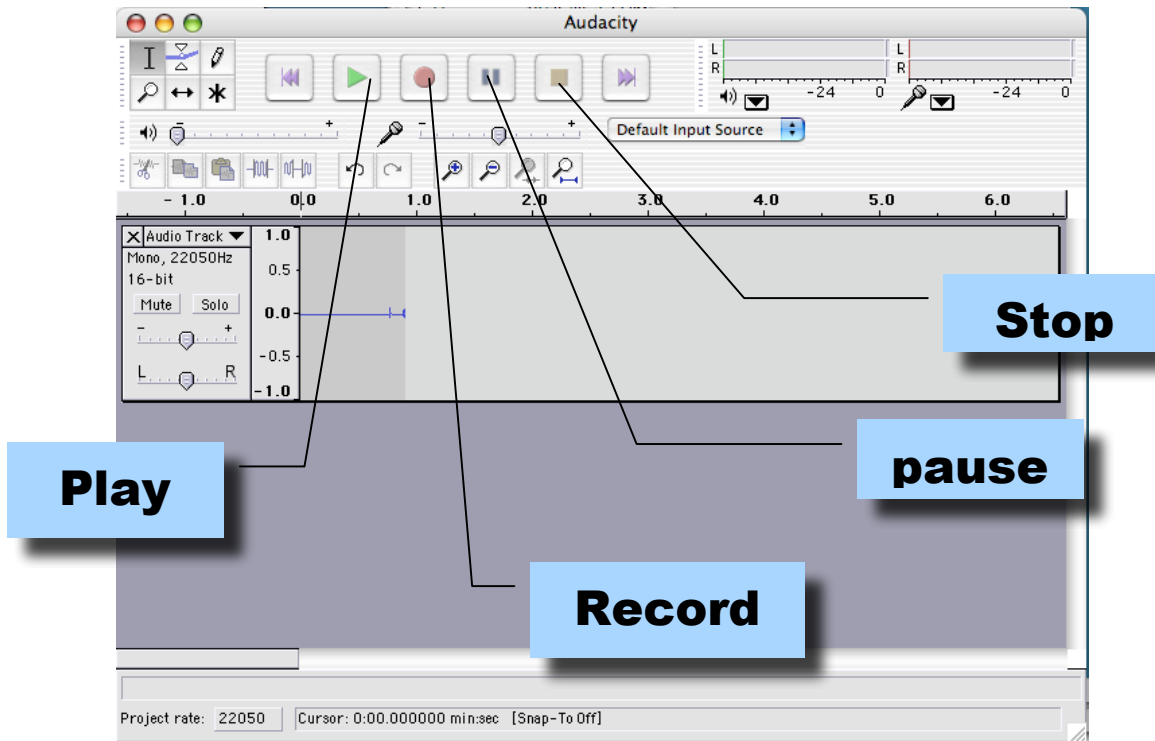


## How to use Audacity:

1. Click the START menu ▶ Programs ▶ Audacity
2. To record in Audacity click the **Record** button (red)
3. To pause during recording click the **Pause** button (blue)
4. To stop recording click the **Stop** button (yellow)
5. To play back your recording, click the **Play** button. (green)



## To save your audio file as an MP3 recording:

1. Go to the **File** menu
2. Click **Export as MP3**
3. Enter a name for your file to the left of the .mp3 extension. You may want to use your name to help your teacher recognize your recording. The name should look like this: *filename.mp3* for example, *timvanslyke.mp3* OR *danjones.mp3*
4. After you enter a name, choose a location for your file. You can save it to the desktop then move it to another location later. Your teacher may give you more instructions on where to save your file.
5. Click the **Save** button.
6. Don't worry about the next window, click OK and you're done.

