



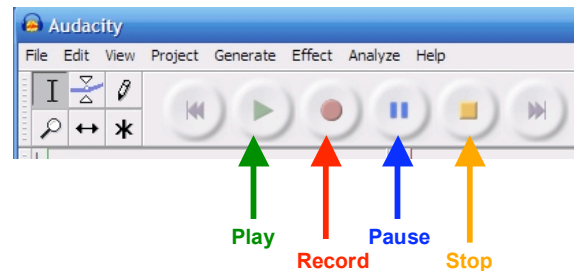
How to Create and Share Audio Files Using Audacity

Getting started:

- Make sure you have a working microphone attached to your computer.
- Open the Audacity program from your computer's **Start Menu**
- Choose **File** then **New**

Begin recording:

- Click **File** then **New**
- Push the **Record** button to begin recording
- Use **Pause** if you need to stop for a moment
- Press **Pause** again to resume recording
- When you are done, press the **Stop** button
- To review your recording, press **Play**



Save your work:

- Click **File** then **Export as WAV**
- Type in the name of your file and click **Save**
- Save your file in a folder that is easy to find
- Load your new audio file to the Collaboration Zone