



## USING AUDACITY

For this first activity, you will need the following:

- Your new mic
- The USB cable that came with your mic
- Preferably a pair of headphones
- Your laptop/computer
- Internet access

Visit this [Audacity](#) website. Please do this whether you are using a Windows or MAC computer, to make things simplistic for now.

You will need to download the appropriate copy for your operating system. This is a fairly quick download.

**DON'T RUSH INTO AUDACITY AFTER YOUR DOWNLOAD IS COMPLETE. You have one additional step.**

If you have a Windows computer, please [click here](#) to follow the directions and download for the LAME MP3 encoder.

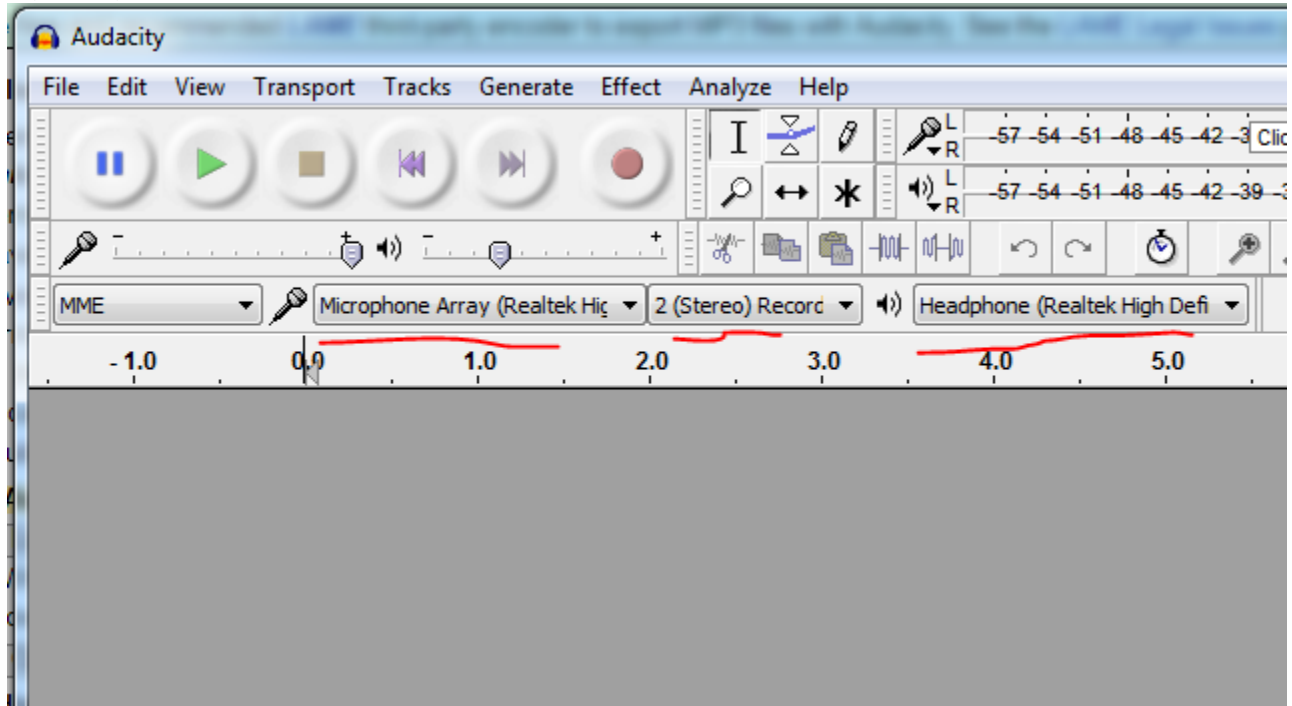
If you have a MAC computer, please [click here](#) to follow the directions and download for the LAME MP3 encoder.

**\*\*The LAME encoder must be downloaded for you to be able to export files in MP3 format.**

Once you have successfully downloaded the LAME encoder, return to your desktop. You should not have any additional installation steps to complete.

## Creating a Test File

1. Open Audacity
2. Make sure the software has detected your peripherals properly (microphone and headphone)
3. Your **Microphone Array** should list (USP PnP...)
4. Your **Headphone** (Should so the headphones that you have plugged in)
5. 2 (Stereo) – **NOT MONO** should be visible



6. In a quiet area, with your headphones, prepare to read the test copy below
7. Press the **RED** record button and say

**Welcome to BossFM! This is <Firstname>. Let's get it!**

8. Stop the recording. To hear it back, place the cursor at the beginning of the recording, then hit the space bar.
9. You can delete the track and re-record it if you are not pleased with it.
10. Record the above copy until you're satisfied with it.
11. Save the file as an MP3 and email it to our entire team: Ebony Davis, Brandi Simpson, Donivan Tilley & Alex Haynes in Outlook
12. To save the file as an MP3, select **File > Export Audio**
13. **Save** the file as **<Track Name> Power Mornings Test**  
Make the **<Artist>** BossFM