# How to Use Audacity Audio Recorder / Editor

*If you are using Audacity on a Mac, go to your* ***system preferences****,* ***Security and Privacy****, Unlock with your Mac password. Then click on* ***Microphone*** *and check the* ***Audacity box*** *to allow Audacity to access your microphone.*

1. Select the red round button to record.
2. Start talking.
3. Select the black square when you finish talking to stop recording.
4. Select the green triangle to listen to the recording.
5. Do you like it? If yes, go to #6. If no, select the X next to "**Audio Track**." Repeat # 1 - 4.
6. To save the file:
   1. Select **File** on the menu bar.
   2. Choose **Export…** then choose **WAV** or **MP3** where it says “**Save as Type:**” Use the drop-down arrow to see other file types.
   3. Choose the location where you want to save the file **(Desktop** or **My Computer > Removable Disk > Open).**
   4. In the **File Name** box, type a name for the audio file.
   5. Select the **Save** button.