

USING THE AUDACITY PROGRAM

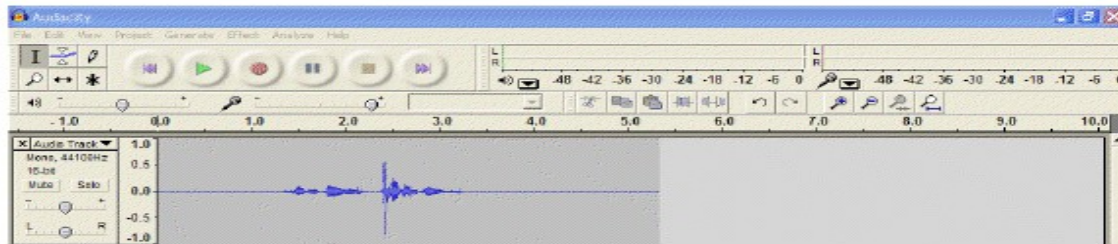
Open the Program:

The program, Audacity, should already be open for you. Nonetheless, if you need to open the Audacity Program, double-click on the icon, located on the Desktop:



This will open the Audacity Program. The Audacity Program looks like this:

Program Interface:



Record the Interview

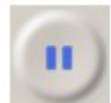
The most important buttons are Record and Stop. Press Record when you are ready to record your interview. Press Stop when you are finished.



Record - starts recording



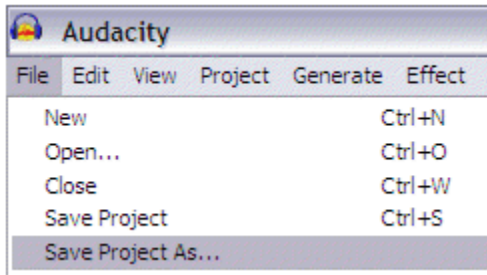
Stop - stops recording or playing.



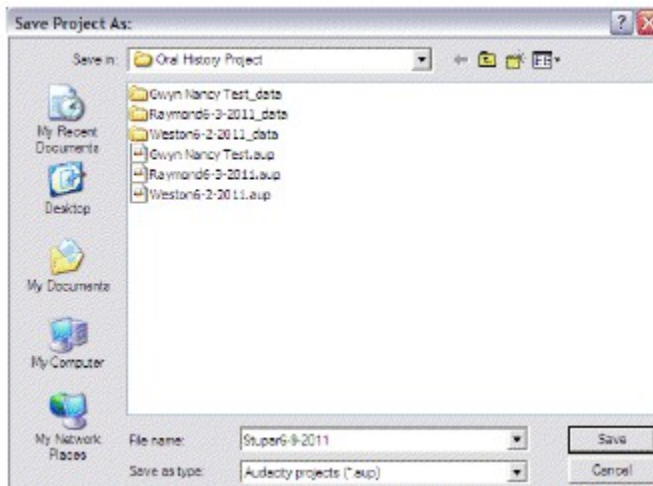
Pause – Pause the recording temporarily. Click “Pause” again to continue recording. Do not click “Record” or “Stop”. “Pause” will enable you to continue recording.

Save the File:

1. In the Audacity Program, Click on “Save Project As.” This saves it as an editable file that can be changed.



2. Save the file to the, “ORAL HISTORY PROJECT” folder, located on the Desktop. Name the File the person’s last name, and the date. Example, if the person’s last name is “Jones”, and the interview took place on August 2, you would name the file Jones8-2-2011. Then click “Save”.



3. Call Reference Staff at x220 to page IT department staff to burn CDs and disassemble equipment.