

To Record Using Audacity

- 1) In your web browser, go to: <https://sourceforge.net/projects/audacity/files/latest/download> or type in “Download Audacity” into google
The icon of the program should look like this



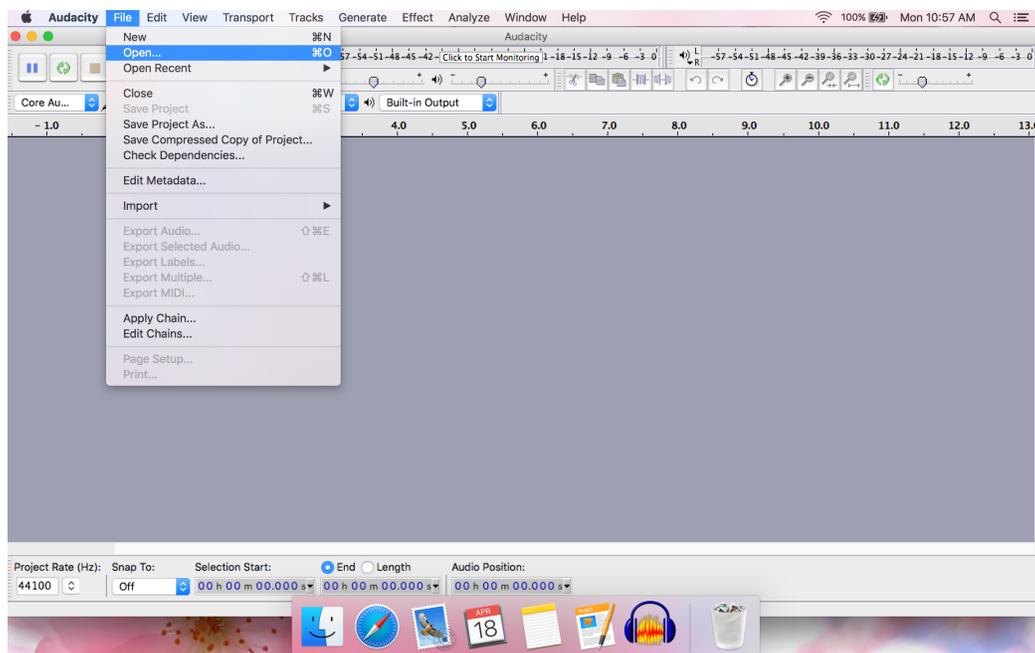
- 2) Hover over “Transport” > Click “Record” > Recording will start automatically > Click stop (yellow square) to stop recording

To Listen to Interview an Transcribe (If you recorded using Audacity start at step 6)

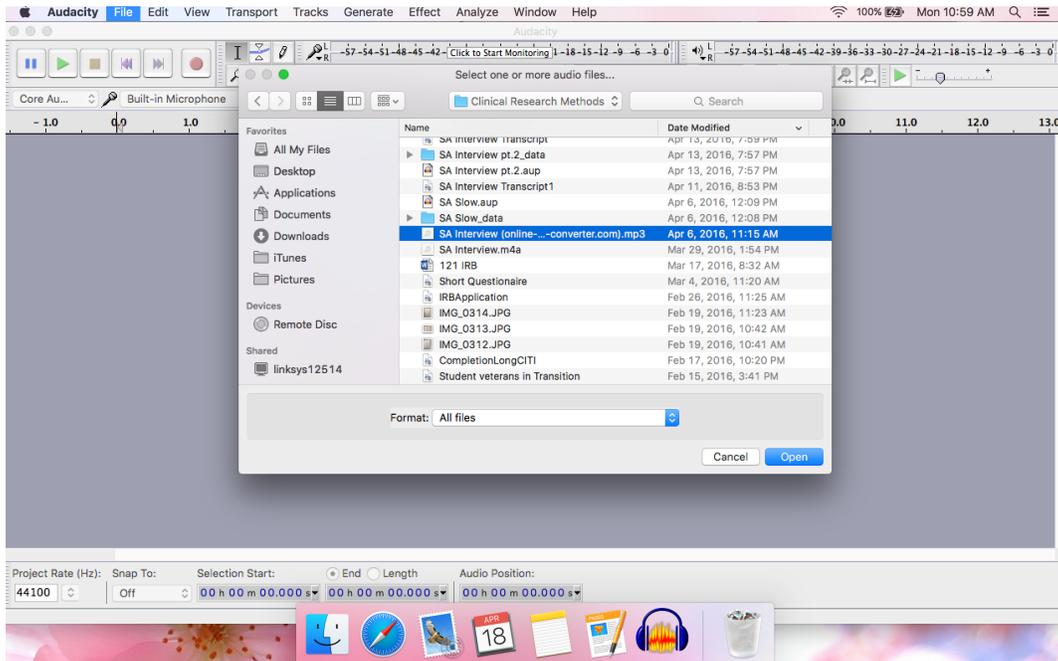
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- 2) Click on the downloaded “.dmg” file and follow the instructions to download the program
- 3) Open Audacity
- 4) Hover over “File”, Click Open



5) Click on the mp3 File you wish to listen to and click “open” (If your recording is not in MP3 format use an online converter like this one: <http://online-audio-converter.com>)

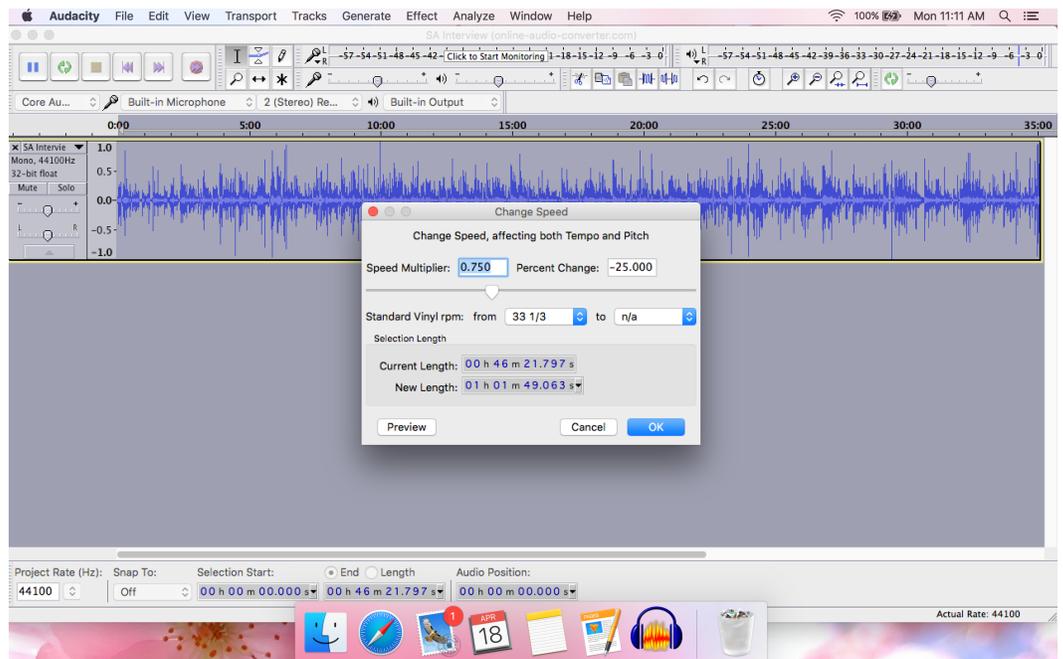


There are two ways to ease the transcription process:

NOTE: To make any edits the recording must be STOPPED (Click yellow square)

6a) Slowing down: double click sound waves until dark grey > hover over “Effect” > Click “Change Speed” > Type “.75” into the “Speed Multiplier” box > Click “OK”

This will make the audio file 75% as fast as it was before (25% slower). This is a good place to start, you can do this multiple times until the speed is as desired.



6b) Loop playing 15 seconds of the interview at a time: Click the plus magnifying glass until you see the audio in 15 second increments > Highlight the first 15 seconds of your interview > Hover over “Transport” > Click “Loop Play” > Once the first 15 seconds is accurately transcribed, repeat for the following 15 second increments until the entire interview is transcribed

