



Program used: Audacity (free download from the internet)

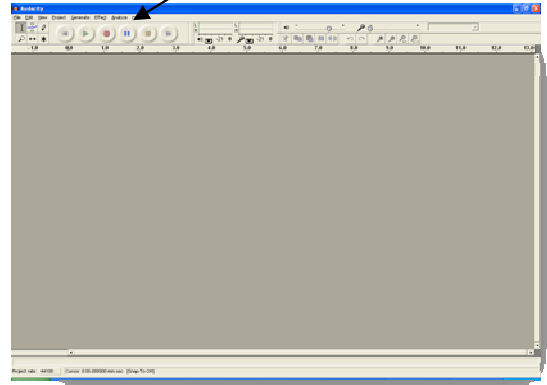
<http://audacity.sourceforge.net>



When you open the program Audacity, this is the screen you will see.

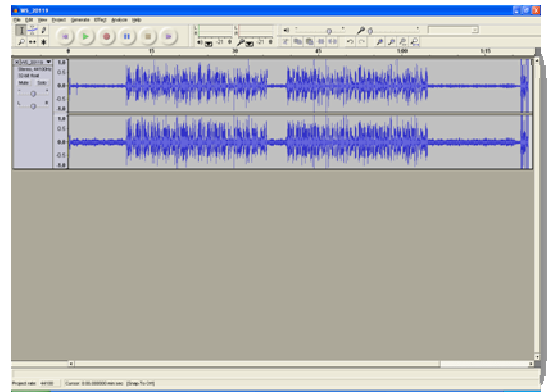
To start recording, click on the red circle.

To stop recording, click on the yellow square.



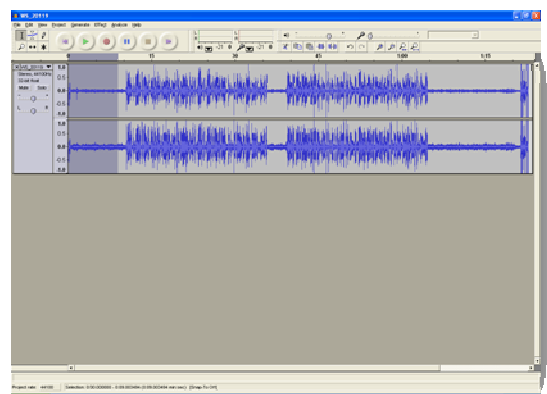
Once you have recorded your text, this is the screen you will see.

You can now edit your recording. If you want the recording to be louder, highlight the whole of the recording (click and drag) then go to effect > Amplify > drag the bar to e.g. 8 or 10. You might have to click on allow clipping.

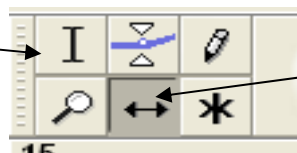


If you want to get rid of a section because of background noise for example, highlight the section, then click on delete on your keyboard.

You can also zoom in (and out) to get rid of a smaller section. Just click on the magnifying glass on the tool bar.



Selection tool



Time shift tool (drag)

Once you are satisfied with your recording, you are now ready to add music.

A good place to find music is this website:

[www.flashkit.com](http://www.flashkit.com) go to 'sound loops' (in the blue heading) and choose the music of your choice. Save it in your folder.

You will need to move your recording so that the music plays first then your recording (text).

Click on the double arrow (on the menu bar) and drag your recording (text).

You can add a loop / music at the end of your recording too.

You will be working with 3 layers. Move the loops and recordings so that they play one after the other.

You are now ready to add 'fade in' and fade out' effects:

Highlight a section of the loop (ending or beginning) then go to 'Effects' and choose fade in or fade out. You will soon see what these effects will create and you can change them to improve your recording.

When finished, save your work as an MP3 file.

(The first time you save as MP3, a window will appear asking you to download the 'lame' file, just follow the instructions on the screen)

