# Simple Instructions for Recording with Audacity

1. Open the Audacity program

2. Select the red button to record

2. Start talking into the microphone.

3. Select the tan square when you finish talking to stop.

4. Push green triangle to listen.

5. Do you like it? If yes, go to step #6. If no, select the X next to **Audio Track**. Repeat steps # 1 - 4.

6. To save the recording, select **File**.

7. Choose **Export As WAV** or **Export AS MP3.**

8. Select the location where you want to save the file **(Desktop or My Computer -- Removable Disk -- Open)**.

9. In the **File Name** box, type a name for the audio file.

10. Select **Save.**