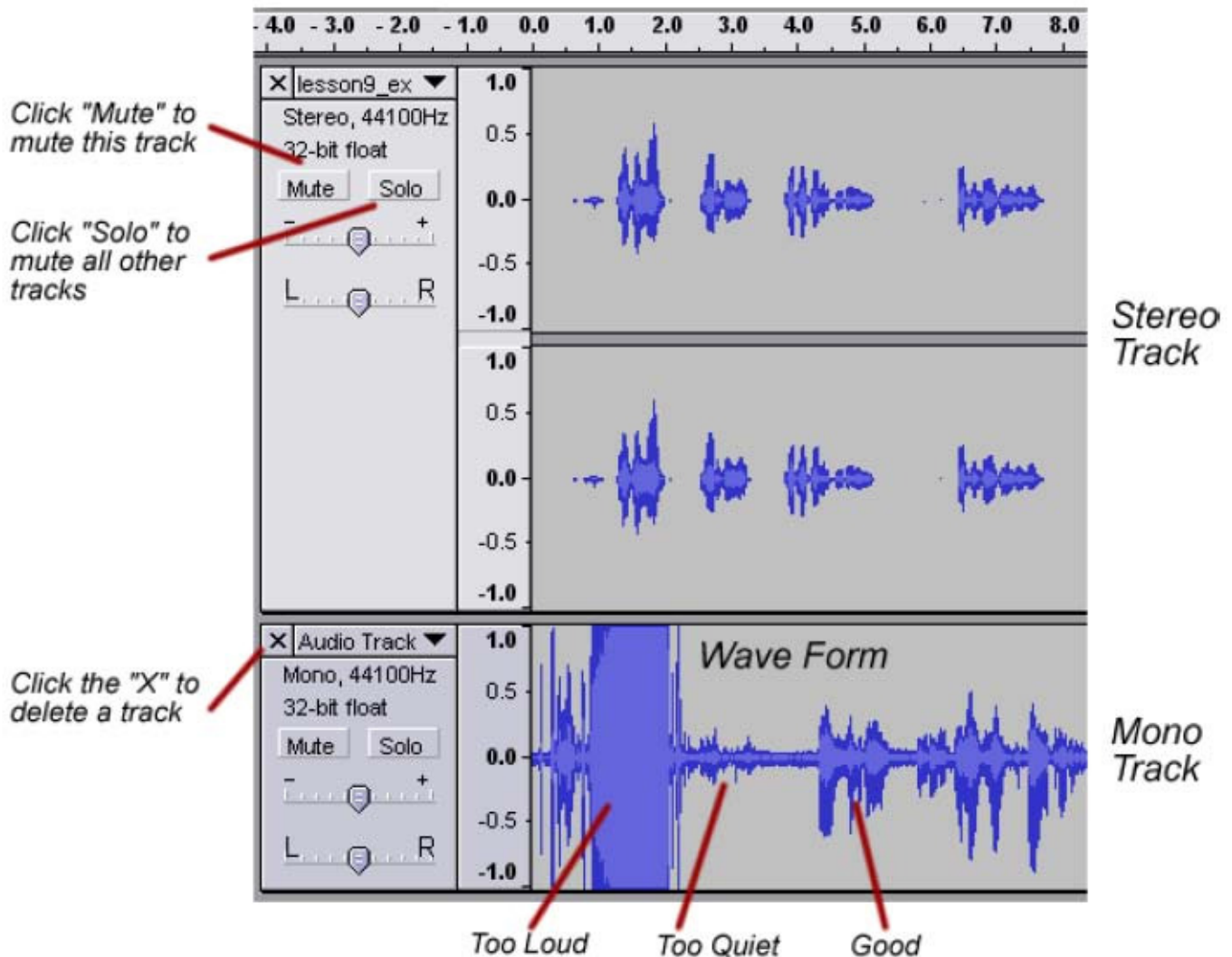
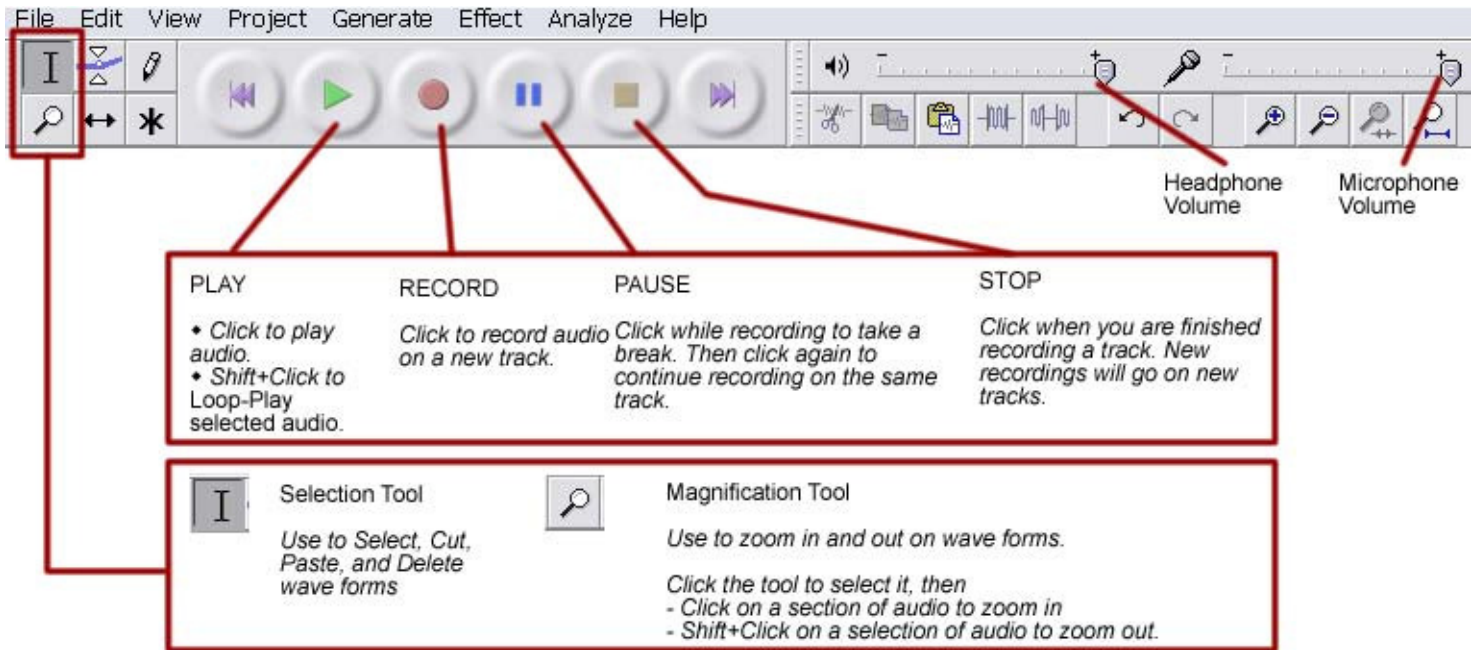


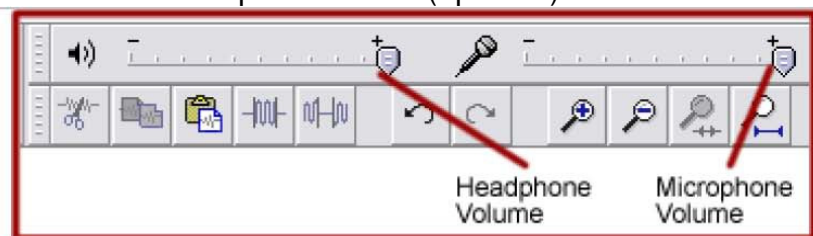
# Audacity – A Quick Overview



# Basic Recording and Saving



1. Open Audacity: Start → Programs → Audacity
2. Test microphone levels (optional)



3. Press **Record**
4. Speak into the microphone
5. If you want to pause while recording click **Pause**  
To continue recording on the same track, click **Pause** again
6. When you finish recording, click **Stop**

## Saving

When you finish recording, you have several options for saving your files:

File Format	Audio Quality	File Size	Compatible with	Best format for
Audacity Project	Excellent	BIG!	Only Audacity	Files you plan to continue editing in Audacity
.wav format	Excellent	BIG!	Most media players	Audio CDs, High Quality Recordings
.mp3	Good	Small	Most media players	Web audio
.ogg	Good	Small	Only Audacity	Files you have finished editing, listen to only in Audacity

**Most of the time, you will save your files in mp3 format.** Wav files are also a good option. Audacity and .ogg formats are only good options if you are planning on doing further editing or if you know the files will only be used with Audacity.