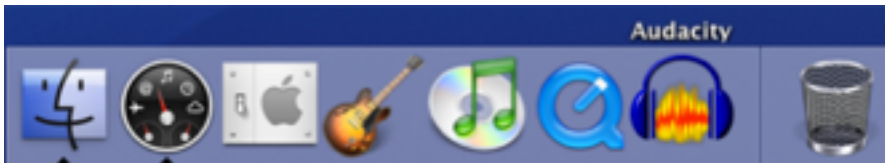


# Capturing Audio – Handout 1

## Getting Started:

1. Book the A/V sound editing room 368 through the Library **Service Desk** (Loan Desk) for a 3-hour shift or less. Three hours is the maximum time you may book this room.  
**NOTE:** The first time you do this, you must also book a media technician to provide an orientation for using the equipment. Media technicians are available for this purpose in the **weekday afternoons only**. You will NOT have access to your U: drive or productivity software from the sound editing room.
2. Ask at the **Library Service Desk** for the key to the room. You need to check this key out, so bring your library card with you.
3. Log into the sound-editing computer with your Discovery or Capitan account.
4. Launch **Audacity** by clicking its icon in the **Dock** menu



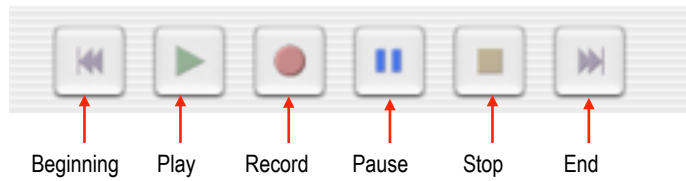
## Recording from Microphone

1. On the **mixing board**, turn the desired microphone (**Mic One, Mic Two or Mic Three**) white dial to the zero point (half-way). Turn unused Mic dials all the way down (to  $-\infty$ ). Turn the **Main Out** volume to the red mark on the board. Slide the **Speaker** slider all the way to the bottom. Make sure the three buttons above the **Main Out** dial are depressed.
2. Adjust the metal microphone arm so that you are facing the mic and it is approximately 10 cm away from your mouth. While speaking, make sure that the green indicators (on the mixing board above the **Speakers** slider) light up and that the orange indicators (volume 6) light up when your voice is at its loudest. If the orange indicators do not light up then you need to increase the **Mic** dial until they light up. If at any time the red **Clip** indicators, above the orange indicators, light up, your **Mic** volume is too high and needs to be turned down.



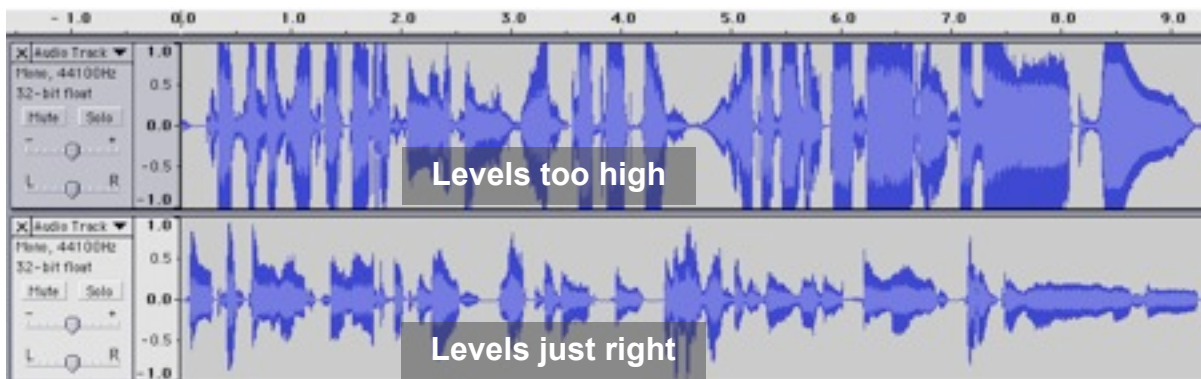
### Indicators

- CLIP ● (red)
- — 6 — ● (orange)
- ■ 0 ■ (green)
- — 20 — ● (green)
- L R



3. To test the sound levels on the computer in **Audacity**: Click on the **Record** button.

Adjust the **Main Out** volume on the **mixing board** while watching the computer screen, so that the loudest sounds (tallest lines) in **Audacity** do not reach the top and bottom of the audio track bar.





Once your adjustments have been completed, click the **Stop** button in **Audacity**.

To discard your test track, click the **X** button on the top left of the audio track.

4. Click **Record** in **Audacity** and wait a few seconds before speaking into the microphone. Wait one second after you have finished speaking then press the **Stop** button. This will prevent the recording of the mouse click over your voice.
5. Each time you hit the record button Audacity will create another track. Tracks can be listened to individually or all together (see Audio Learner Series 2, Editing Audio)

## Capturing from a CD

1. Insert a CD into the computer by placing it in the slot on the right-hand side of the monitor with the label facing you.
2. Click on the **eject** key  on the top right-hand corner of the keyboard. This will open the drive door on the computer tower, place the CD in the drive and press the **eject** key again to close the drive.
3. In **Audacity**, click on **Project** from the top menu and then **Import Audio...**
4. Select the **CD** from the left-hand column in the open window. Select the desired audio track from the middle column. Click **Open**.
5. To eject a DVD or CD click on the blue eject key  on the top row of the keyboard.

## Capturing from a USB Memory Drive

1. Insert the drive into the USB port on the front of the computer tower.
2. In **Audacity**, click on **Project** from the main menu and then **Import Audio...**
3. Select the **USB drive** from the left-hand column in the open window. Select the desired audio track from the middle column. Click **Open**.

## Capturing from Tape

Turn on the cassette player power.

1. Put the cassette in the player and make sure the tape is rewound. Press the **FWD Play** button on the player. On the **mixing board** make sure the small black rectangular button labeled **FX TO CTRL R** above the **Out to Computer** dial is not depressed.



### 2. Check for Sound:

- a. Put the headphones on and plug the jack into the **Phones** port on the top row of the **mixing board**.
- b. Click on the **Record** button from **Audacity**.  
Adjust the **Out to Computer** volume on the **mixing board** while watching the computer screen, so that the loudest sounds (tallest lines) in Audacity do not reach the top and bottom of the audio track bar.
- c. After the sound check, press the stop button (white square) on the cassette player and stop **Audacity** by clicking the Stop button. Click on the **X** from the Audio Track (left side of the screen) to discard the test track.

Make sure the tape cassette has been fully rewound again after the sound check before capturing the audio.

**NOTE: You should sound check each cassette and each side prior to capturing it.**

### 3. Recording:

- a. To record, click the **Record** button in **Audacity** and then press **FWD Play** on the cassette player.
- b. When finished recording, press the stop button on the cassette player. If recording an entire side, the cassette player will stop on its own. Click the Stop button in **Audacity**.