

(See other side for Audacity guide)



Audition Quickguide

Step 1:

Use the 'Studio guest' account on Windows and click on the icon named 'Podcast-Recording-Template.sesx'. This is a project file that already has all the correct settings and presets. Use this project file every time you start a new project.

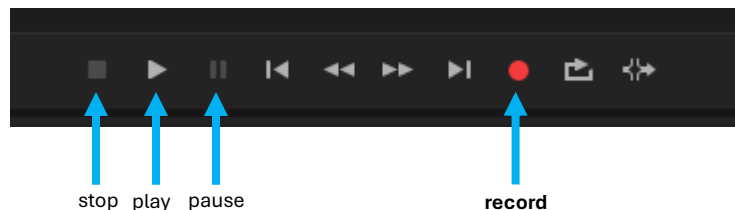


Step 2:

Save it as a new project immediately on the computer (go to 'file' → 'Save as'). Click on 'Browse' and create a new folder and choose a new name for the project.

Step 3:

Start the recording by pressing the red button on the control panel below. Every track will turn *red* and the time-line indicator will start moving to the right. If the indicator is moving but tracks are not red that means you're in playback mode. You need to press stop and then the record button again. *Always make a test-recording before starting the session!*



Step 4:

Stop the recording (don't pause it, really stop it!) and hit *ctrl + s* (or go to 'File' --> 'Save'). This will save your project including all your recorded audio files onto the computer.

Step 5:

To export it as single audio file go to 'File' → 'Export' → 'Multitrack mixdown' → 'Entire session'. Choose the location on your *USB-stick*. The computer will have your files as a back-up (will be deleted after a month).

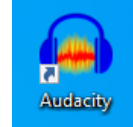
(See other side for Audition guide)



Audacity Quickguide

Step 1:

Use the 'Studio guest' account on Windows and click on the Audacity icon.

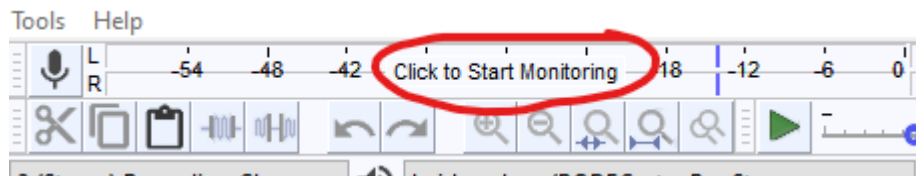


Step 2:

Save it as a new project immediately on your usb-stick by going to 'file' → 'Save Project --> Save Project As') and name the project. Click on 'Save'.

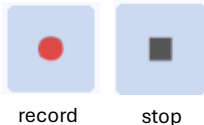
Step 3:

Make sure the microphone is working properly by clicking on 'Click to start monitoring'. You should see a signal coming through.



Step 4:

Press the big *red circle button* to start the recording. Press the *black square* to stop it:



Step 5:

Save the project after you're done recording (!). Then, go to file and select *export --> export as mp3*. Again, choose your USB-stick to export the file to.