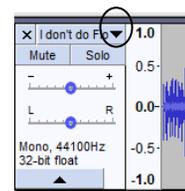
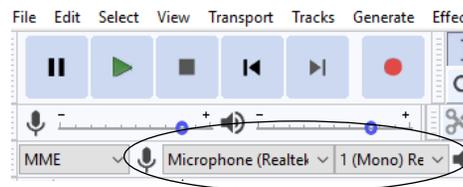


WORKING WITH AUDACITY, version 2.3.0
and your computer to record cues on 1 channel, music on the other
(other versions might work a little differently)

1. Plug your microphone into a recording input in your computer (or a USB port)
2. Open Audacity
3. Check to make sure that your microphone shows up on the bar as the microphone in use and your recording is on Mono
4. Go to the "File" menu and open your music file. Sometimes this will now open another copy of Audacity. I don't know why. Just close the empty one and use the one with the music.
5. Your music should show in 2 tracks.
6. Go to the menu "Tracks" then "Mix", then "Mix Stereo down to Mono" (this way you will not lose any of the music, which you would if you just delete a track).
7. If you need to / want to adjust the speed of the music, **now** is where you should do it.
 - Select the whole piece of music (CTRL A)
 - go to menu "Effect" then "Change Tempo" and change it how you want.
8. I usually add time at the beginning here, so if you want to do that go to the very beginning with your cursor, then the menu "Generate" and "Silence" to add the amount of silence you want.
9. Now go to the beginning of your music with your cursor and first select "pause" (the button with the 2 vertical stripes), then record (the red button).
A new track will show underneath your music track. This is your voice recording track.
(If a new track does not open up, then you probably need to check the Preferences in Audacity. Go to the menu "Edit" then all the way down to "Preferences". When that screen opens, on the left hand menu, go to "recording". When that opens up check to see that the 3rd box is checked "record on a new track".)
10. When you are ready to actually record, be sure your cursor is at the beginning, then hit the pause button again. The music will begin to play and you can record to the music through your mike – it will only go to the bottom track.
11. When you have finished your recording, hit the stop button (square button).
12. Now is when you make these a stereo recording – this a very important step. Go to the small downward pointing triangle on the left menu of the top track. You have to use the track that has the **music** on it. Click on that triangle and a little more than half way down is the choice, "Make Stereo Track". Choose that.
13. Now you have a track with the top (left) as the music and the bottom (right) the voice. And for you that don't know, that is also how it is in DanceMaster, except the Clark made a mistake in naming the channels. So you have to check that the voice is in the left channel **in his program**.
14. Go now to the menu "File" and **export** the file. We always use the 'wav' format, so we can make any changes in another editing program, and then save it as an 'mp3', but you can handle that as you wish. You can set where the file goes automatically, or when you export it you can go through the screen that opens & save it where you want it.
15. Now you can close the file / program, you do not have to save the project, as it is called in Audacity.



NOTE: if you notice any inconsistencies, or have any comments, please let me know.
Susie Rotscheid – rotscheid@gmail.com