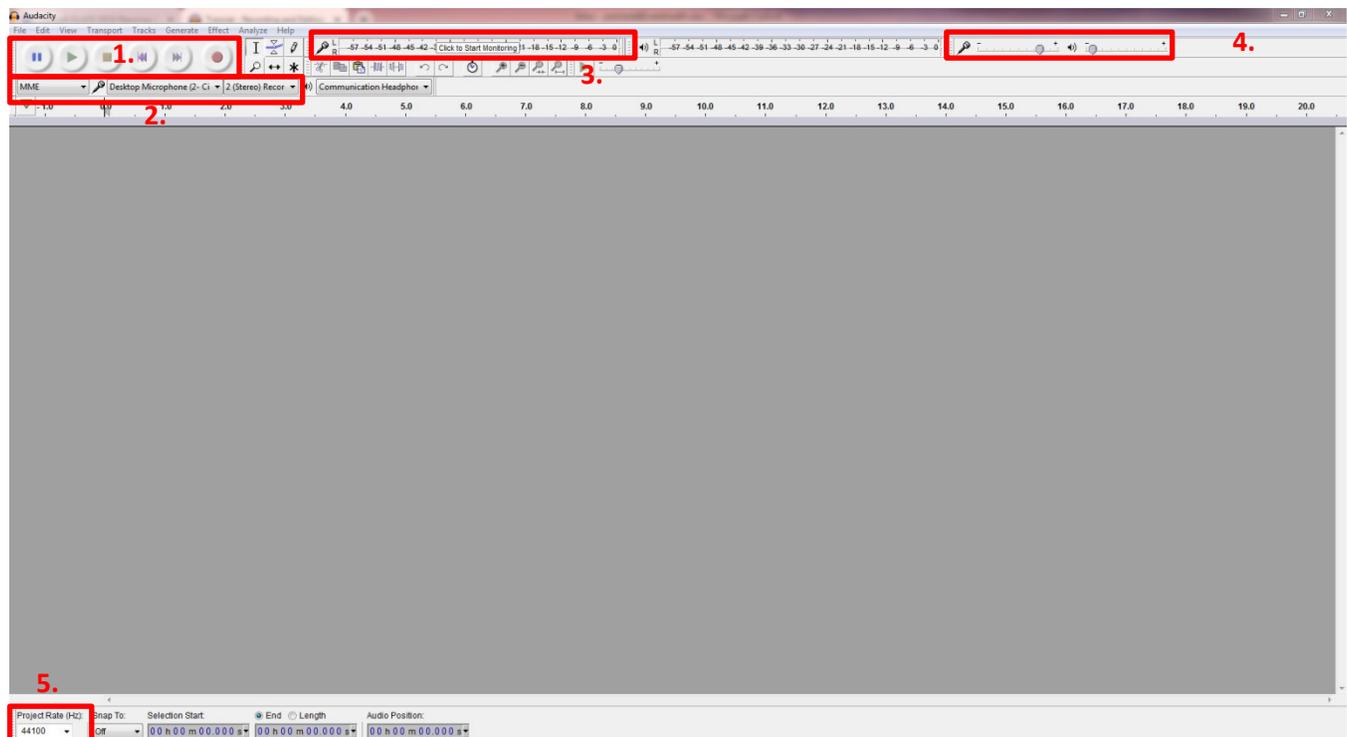
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Set Up:

- Log-on to the computer using your medctr ID and password.
- Ensure that the microphones you need to use are plugged in.
- Also ensure the microphones that you are NOT using are not plugged in.
- Ensure that the speaker volume is turned off
 - If speakers are not turned down, that can cause feedback (sound will be picked up twice – once from the microphone and once from the speaker output)

Configuration and Testing:

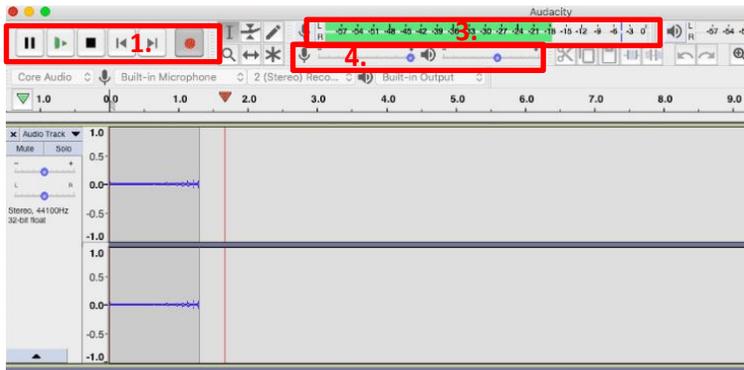
- Open Audacity. Most configurations in audacity will be already set up, but it is wise to confirm the following:
 - Microphone (#2 in image): MOTU Mic/ Line 1-2
 - Project Rate (Bottom Left- #5 in image): 44100 Hz



(The setup may look a little different on different computers)

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- Test both connected mics to make sure sound is being picked up.



- Watch the Green bar on Recording Meter (#3 in image): A reasonable target is for it to be at -6db
- You can adjust the volume of the mic (#4 in image) until you get a good reading on the recording meter.
- To test the sound quality:
 - Hit the record button (#1 in image) and speak in your normal tone into the mic. Record about 15 seconds of audio. Hit Stop.
 - Temporarily turn the speaker volume up and play back the recording.
 - When you are satisfied with your sound quality, start a NEW recording for your actual recording.
 - Do NOT continue to record in the same file.
- If the sound quality is not acceptable, restart the computer and try again.
- If the sound quality is still not acceptable, enlist the Academic Computing Lab for assistance.
 - They may need to contact additional a/v support or even the vendor, which is why allowing ample time is crucial
 - Often, default settings on the computer have been altered and need to be reset-this is the first troubleshooting step I'd recommend if sound quality is off.

Recording and Saving Audio File:

- Open a new file.
- Hit record. Pause for 3 seconds (as it's helpful to have a baseline of "silence"). Then begin recording.
- You do not need to stop the recording at any point
 - Restating sentences, pauses, outside conversation, etc. can easily be edited out after the fact, especially if you allow a couple seconds before continuing
 - Try not to rustle papers while speaking or make other noises (cell phone vibrations, pen tapping, hitting/touching the table); if you need to do something like this, do it while not actively speaking content, pause and continue (these sounds can NOT be edited out from behind the speaker)
 - Upon completion, I recommend you save **both the audacity project as well as export the audio file** (As MP3). Upload both files to the Team Page.