

# Audio Booth Guidelines

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The audio booth allows students and faculty to digitally record their voices through the use of sound isolation for class assignments, musical performances, and other projects. The following tutorial will assist you in this auto-service. By following these easy steps, you will gain a general understanding of how to operate the microphone and the computer program *Audacity*. It is recommended to work in pairs: while one person is inside the audio booth, another one can control the computer. Keep in mind that the real learning happens after this worksheet through constant practice.

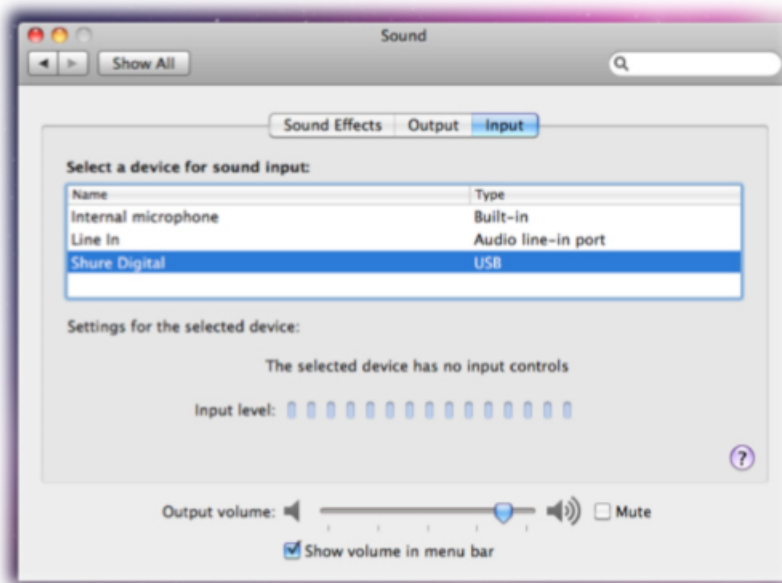
- Get the Audio Recording Room key from the Equipment Desk
- The Audio Recording Room is located in the main library floor next to the computer courtyard. Turn on the computer and log in.



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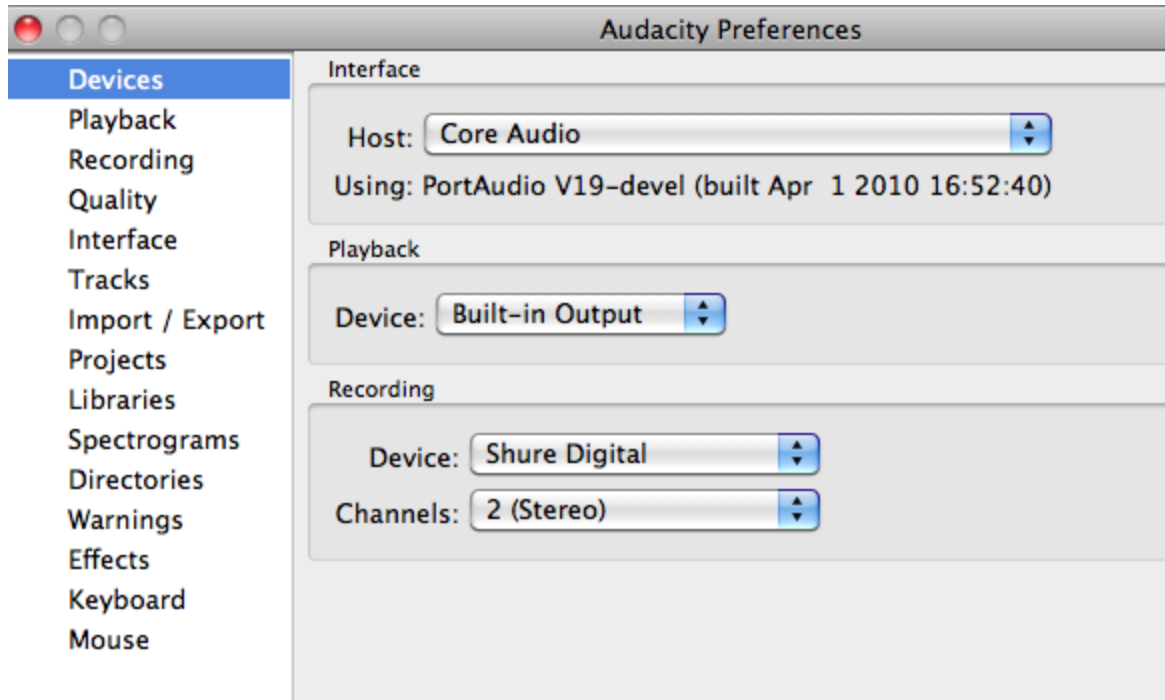
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- Select System Preferences in your dock.
- Select “Sound” under “Hardware”
- Select the input tab.
- The USB mic should be selected. If it isn’t, select the USB option. This is the microphone in the audio booth.
- Check your Audio Level and set one notch down from 100%. 90% audio level.

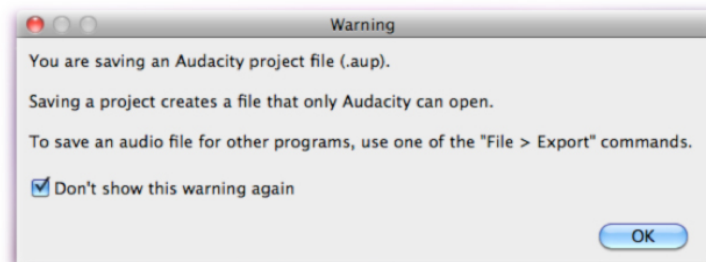


- Have the person who is speaking go to the audio booth. The audio booth room is sound proof. Please make sure to completely close the door to avoid the infiltration of external sounds.
- The microphone allows you to connect a pair of headphones to allow for monitoring of your recording.
- Open *Audacity* from Applications.
- Go to Preferences in Audacity and make sure under Devices that your Recording Channel is set to Stereo and not Mono.

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- **Before** you begin recording, save the *Audacity* file. (Note: a warning sign might appear. Click “OK” to continue). Whether you save the project in an external driver or on the desktop, a “Test-data” file will be created next to the *Audacity* file.



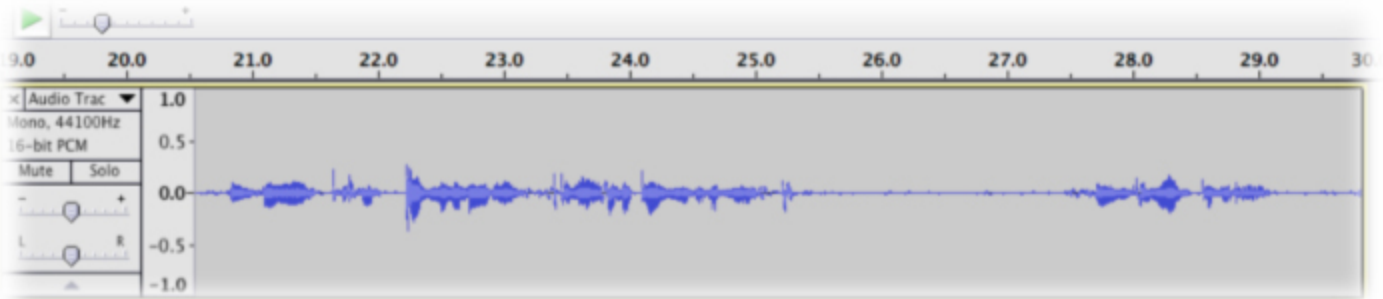
- *Audacity* has a set of buttons on the top left that allows you to control the recording.



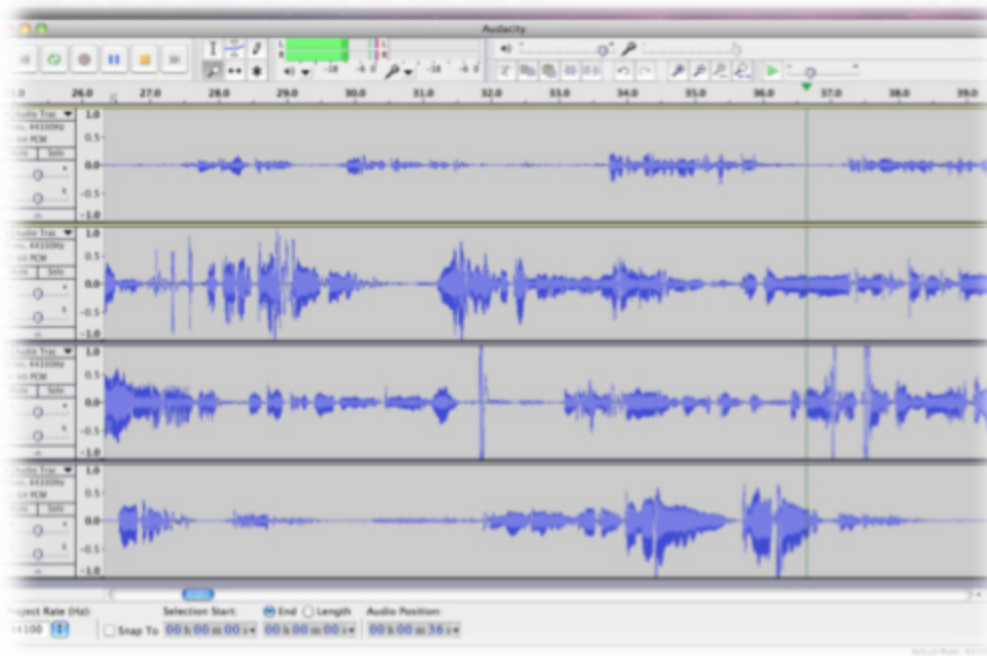
- As soon as you click “record,” a track line will be created where you can see the sound being recorded. Note: the person at the computer will not be able to hear the sound coming from the audio booth during recording, but he/she should be able to see the

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sound in the track line.



- If you are unsatisfied with the first audio track, you can re-record, and a new track line will be created beneath the first track line; however, **before** you press “record” for a second time, make sure to export the first track line and to **close it**. If you do not do that, several tracks will overlap (playing simultaneously) and export together as a single audio file. Always try to avoid working with multiple track lines.
- To export a track line, go to “file” à “export.” A new window will pop up called “Edit Metadata,” which will allow you to keep your audio files organized. But you don’t have to fill Metadata up. Click “OK” and the chosen files will export. It is advisable to export the audio files in a WAV or MP3 format for easy future editing.



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- The exported files can be copied into your external driver or into your public/private space for easy transfer to other computers. Finally, for more precise editing, you can import your audio files into programs like *Final Cut Pro* or *iMovie*.