

How to Record Your Script

There are three ways you can go about this: 1) Reserve the Sound Studio in Odegarad Library, 2) Record the script on your own computer, and 3) record your script on your Smartphone. Omeka will also accept MP4 files. I will explain method one in detail and then method two.

Method One:

1. First reserve the studio for your personal use. Go to <https://digital.lib.washington.edu/studyspaces/seattle/> and select the time you desire. Be careful you are selecting the Sound Studio and not a Study Room because you are able to reserve either one on this site. Sound Studio slots are those on the far right.

Thursday, February 21, 2013

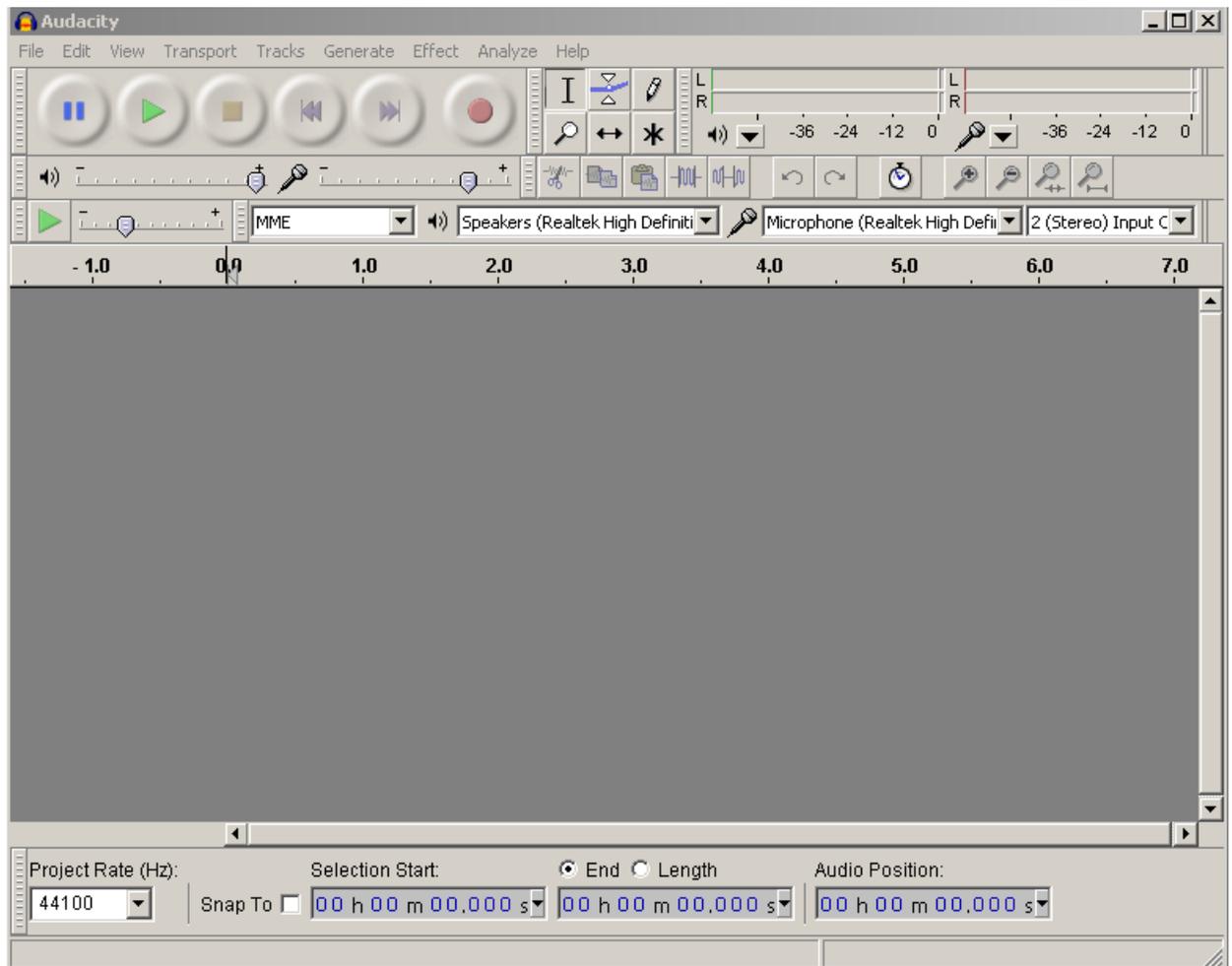
	Foster	HSL	OUGL 2nd Floor	OUGL 3rd Floor	Research Commons	Suzzallo	
			Study Room 222	Study Room 223	Study Room 224	Collaboration Studio	Sound Studio
12:00 am			->	-	-	-	-
12:30 am			-	-	->	-	-
1:00 am			-	->	-	-	-
1:30 am			-	->	-	-	-
2:00 am			-	->	-	-	->
2:30 am			->	-	-	-	->
3:00 am			->	-	-	->	->
3:30 am			->	-	-	->	->
4:00 am			->	-	-	->	->
4:30 am			-	->	->	->	->
5:00 am			-	->	->	->	->
5:30 am			-	->	-	->	->
6:00 am			-	->	-	->	->
6:30 am			->	->	-	->	->
7:00 am			->	->	-	->	->
7:30 am			->	->	->	->	->
8:00 am			->	->	->	->	->

2. Go to the 2nd Floor Information and Help Desk to retrieve the key to the Sound Studio. Be sure that you also ask for the big yellow kit. This kit contains the microphone that you will need for recording.
3. Enter the Sound Studio, log-in to the computer, and plug the microphone to the pronged cord. It will be lying on the floor by the computer tower.

4. Open up Audacity from the pop up menu at the bottom of the screen. The icon looks like this:



5. The opened program will look mostly like this though snazzier because the UW can do things like that.



6. Press the record button and speak into the microphone.



7. Click Stop when you are finished recording.



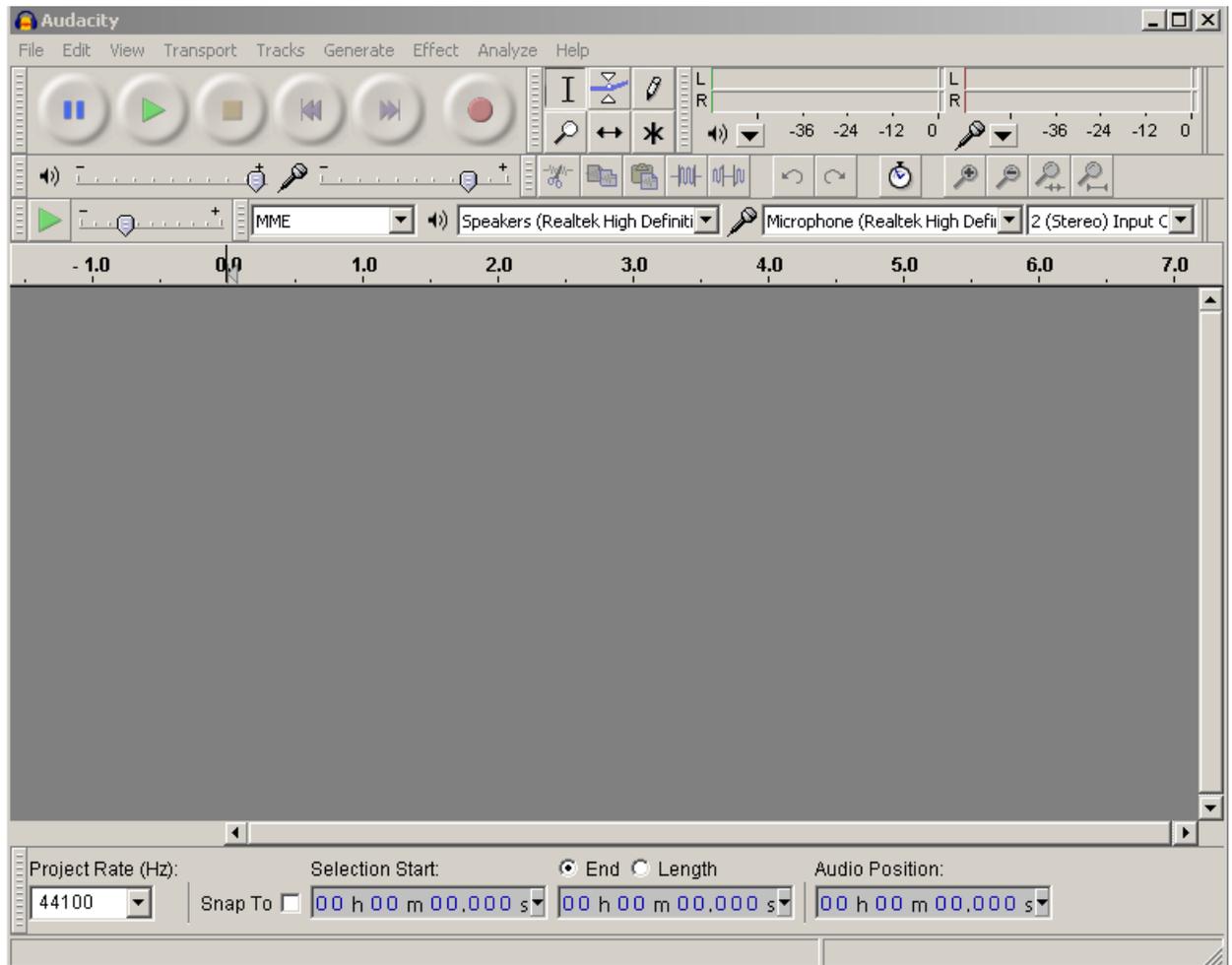
8. Go to the drop down file menu and select export. Save your file to a flash drive as an MP3 file. You will now be able to listen to it in iTunes or any other audio software.

Method Two:

1. If you already have an audio recording software on your computer feel free to use it. If you do not, I recommend Audacity, which is formatted to work on Macs or PCs. It is also free and the UW uses it as well. To download it go to audacity.sourceforge.net/download/ and select your computer operating system from the lefthand menu.

Download
Audacity 2.0 series
Windows
Mac
GNU/Linux
Source Code
Release Notes (Wiki)
Plug-Ins and Libraries
Obtain a CD
Vendors and Distributors of Audacity

2. Install the program on your computer and then open the program. It will look like this:



3. Click the record button and read your script to the computer screen.



4. Click Stop when you are finished recording.



5. Go to the drop down file menu and select export. Save your file to a flash drive or your computer as an MP3 file. You will now be able to listen to it in iTunes or any other audio software.