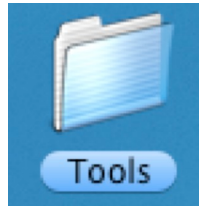# How to Record Audio with Audacity
in the Language Media Center (Mac version)

Audacity is a free download, and it is available for both PC and Mac.
Download site for Audacity: **http://audacity.sourceforge.net/**

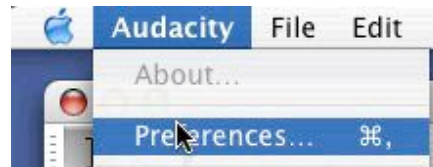Here, we explain how to record audio to a .WAV file.
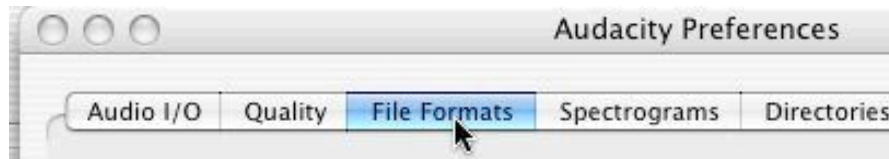
Double-click on the Tools folder on the desktop

Double-click on the Audacity alias to start the program.

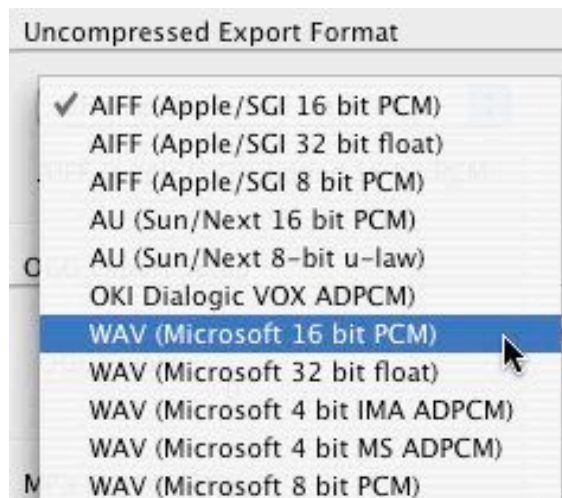Under the Audacity menu, select Preferences.

At the next screen, click on File Formats.

Select "WAV (Microsoft 16 bit PCM)

Click "OK."

To start recording, simply press the red RECORD button and speak into the microphone.
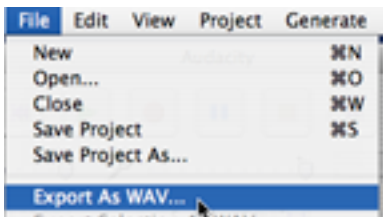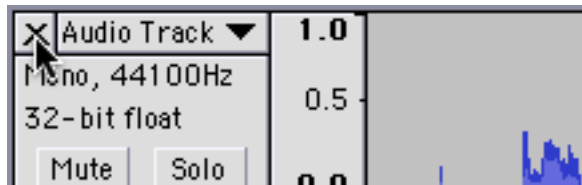
A new track will appear in the main window. Each time you press RECORD, a new track is added to the main window. For our purposes, we only need one track at a time.

To stop recording, just press the yellow STOP button.

The green PLAY button can now allow you to preview your file.

Don't like how it turned out? You can get rid of it by clicking the X in the upper right corner of the track. Don't choose "Close" from the File menu – it will close the Audacity window and all the tracks within!

Once you're satisfied with your recording, you can save it by choosing "Export As WAV…" from the File menu. Don't choose "Save Project" – it won't give you an audio file.

Choose a name for your file and click "Save". Now you have a WAV recording!

By default, it will be saved to the Desktop, so be sure to look there if you can't find the file.