

Audacity Recording

1. Install and bring up the Audacity Program
2. Click Start...All Programs...Audacity
3. Click the red button to start recording. Click the yellow button to stop recording.
4. Click File. Select Export as Wave
5. Close Window...Click NO SAVE.
6. Click to SEND to DESKTOP
7. Give the .wav file a name and click SAVE
8. Address an email and locate and attach the .wav file you created.
9. Click Send.

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