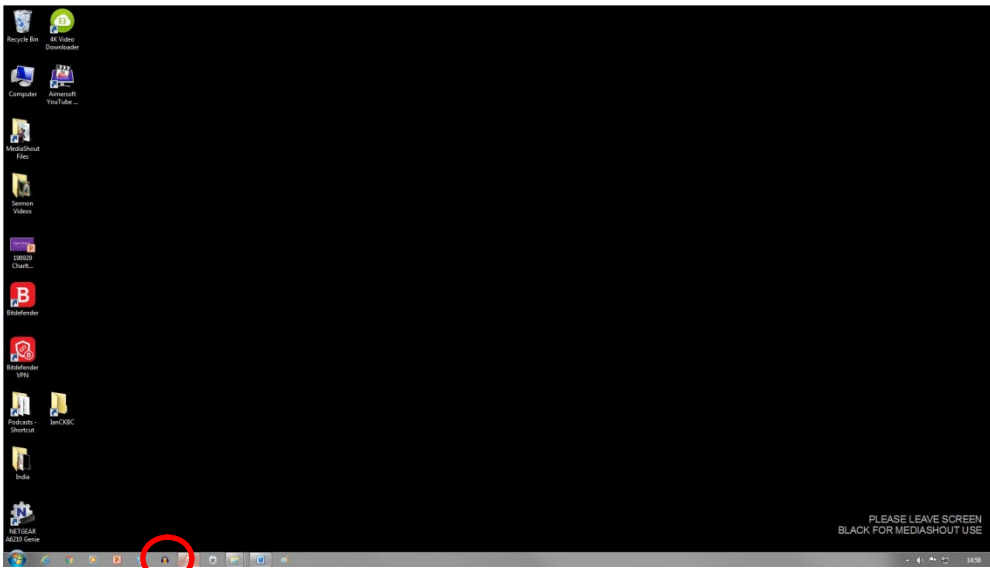


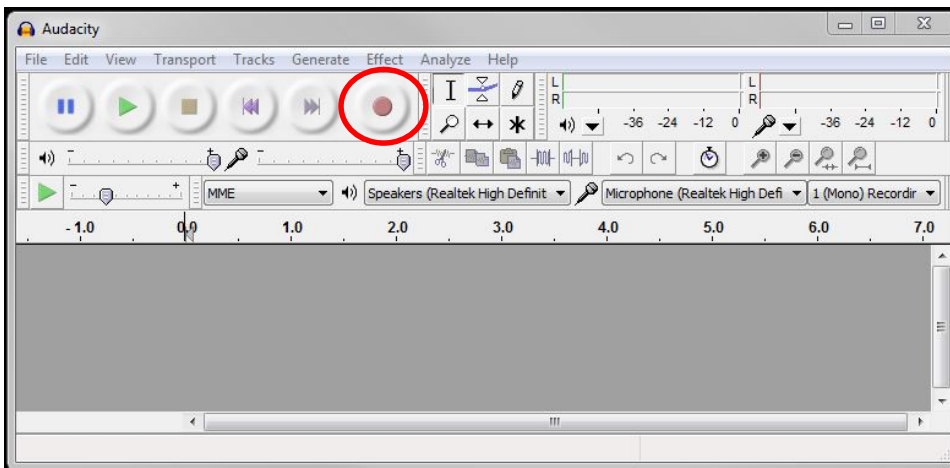
How To - Record Sound and Share the File

To record sound

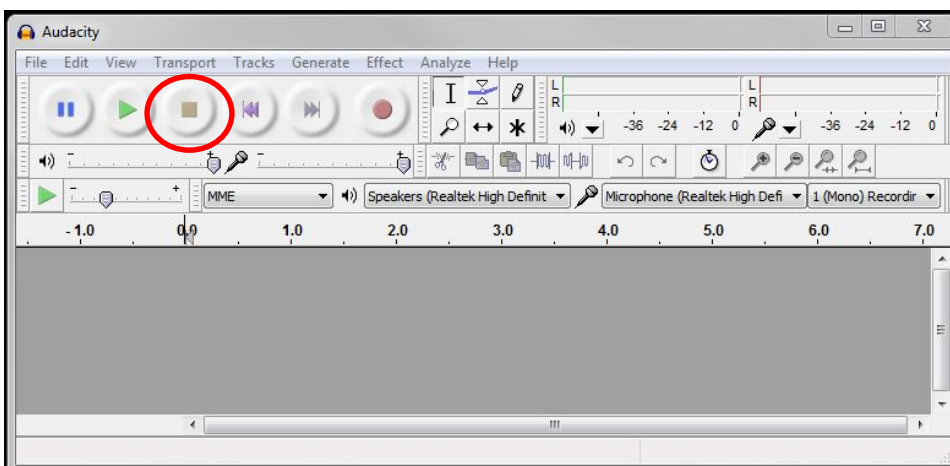
1. Launch Audacity



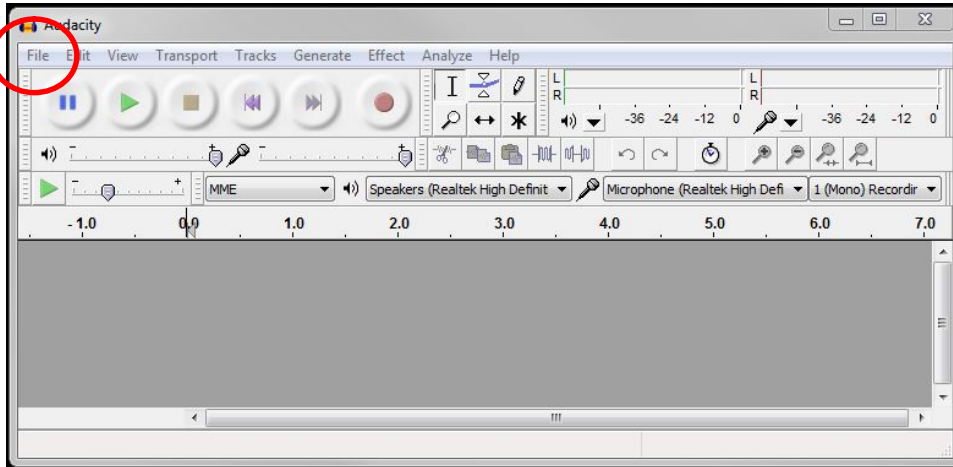
2. When ready to record, press the record button



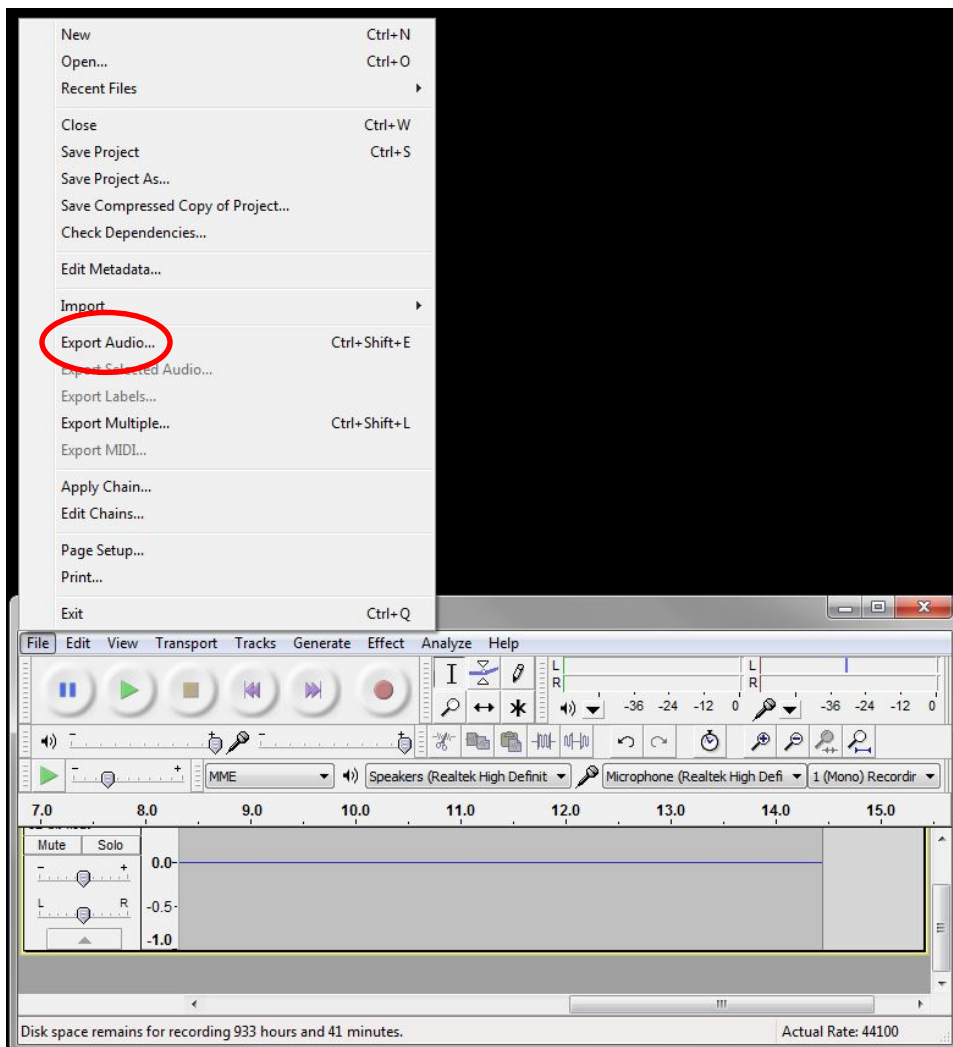
3. To stop recording, press the stop button



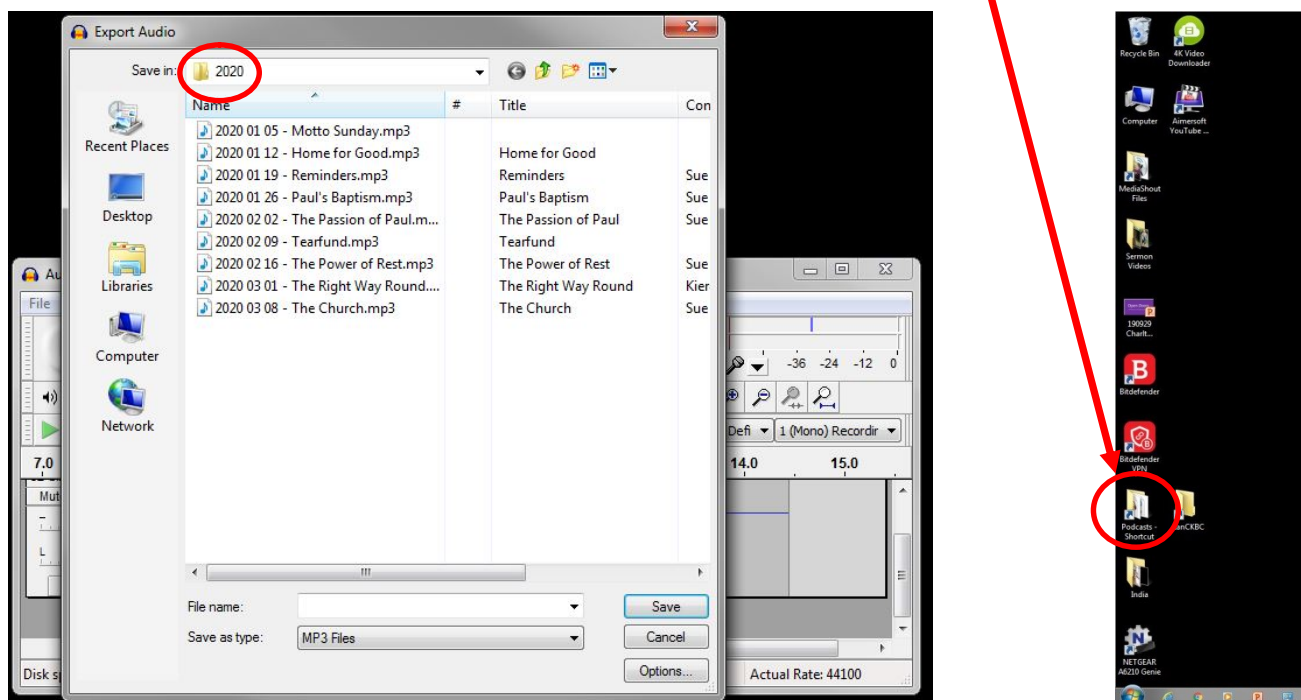
4. To export and save the audio recording as an mp3 file, press **'File'**



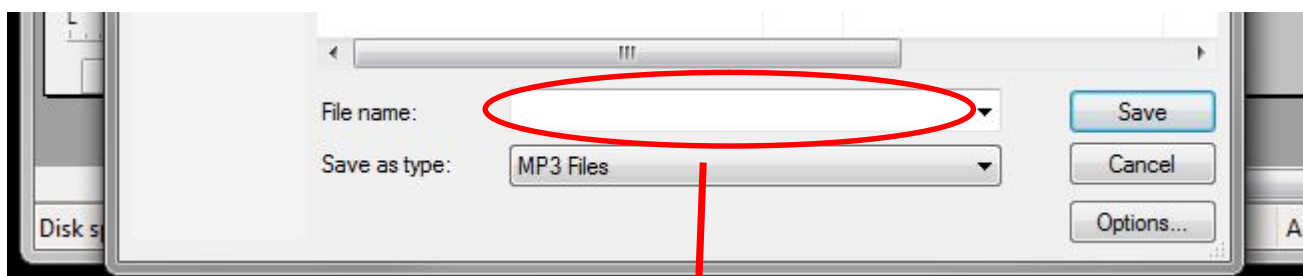
5. Click on **'Export Audio...'**



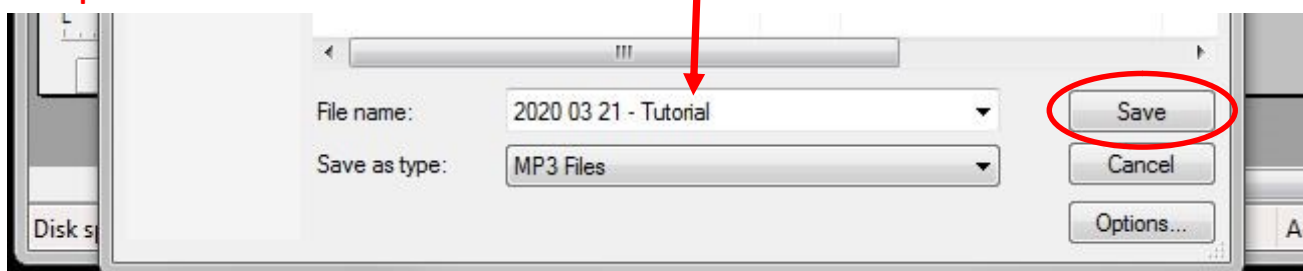
6. A window will appear which will show where the file will be saved to. This should be set to the year in the Podcast Folder (which can be reached from the shortcut on the Desktop)



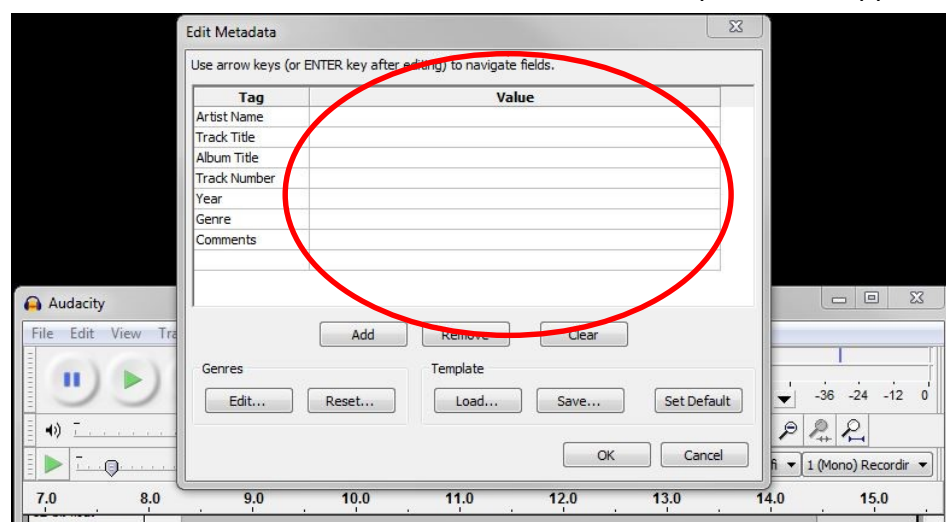
7. Enter a name for the recording in the 'File Name' box and Press the 'Save' button



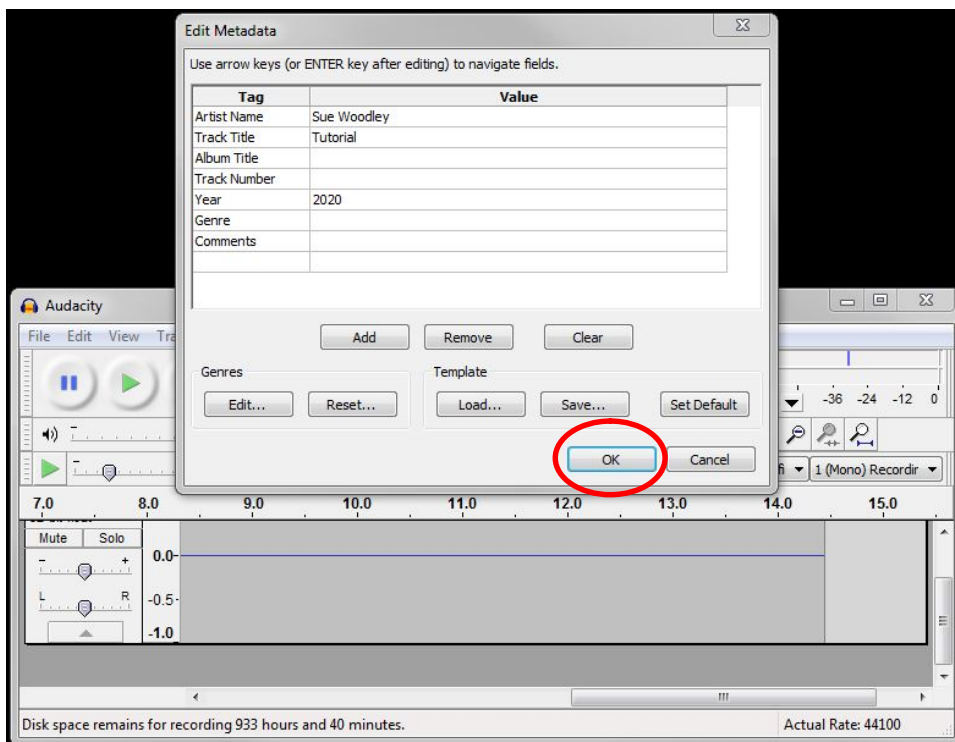
Example:



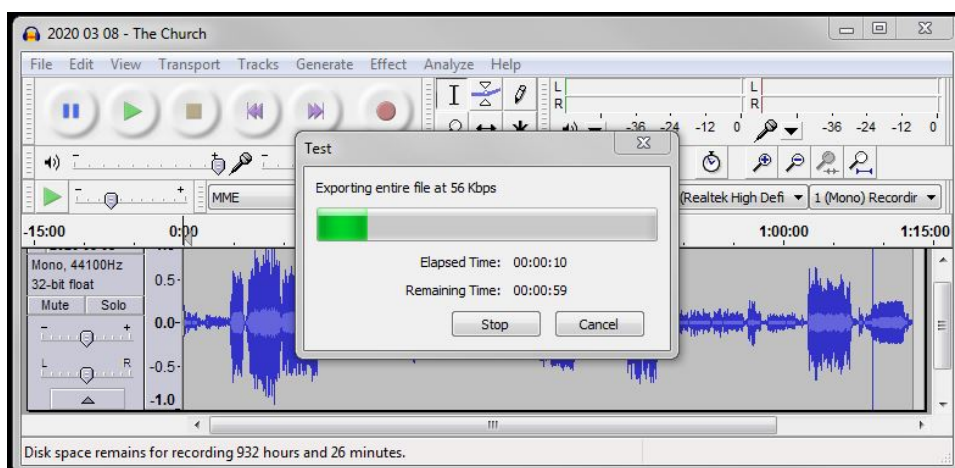
8. You can (**but don't have to**) fill out the data fields in the next box that appears
This is information which is embedded into the mp3 file and appears on people's mp3 players



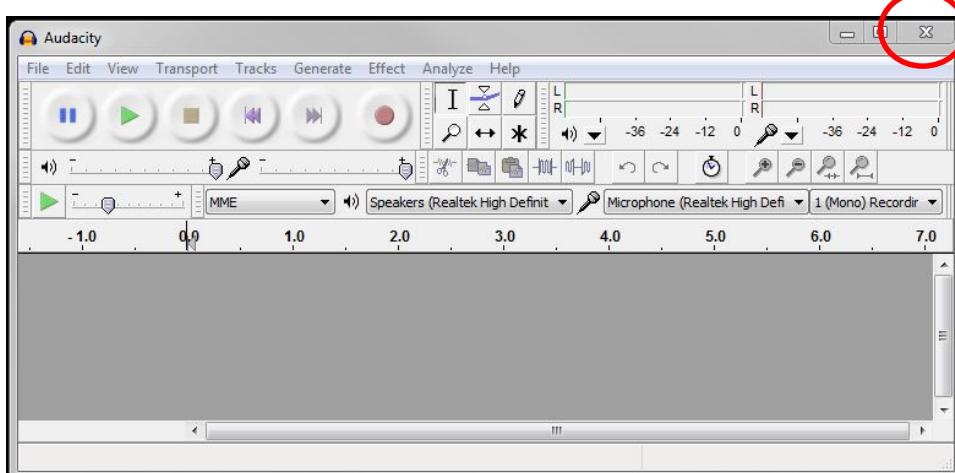
Example:



9. Click the 'OK' button and the audio will start to be exported and saved – **Wait for it to finish!**



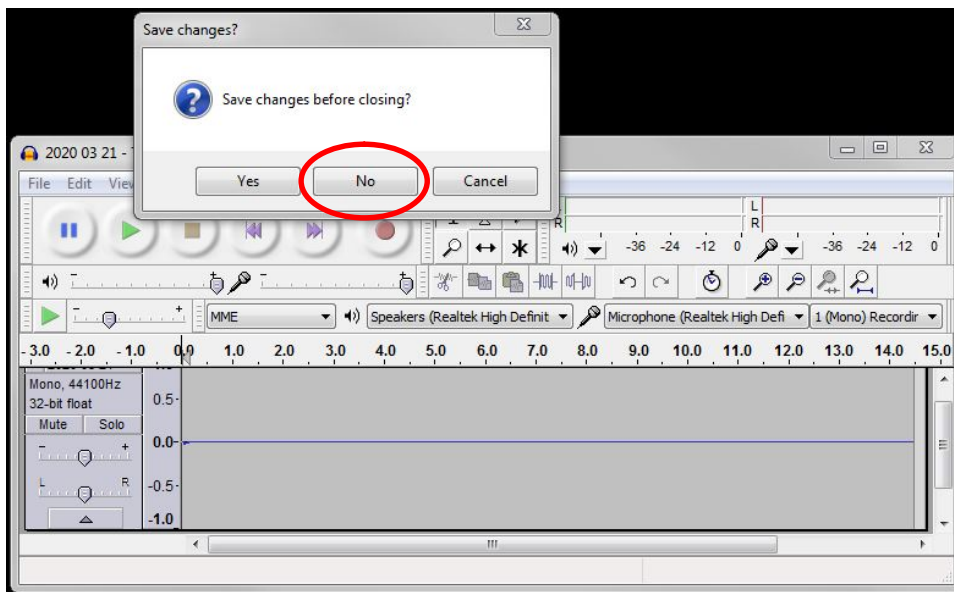
10. Audacity can now be closed down by clicking the 'X' in the top right hand corner



11. Audacity will ask if you want to **'Save changes before closing?'**

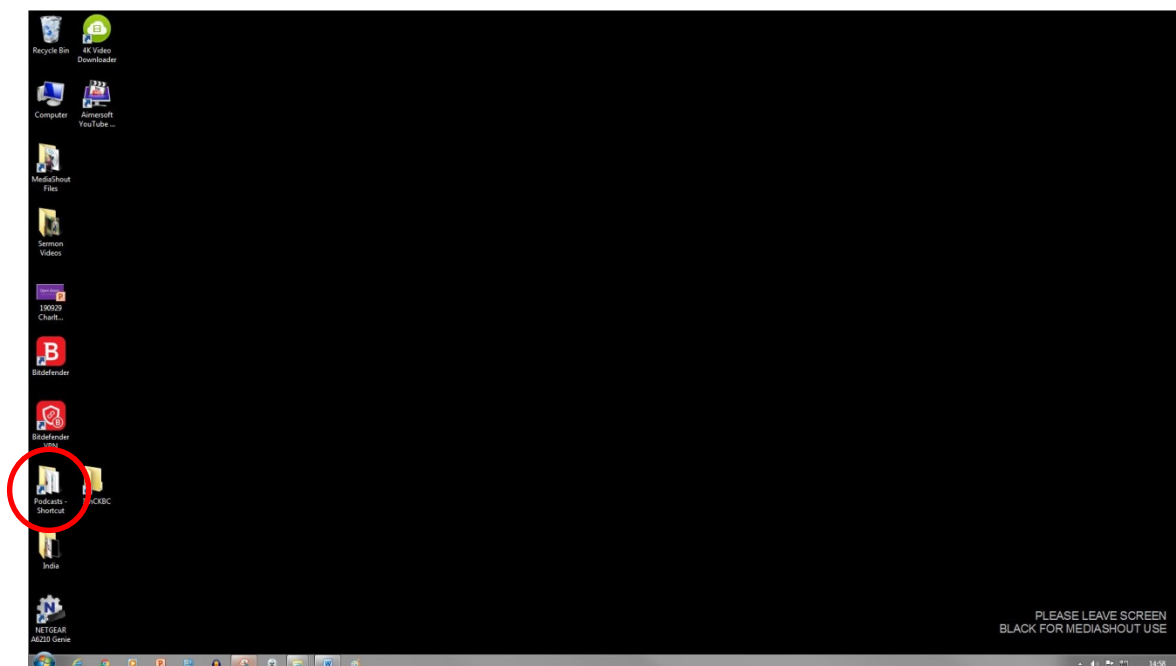
But as the audio has been exported and saved this is not necessary, so click **'No'**

Audacity will now close down

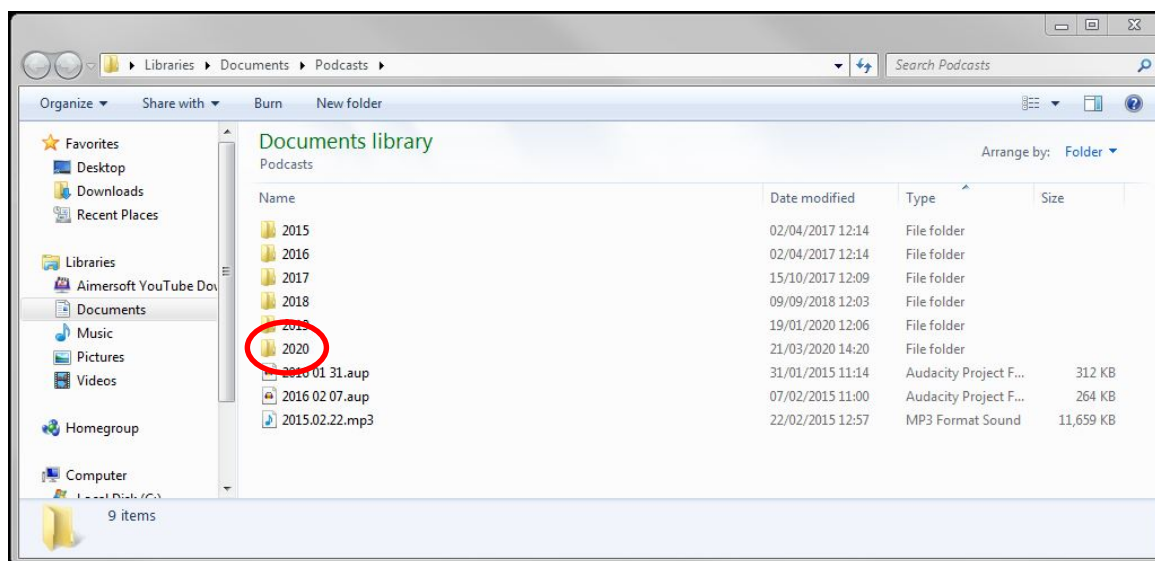


Recorded Audio File Location

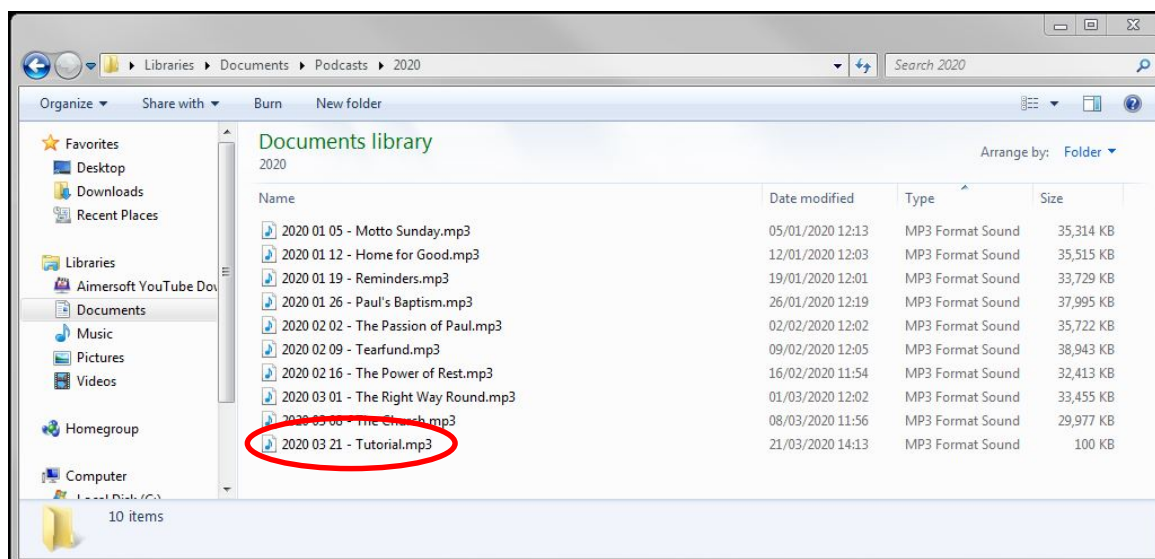
1. From the Desktop, Double Click on the 'Podcasts – Shortcut'



2. Double click on the year

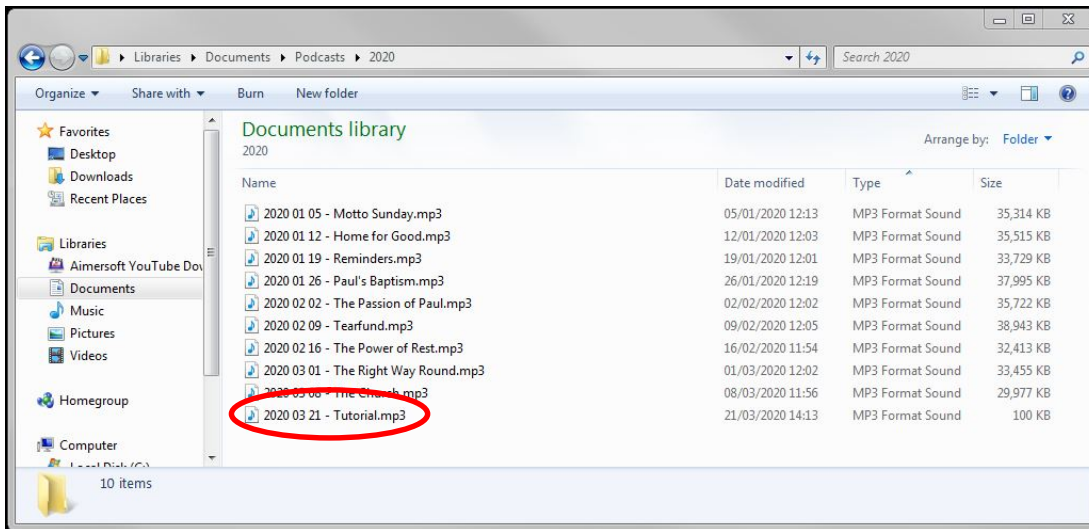


3. Here is the exported and saved audio recording

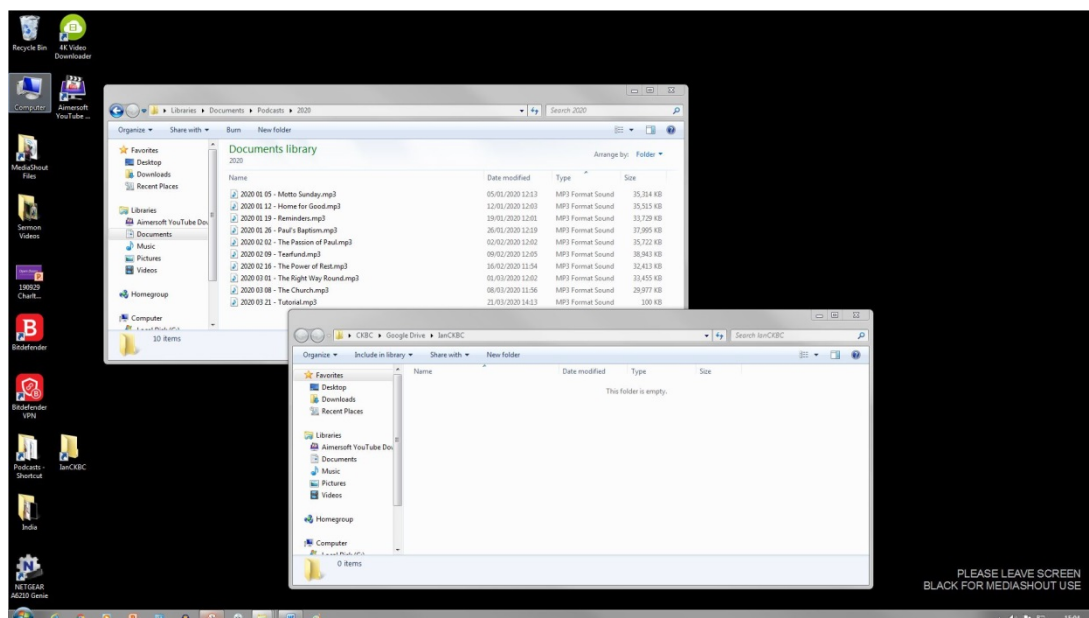
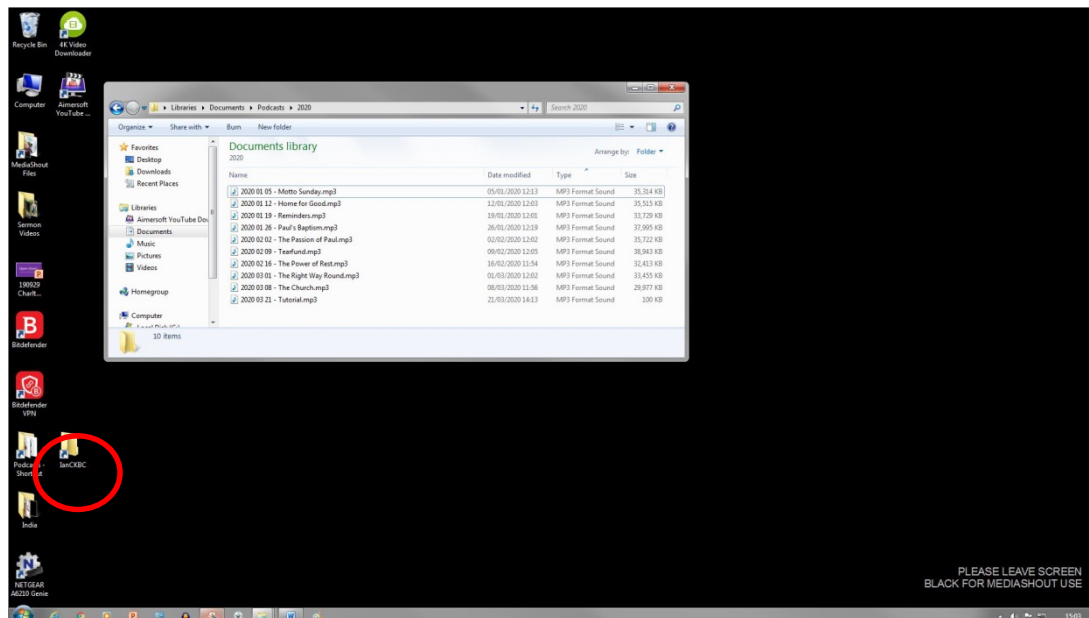


To Share Recorded Audio – (Share with Ian)

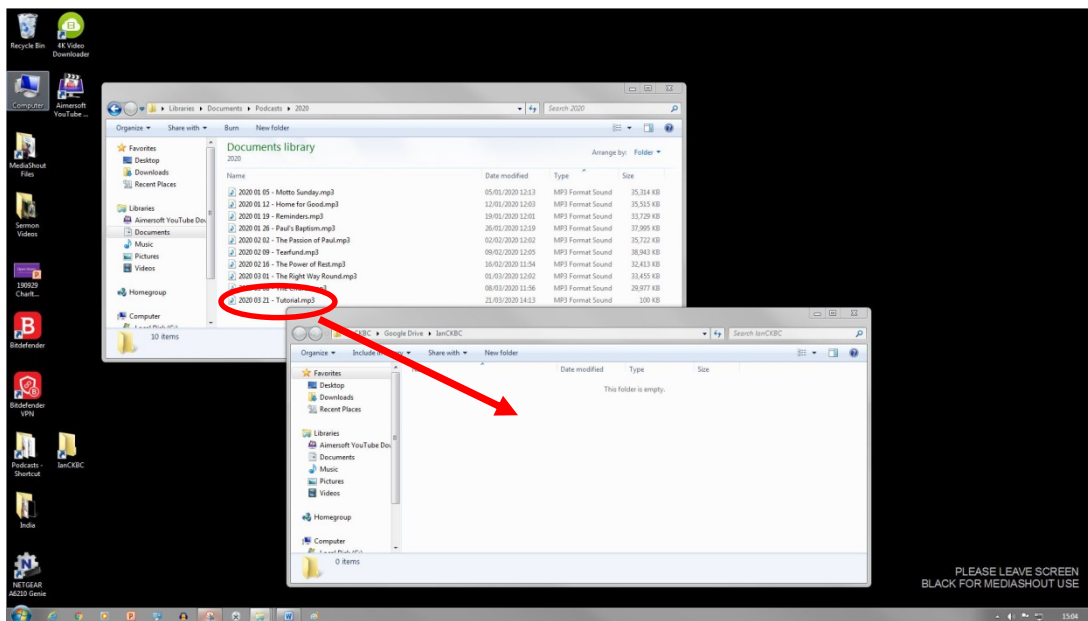
1. Open the where the recorded audio has been saved by clicking on the **'Podcast – Shortcut'**
(Follow previous instructions 'Recorded Audio File Location' to locate the file)



2. Double click to open 'IanCKBC'



3. Copy & Paste the desired file to IanCKBC



4. The file should automatically (after a few minutes) upload to the cloud!

