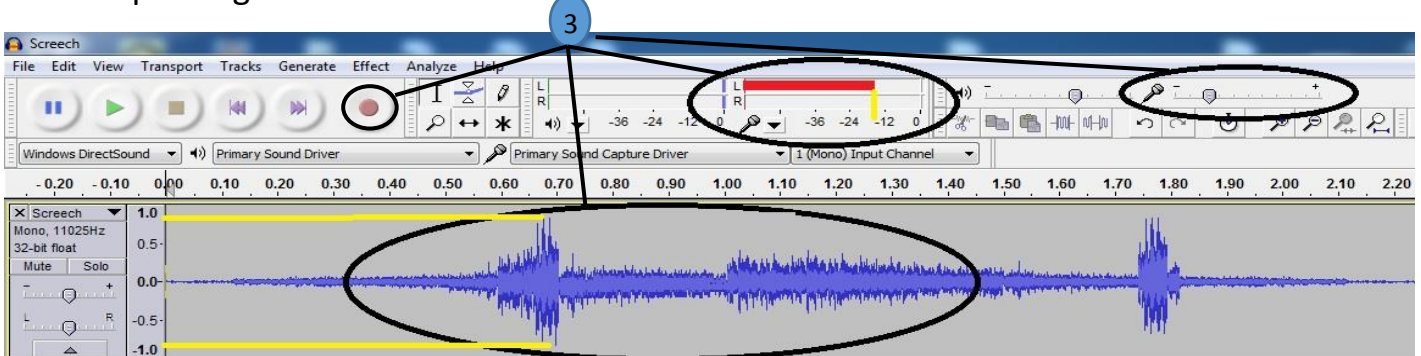


PROCEDURES FOR RECORDING CUSTOM SOUND ASSETS USING “AUDACITY”

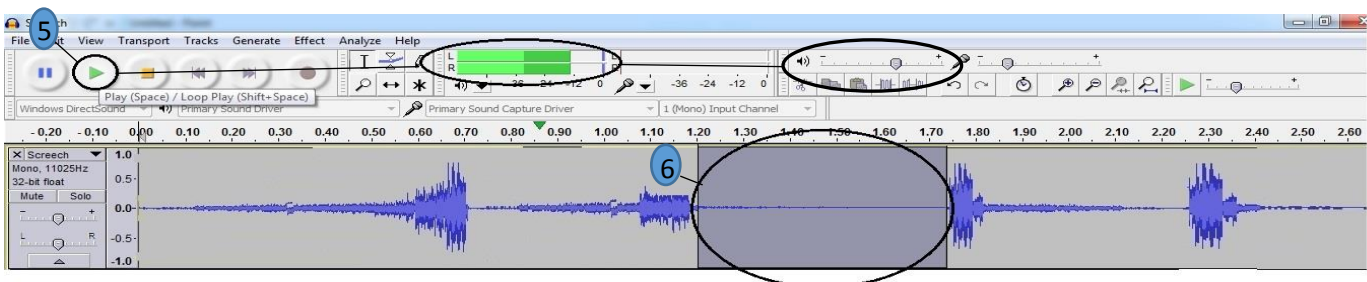
- 1) Plug your microphone into the microphone connection on the front of your computer.
- 2) Launch “Audacity” and make sure the settings are as shown below. If you can’t see these settings in the dropdown menu, close and re-launch Audacity while the microphone is already plugged in.



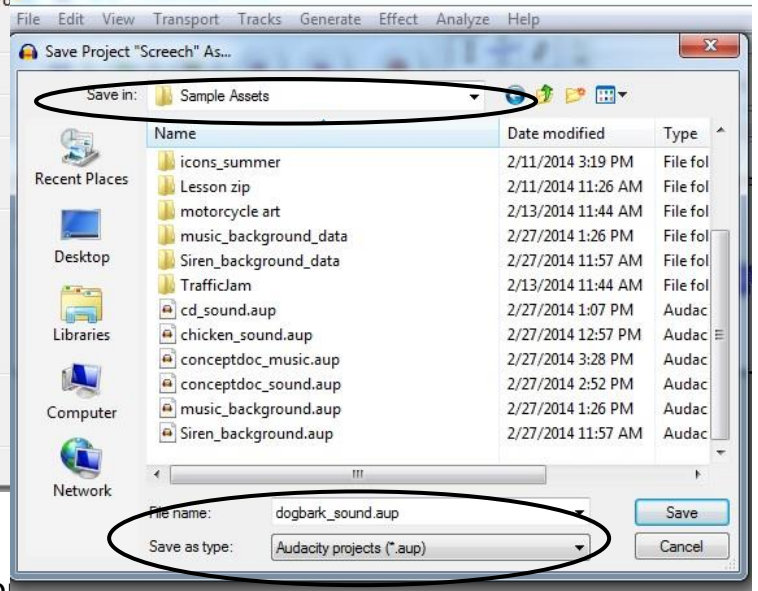
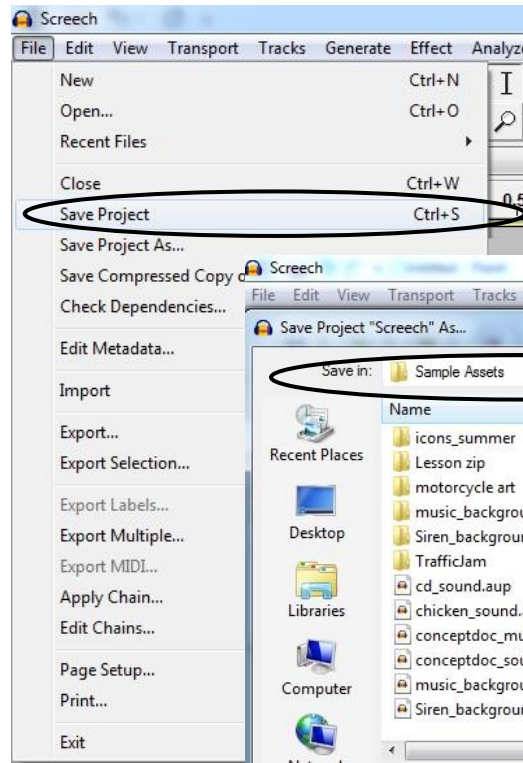
- 3) Click the RECORD button and begin making sound or speaking into the microphone. Watch the recording input levels and adjust microphone input level as so that the red bars peak in between -24 and -12. Look at the waveform and make sure the amplitude is peaking in between 0.5 to 1.0 and -0.5 to -1.



- 4) Record several sound bites on one track. Click the STOP button when done.
- 5) Click the PLAY button. Adjust the output level so that the green bars are between -24 and -12 so the sound is comfortable for listening. Study the wave form and listen to the sound bites during the duration of the recording to decide which part will be used as an asset.
- 6) Use the select tool to highlight parts of the sound that you don’t want. Press the **delete** key on your keyboard to remove them.



- 7) Continue to delete areas of the waveform that you don't want, leaving behind only the sound bite that you want to save in an asset file. Select SAVE PROJECT from the file menu. If a box opens saying *Warning*, just click OK. Save the file in your assets folder with a descriptive name following the typical naming conventions (e.g dogbark_sound). Make sure it is saving as an Audacity project file (.aup) and click SAVE.



- 8) Close Audacity and reopen the file from your assets folder. After it reopens in Audacity select EXPORT from the File menu. Make sure your assets folder is selected in the *Save in* field and use the same file name. In the *Save as type* field select either WAV or MP3. You may wish to repeat this step and export this asset in both formats. Click SAVE. After that you may enter some metadata about this sound asset then click OK.

