

# Record and Enhancing Narration in Audacity

Recording, Normalizing, Compression, and Exporting narration  
in the free to use, open source audio software Audacity.

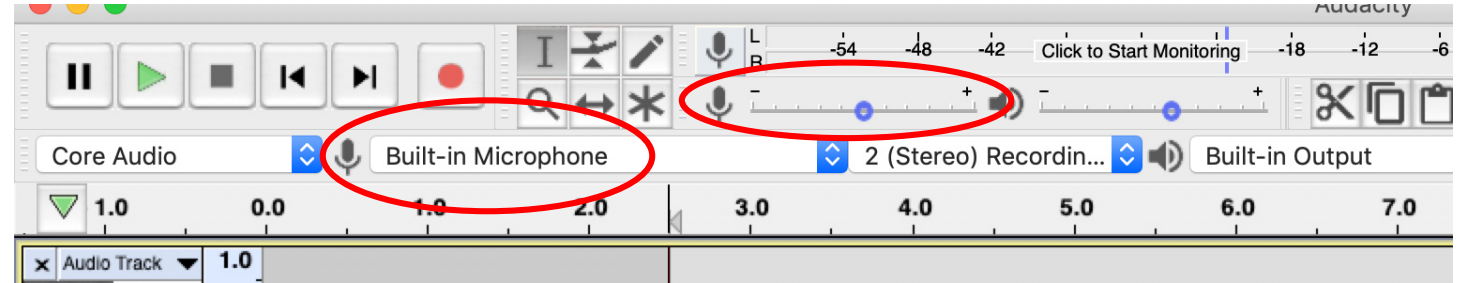


# Basics Steps

- Find a quiet room or space to record
- Sit close to your laptop
- Open Audacity, make sure your “recording input” is correct
- Hit record, speak your narration, stop
- Once finished recording, normalize and then add a compressor
- When finished editing, *export* as WAV



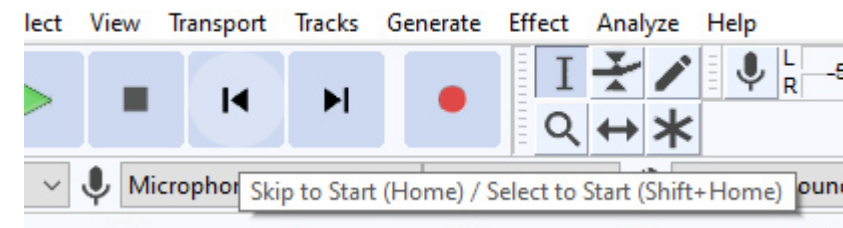
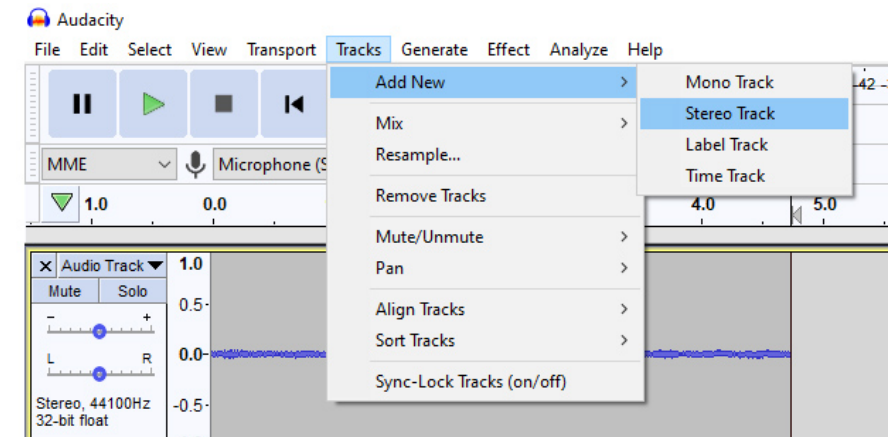
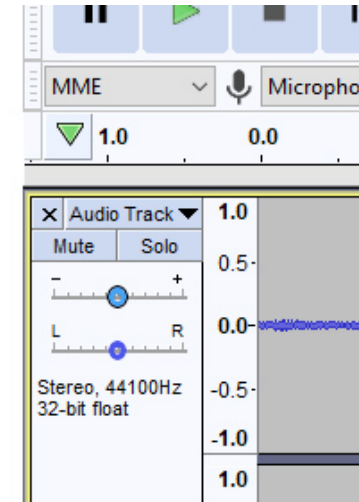
# Recording



- Open Audacity
- Make sure your **Recording Device** is “**Built-in Microphone**” or “**Internal Microphone**” and the **Recording Volume** is set to **0.50**
  - If you have a gaming headset/USB microphone you want to use for better audio, plug that in before opening Audacity and choose that instead.
- Sit close to your laptop
- **Click Record** (red circle ●) and record your narration
- Once finished recording, click Stop (black square ■)
- Click Play (green triangle ►) to hear what you recorded
- The spacebar on your keyboard is also a Play/Stop button as well.

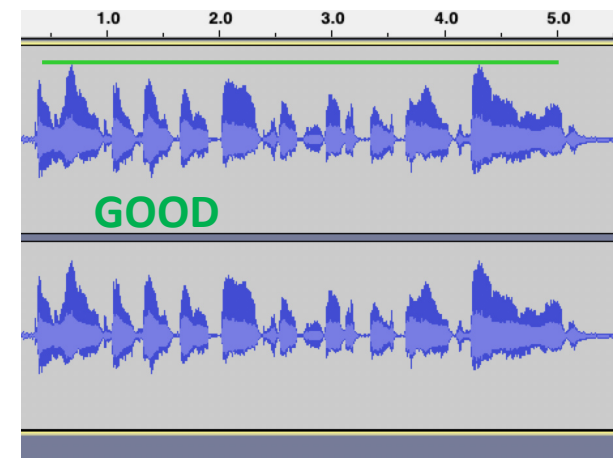
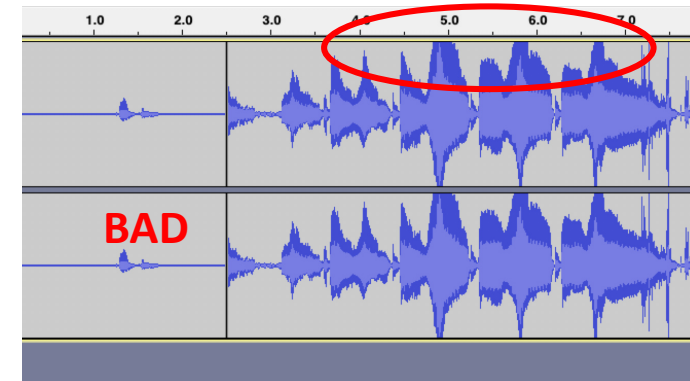
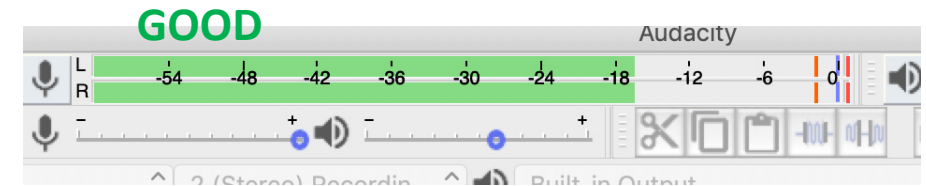
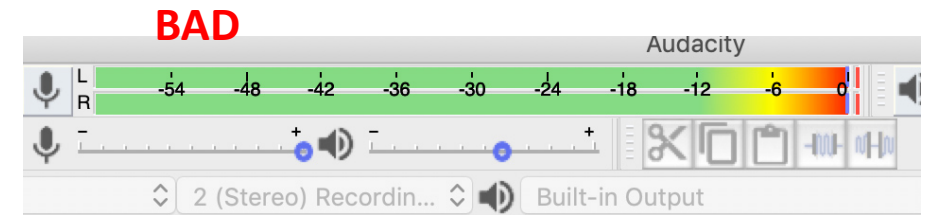
# Recording (part 2)

- **If you're happy with it, skip this slide.**
- Otherwise, click the X next to "Audio Track" and then click Record (●) to re-record.
- OPTIONAL: If you like what you recorded but want to try a better one but keep what you have, click Mute next to "Audio Track"
- Click **Tracks – Add New – Stereo Track**
- Click Skip to Start (back arrow)
- Record again



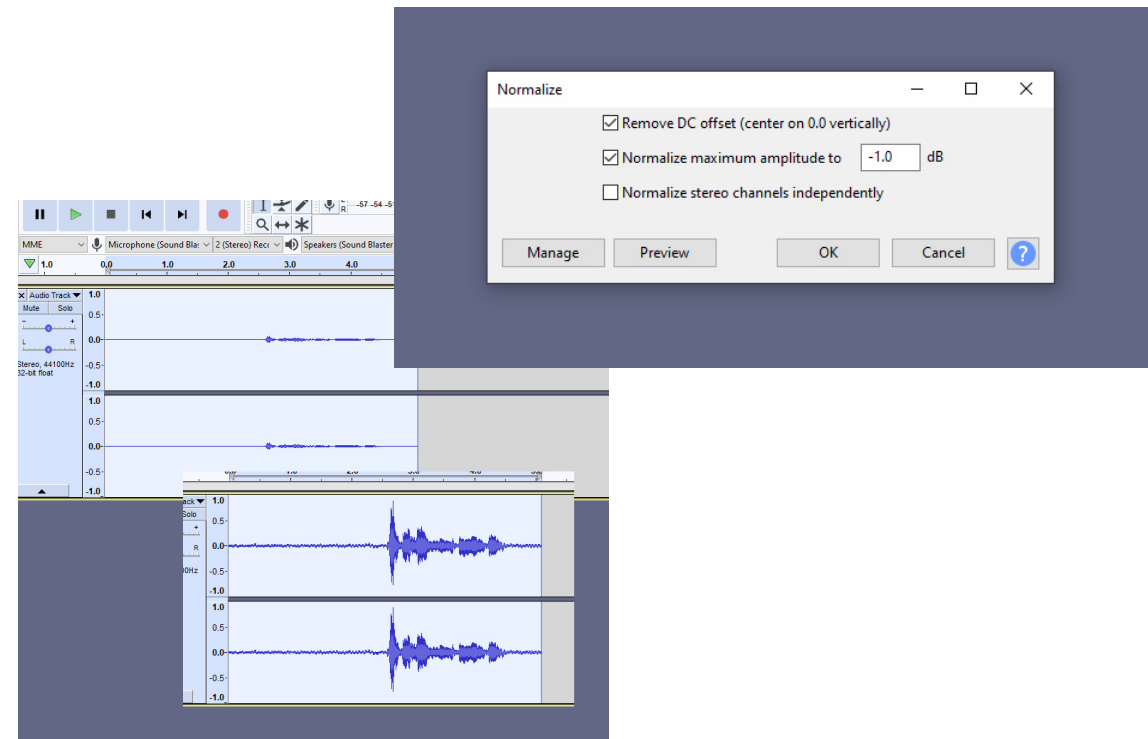
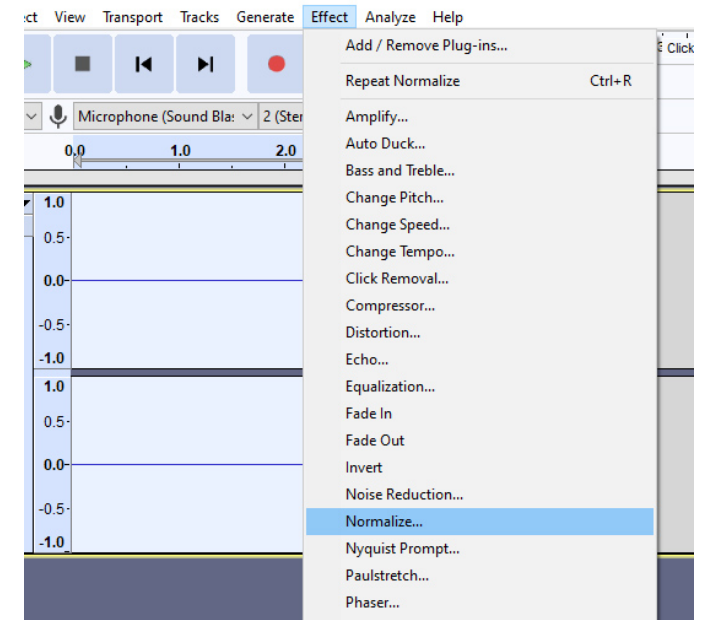
# Recording (part 3)

- Make sure your recording levels (green to yellow to red bar) **don't go higher than -6db**
- If your levels are too high, either move back a little from your laptop or lower your **Recording Volume** setting
- Your recording waveform (the blue visual) **shouldn't peak** meaning touch the top or bottom.



# Normalize (boost) Volume

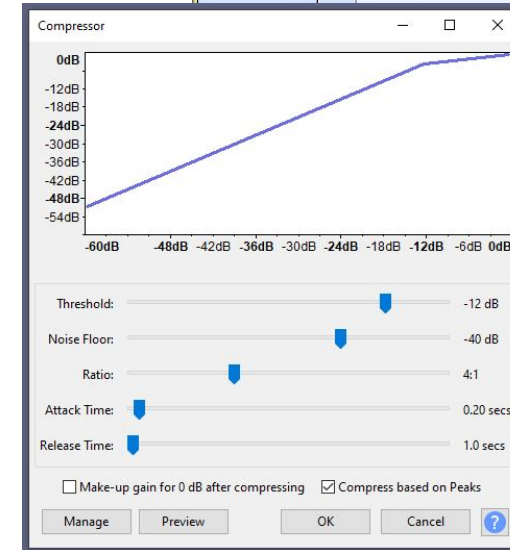
- Double click your recording so the whole thing is highlighted
- Go to **Effect – Normalize**
- Make sure “Normalize maximum amplitude to” is checked and set to -1.0 dB.
- Click OK
- Your recording should now be much louder and the waveform larger



# Compress (even out) Your Recording

- Compression makes loud parts quieter and quiet parts louder so they're more even, making it easier to boost volume for everything.
- Double click your recording so the whole thing is highlighted.
- Go to **Effect – Compressor**
- The default settings should be but make sure that:
  - **Threshold is -12 db**
  - **Ratio is 4:1**
  - **“Compress based on Peaks” is checked.**
- Click OK
- Your recording volume should now be much more even and the waveform larger.

Before Compression



After Compression





# Exporting

- Once you're finished, **you need to export, not save.**
  - Not finished? Click "Save Project" and then you can come back later to work on it.
  - Think of it like making homemade pizza. You finished adding sauce, cheese, and toppings to the crust. Saving is like putting it back in the fridge to cook later. Exporting is putting it in the oven now.
- Double click your recording so the whole thing is highlighted
- Go to **File – Export – Export as WAV**
- Name it something and save to a location you will remember
- You now have a .WAV file (NOT .AUP) that can be sent to your teacher or used in other programs

