

iTed

USER'S GUIDE



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with the support of John Chlond, Georgene Bridgeman and
Victoria University

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INSTALLING AUDACITY

INSTALLING AUDACITY FROM USB

Insert the memory card containing the Audacity program into the USB port on the computer. Open “my computer” and locate the USB. Open the folder and save the Audacity file to the desktop. Double click the icon that appears on the desktop and follow the installation prompts. Once the installation is complete, the program is ready to use.

INSTALLING AUDACITY FROM THE INTERNET

To install Audacity from the internet visit <http://audacity.sourceforge.net/download/>

The following website will appear.

Follow the links that are for the type of computer you are using. (E.g. mac, windows etc.)



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Audacity® is free, open source, cross-platform software for recording and editing sounds.

Audacity is available for Windows®, Mac®, GNU/Linux® and other operating systems. [Learn more about Audacity...](#) Also check our [Wiki](#) and [Forum](#) for more information.

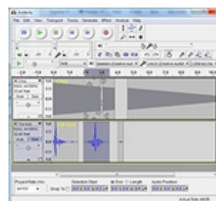
The current release of Audacity is [2.0.2](#). It replaces all previous 1.2, 1.3 and 2.x versions. See [New Features](#) for more information.

[Download Audacity 2.0.2](#)

for Windows 2000/XP/Vista/7

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[All Audacity Downloads](#)



August 24, 2012: Audacity 2.0.2 Released

The Audacity Team is delighted to announce the release of [Audacity 2.0.2](#) for Windows, Mac, GNU/Linux and other operating systems. It replaces all previous 1.2, 1.3 and 2.x versions. A significant bug that caused clicks on split lines has been fixed, and there are improvements to several toolbars and to some Nyquist effects. See the [2.0.2 Release Notes](#) for detailed changes.

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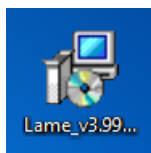
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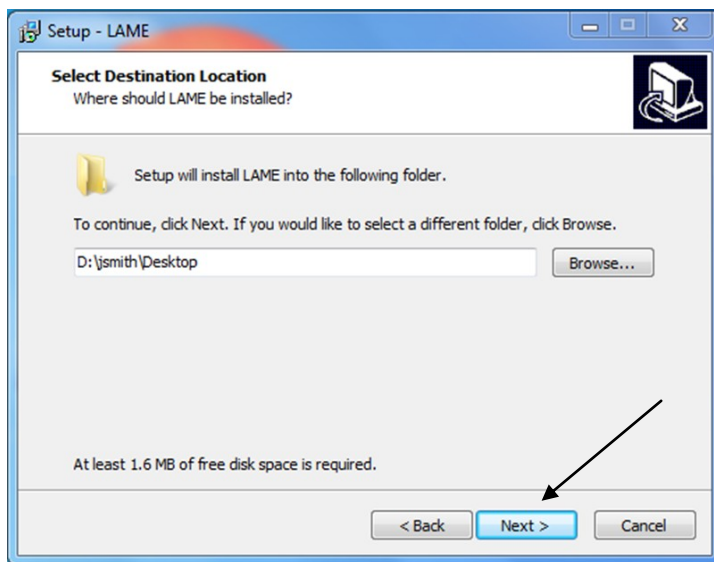
INSTALLING LAME

INSTALLING LAME FROM THE USB

Insert the memory card containing the Lame for Windows program into the USB port on the computer. Open “my computer” and locate the USB. Open the folder and save the LAME file to the desktop. Double click the icon and follow the prompts.



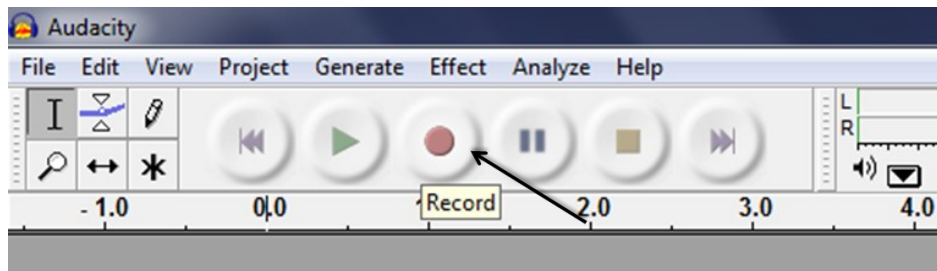
When you come to the ‘select destination location’ screen, click the browse button and select the desktop.



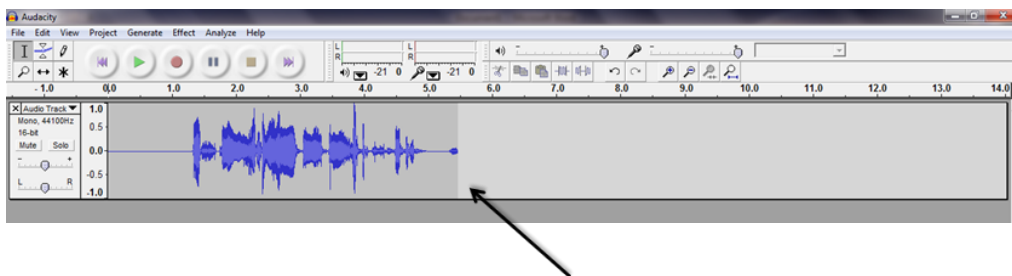
Continue following the prompts. Once the installation is complete, the program is ready to use.

RECORDING ON AUDACITY

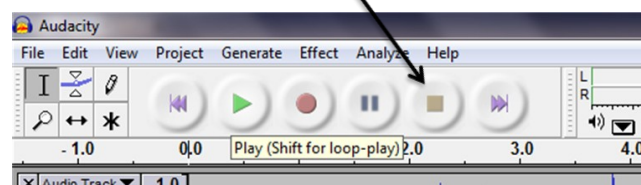
Open up the Audacity program and the recording screen will appear. Make sure that you have a microphone located on or connected to your computer. To begin recording click on the red circular button located in the top left corner of the screen .



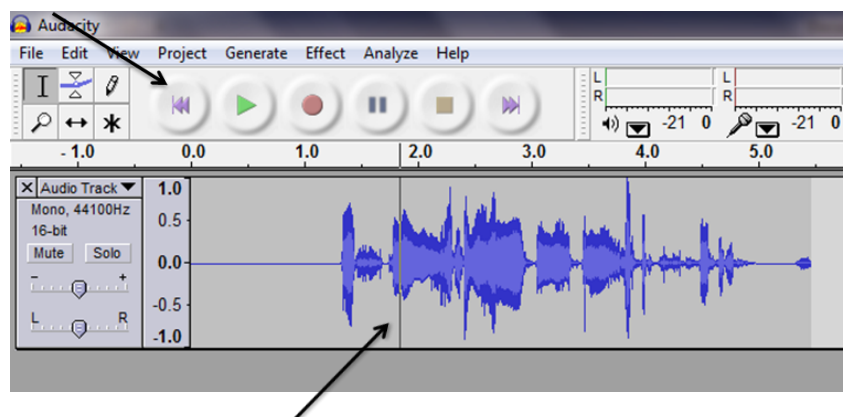
Speak or make noises directly into the microphone. A visual representation of the sounds will come up in a wavy line moving from left to right across the screen.



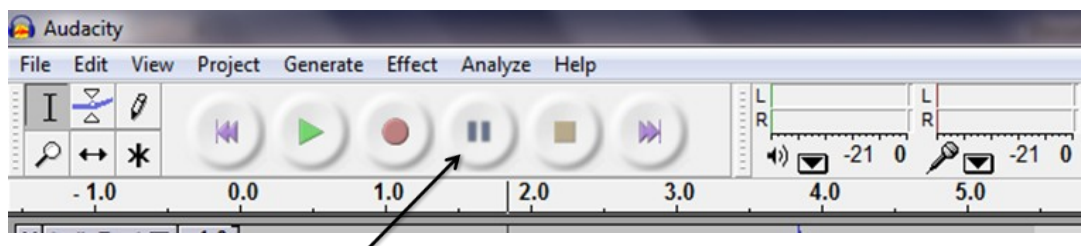
Once you have finished recording, click on the yellow 'stop' button in the top left hand corner of the screen. This will end the recording. To play your recording click on the green triangular 'play' button in the top left hand corner of the screen.



To rewind or fast forward through the recording click on the purple arrows in the top left hand corner of the screen and then press the green play button to listen from that point. You can also move the cursor to the selected place on the line of waves. A small picture of a hand with a pointed finger will appear. Click on the place you wish to listen from and then click the green play button.



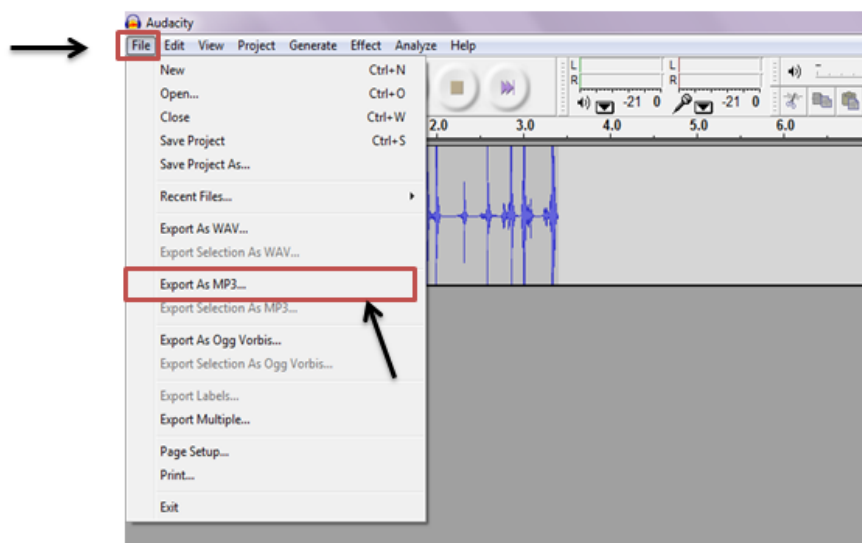
To pause the recording click the blue pause button in the top left corner of the screen



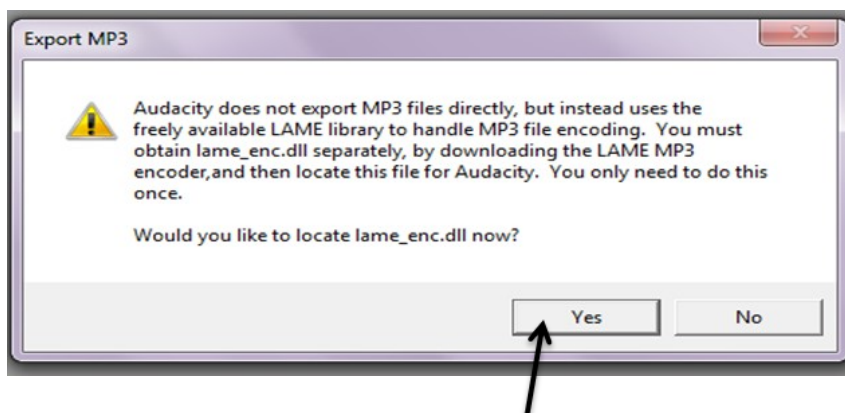
CONVERTING RECORDING TO A MP3

CONVERTING TO MP3 FILE

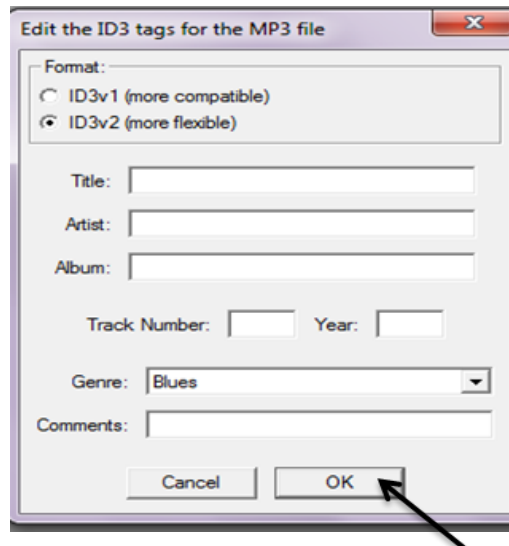
Once the recording has been made on Audacity it needs to be saved as an mp3 file. Click the 'File' button located in the top left hand corner of the screen. In the drop down box click 'export as mp3.'



It is imperative that the recordings being saved as mp3 tracks are saved as a track from 1-99 and not a worded title. When the warning message appears, click the 'yes' button and proceed to find the file *lame_enc.dll* that was previously saved to the desktop in the installation process.



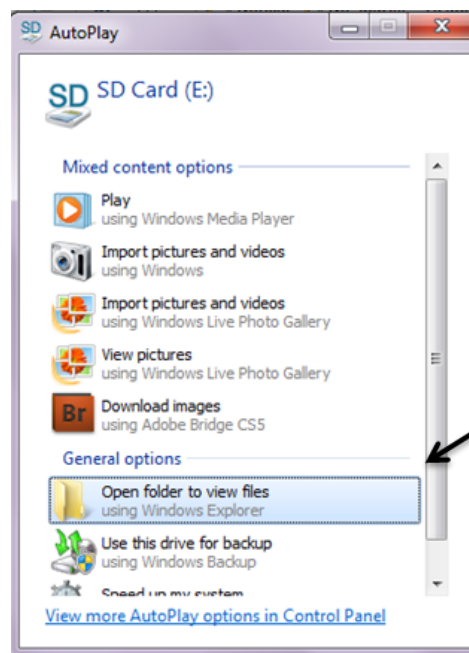
After saving the file a message will appear asking for audio details. It is your choice which details you enter and save. No details are compulsory and are only used for personal convenience.



SAVING MP3 FILES ONTO SD CARD

Once the file has been saved as an mp3, it must be dragged onto the SD card in order to be inserted into the bear.

Insert the SD card into the computer and wait for the pop-up screen to appear. Click the 'open folder to view files' option.



Converting recording to an mp3 file

Created by Tess Price, Georgia Sexton, Madeleine Steere and Jayne Yang
from St Catherine's School Toorak
With help from Victoria University