How to Use Audacity to Create MP3s

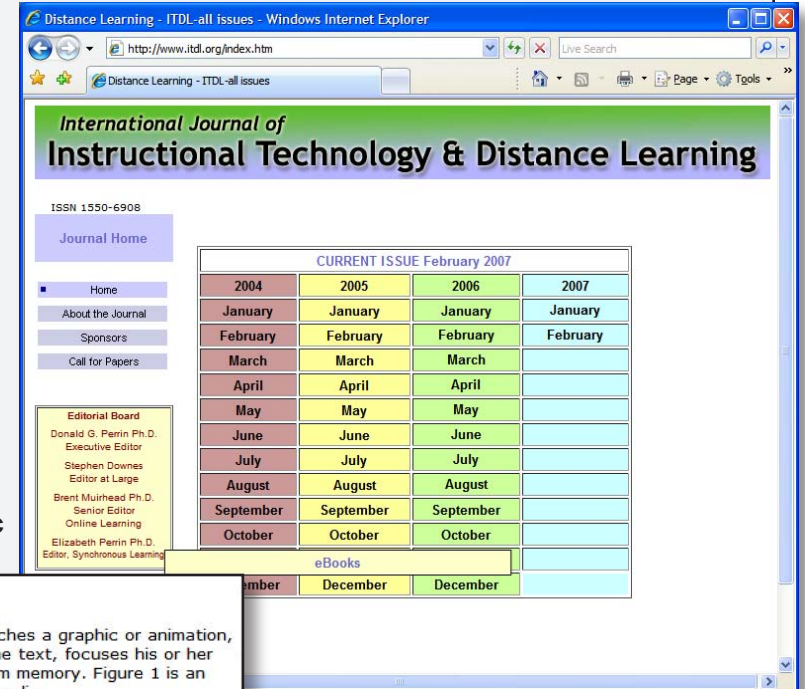| Audio	Video
Hello, everyone, and welcome to this short video on how to use Audacity to create MP3 files for your EWC advice templates. Why create digital audio for students? A growing body of research indicates that the addition of audio can significantly improve online learning. The October 2006 issue of the International Journal of Instructional Technology & Distance Learning contains an article based on this research about the potential impact of multimedia materials made with audio. The article provides an excellent discussion of how digital audio, when used effectively in multimedia materials, can increase student attention, comprehension, and retention by gradually altering the learner's long-term memory.	1. Title screen. David on PIP. 2. White screen with moving sound wave. Why create digital audio for students? With Audacity icon. 3. Screen shot of ITDL home page. 4. Selector clicks on October 2006.

ITDL Home Page

Multimedia Learning Graphic

Multimedia Learning

Learning from multimedia begins when an adult or child watches a graphic or animation, listens to speech, some music or a sound effect, reads some text, focuses his or her attention to learn and send data to and from their long-term memory. Figure 1 is an illustration of the cognitive structure of learning from multimedia.
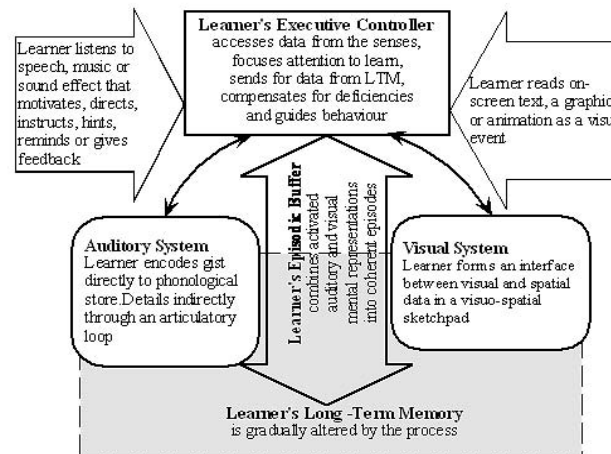
Learner's Executive Controller accesses data from the senses, focuses attention to learn, sends for data from LTM, compensates for deficiencies and guides behaviour

Learner listens to speech, music or sound effect that motivates, directs, instructs, hints, reminds or gives feedback

Learner reads on-screen text, a graphic or animation as a visual event

Learner's Episodic Buffer combines activated auditory and visual mental representations into coherent episodes

Auditory System Learner encodes gist directly to phonological store. Details indirectly through an articulatory loop

Visual System Learner forms an interface between visual and spatial data in a visuo-spatial sketchpad

Learner's Long-Term Memory is gradually altered by the process

Figure 1. The structure and process of learning from multimedia according to the attentional control definition of multimedia learning.

How to Use Audacity to Create MP3s
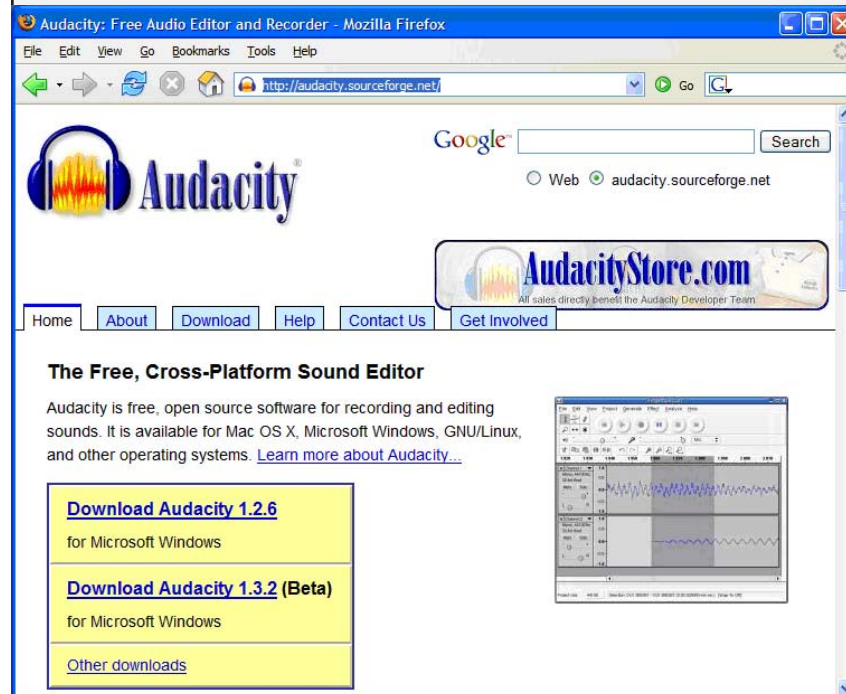
Audio	Video
How do you get started? The first step is to download and install a copy of Audacity on your computer. Audacity is a copyright-free program that allows you to create MP3s, an abbreviation for MPEG-Layer 3, a highly compressed audio file that can be easily shared. To download the latest version of Audacity, an 8.5 MB program, go to http://audacity.sourceforge.net/. Click on "Download Audacity 1.2.6" to access the Audacity download page. .	**Audacity Home Page** 5. Point to Download Audacity 1.2.6. 7. Click on Download Audacity 1.2.6.

How to Use Audacity to Create MP3s
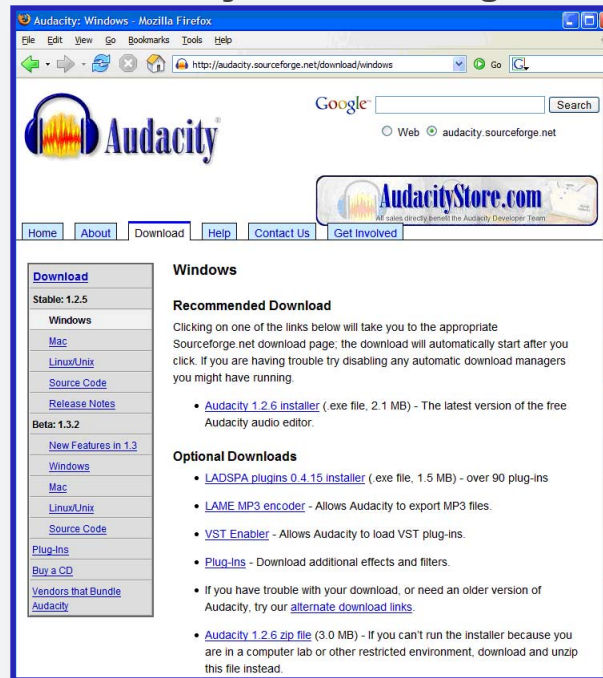
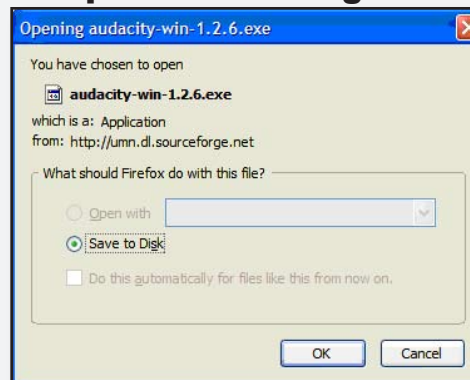| Audio	Video
At the download page, first select your computer's operating system. For WebTycho users that will be Windows, which is also the default screen for this page. If the Windows options is not displayed, click on **Windows** in the shaded menu box. To begin downloading the program, left click Audacity 1.2.6. Installer. You do not need any of the Optional Downloads at this time. A dialog box will appear. Select the **Save** to Disk option, then click **OK.** .	**Audacity Download Page** 8. Point to Download. Highlight Windows. 9. Point to Audacity 1.2.6. Installer. Left Click. **Open/Save Dialog Box** 10. Select ⊙ Save to Disk**.** 11. Click **OK.**

How to Use Audacity to Create MP3s

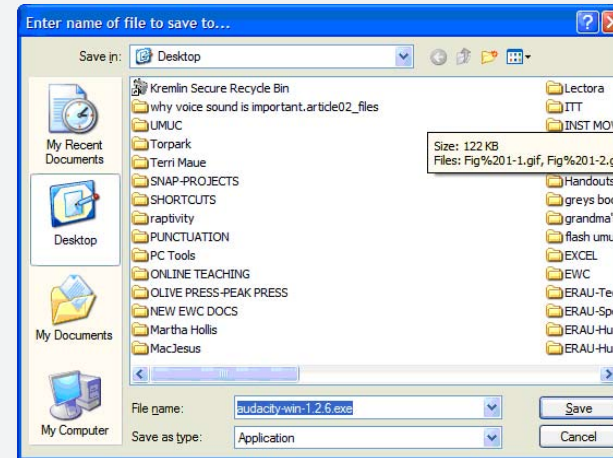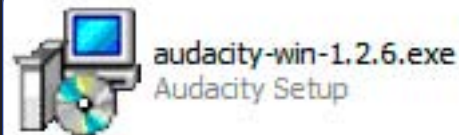| Audio	Video
Another dialog box will appear asking you to select the location on your computer where you would like save the file. Since this is an installation file, not a program file, select your computer's **Desktop.** Click **Save** and the installation file will download to your computer. Browse to your computer's Desktop and locate the **audacity-win-1.2.6-exe file**. Double click to open it. Windows' install wizard will now take you through the process of installing Audacity on your computer. Click **Next** to begin the installation process.	**Location Dialog Box** 12. Select **Desktop** in drop-down menu. 13. Click **Save.** 14. Double click on **audacity-win-1.2.6-exe** icon on Desktop. 15. **Setup Wizard**. Click **Next.**

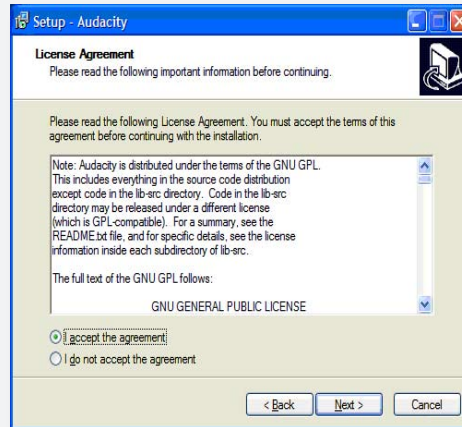# HOW TO USE AUDACITY TO CREATE MP3S

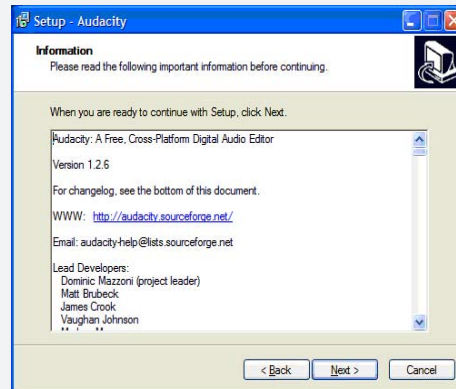| Audio	Video
The next screen is GNU's license agreement, which states that Audacity is a free program which you cannot copyright. GNU is a group that distributes free software. Click I accept the agreement and then **Next**.	**GNU General Public License** 16. Select ⊙ I accept the agreement. Click **Next.**
Next you will see a box of general and technical information about the program. Click **Next** again.	**Audacity Info Screen** 17. Click **Next.**

HOW TO USE AUDACITY TO CREATE MP3S

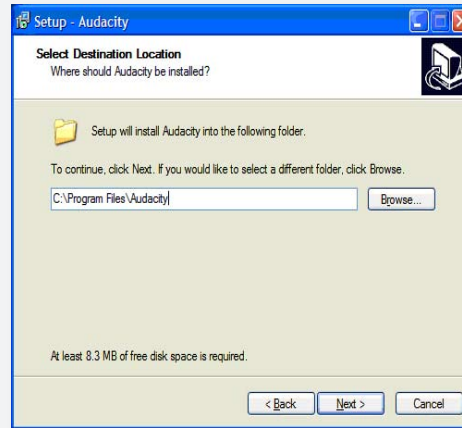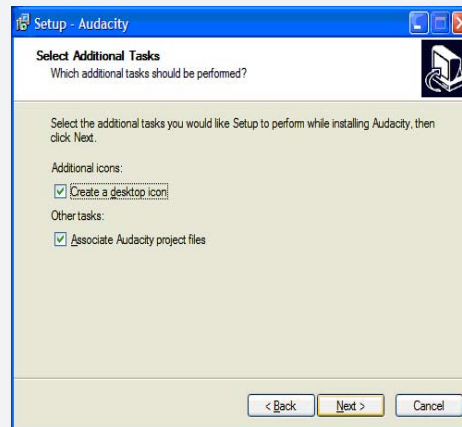| Audio	Video
Now you will be asked to name the folder that will contain the program files. By default you should see: **C:\Program Files\Audacity**. If not, enter those exact words and symbols into the address window. Be sure to use back-slashes. Click **Next**. You will now see the Additional Tasks dialog box. Click inside both boxes: Create a Desktop Icon and Associate Audacity project files. Click **Next**.	**Destination Location** **Setup - Audacity** **Select Destination Location** Where should Audacity be installed? Setup will install Audacity into the following folder. To continue, click Next. If you would like to select a different folder, click Browse. C:\Program Files\Audacity Browse... At least 8.3 MB of free disk space is required. < Back Next > Cancel 18. Click **Next**. **Additional Tasks** **Setup - Audacity** **Select Additional Tasks** Which additional tasks should be performed? Select the additional tasks you would like Setup to perform while installing Audacity, then click Next. Additional icons: ☑ Create a desktop icon Other tasks: ☑ Associate Audacity project files 19. Select **Create a desktop icon.** 20. Select **Associate Audacity project files**. < Back Next > Cancel 21. Click **Next**.

How to Use Audacity to Create MP3s

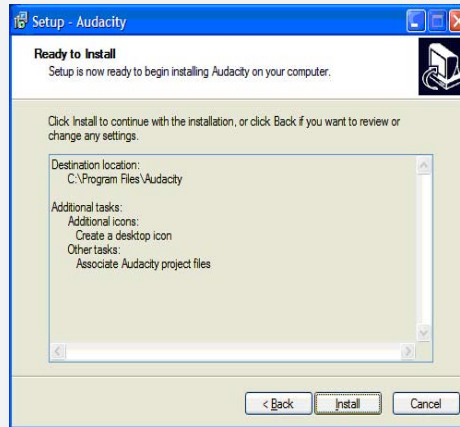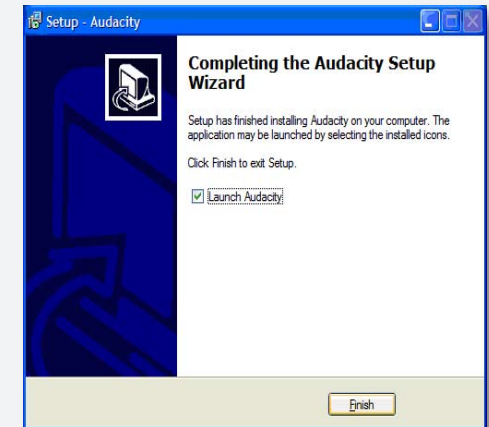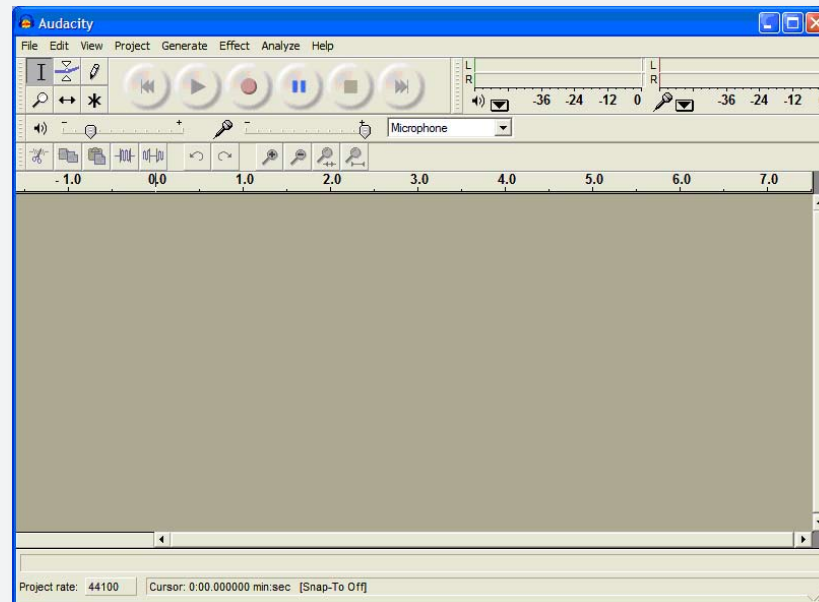| Audio	Video
Confirm your destination and additional tasks selections in the next box. Then — Click **Install**. Wait for the program to install. When it is finished, place a check in the **Launch Audacity** box, then click **Finish.** Audacity will launch its opening screen and is now ready to record your audio.	**Install Screen** **Finish Screen** 24. Click **Install**. 25. Click **Finish**. **Audacity Opening Screen**

HOW TO USE AUDACITY TO CREATE MP3S

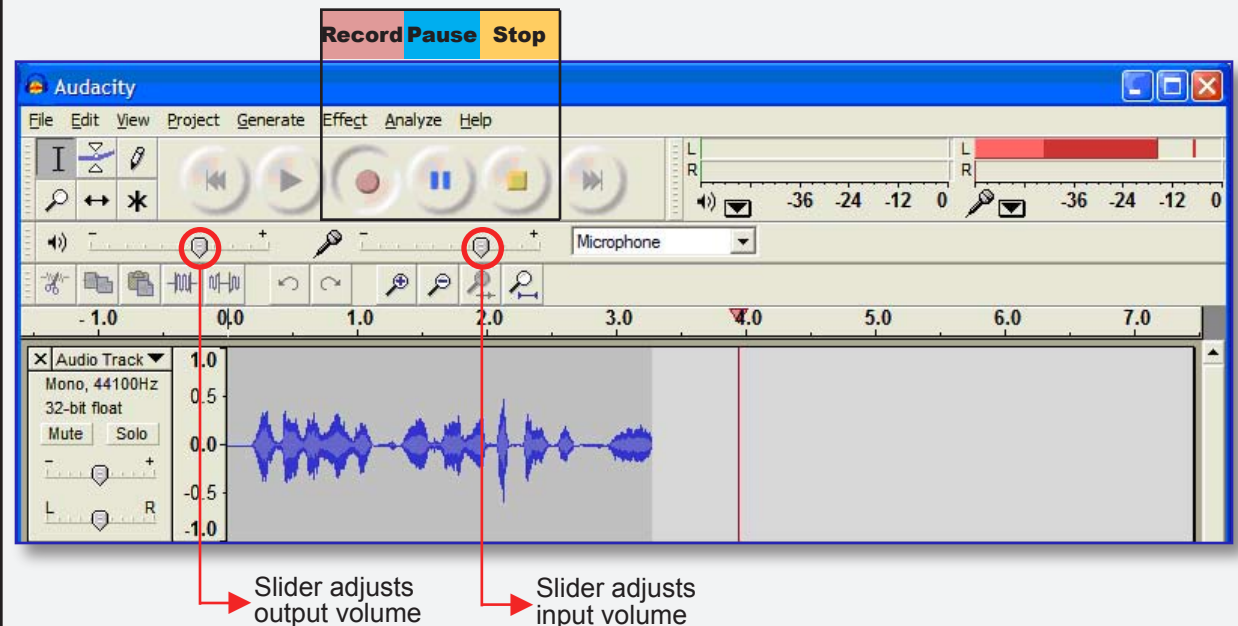| Audio	Video
Before recording your first MP3, you may wish to familiarize yourself with some of the Audacity functions and preferences.	## Operations 1. Press **red** button to begin recording. 2. Press **blue** button to pause. 3. Press **yellow** button to end recording.

The Audacity recorder looks and operates very much like the handheld recording devices you are familiar with: Red for "Record," Blue for "Pause" (click again to resume), and Yellow to "Stop." It is important to note that a recording can be saved only after clicking the yellow Stop button.

The first slider adjusts the output volume during playback. The second slider adjusts the input (microphone volume) during recording.

Slider adjusts output volume

Slider adjusts input volume

Note: Your recording can be saved only after clicking the yellow stop button to end recording.

HOW TO USE AUDACITY TO CREATE MP3S

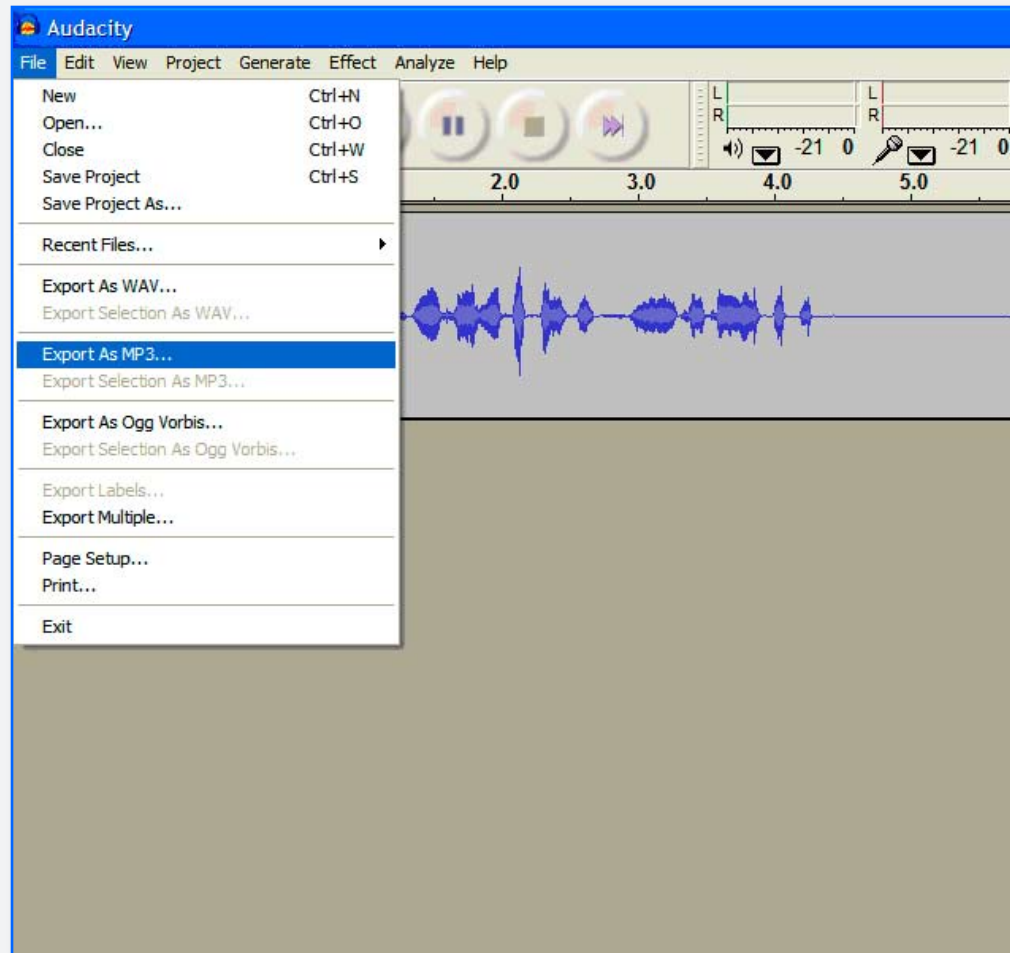| Audio	Video
To save your recording, click the yellow **STOP** button. Then go to the File menu, click and pull down to **Export as MP3**, click and release. .	**To Save Your Recording** 1. Press **yellow** button to stop recording. 2. Go to File > Export as MP3

How to Use Audacity to Create MP3s

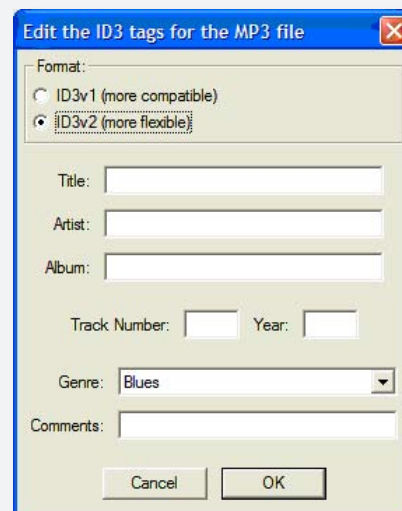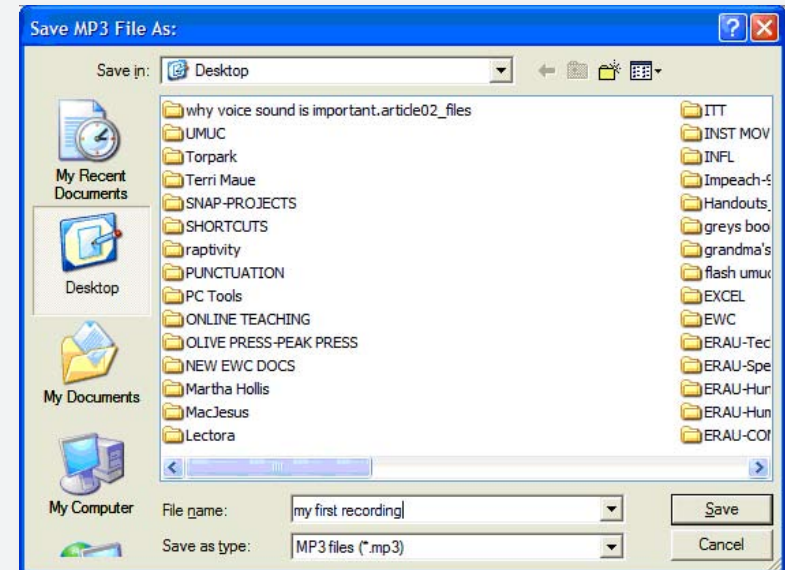| Audio	Video
In the Save dialog box that appears, type in a name for your recording. In the Save Dialog Box's dropdown menu, select the location where you will store the file. Then click **Save**. The next dialog box adds optional identification information to your MP3 file that pertains to a musical recording. You can ignore this. Click **OK**.	**Save Dialog Box** 3. In the Save dialog box, type in a file name. Select storage location from dropdown menu. 4. Click **Save**. **Optional ID Tags** 5. Click **OK**.

How to Use Audacity to Create MP3s

Audio	Video
After clicking OK, you will see the MP3 file logo and file name on your desktop or the location where you saved the file. Double clicking on the file will open and replay your recording in your default media device, *e.g.*, Windows Media Player, Real-Player, etc. You can edit your recording in Audacity. Open the Audacity program, go to the File menu, then select Open. Then navigate to the MP3 file and double click to open it in Audacity. You can then use Audacity's Edit tools to delete, add, record over and make other changes to your recording. The next video in this series will demonstrate how to create your personal account on UMUC's Polaris server, where you will upload your MP3s so that you can link to them in your advice templates. The final video will demonstrate how to use a voice-recognition tool, DragonSpeak, so that your audio commentary will also produce a word-processed advice template with minimal typing on your part.	**New MP3 File** **Polaris Server Account UMUC** ◄ Double click to open **Dragon NaturallySpeaking 9 Automated Voice Recognition**