

Creating & Sharing Audio Files Videos

1. **Consider** these when recording audio:
   1. What type of audio recorder is available?
   2. Are voices audible (iPhone microphones are available)?
   3. Who will be recorded? Do you need to request permission to record or consent?
   4. What privacy level does the recording require? Should it go online? Does it need to be destroyed after use?
2. After planning the recording, **choose your device**:
   1. A **tape recorder**
   2. An **iPhone**, **iPad audio app**, or other mobile device with a microphone
      1. Remember, the length of audio you can make is determined by the amount of memory available on your device
      2. Look for **Voice Memos** or a similar app
   3. A **computer’s microphone**:
      1. **Audacity** is a free and fairly simple program to record audio
      2. Download Audacity here: <http://audacity.sourceforge.net/download/>
      3. You can edit the recording on Audacity as well
      4. A YouTube video tutorial for Audacity can be found here: <http://www.youtube.com/watch?v=pPMR4ZPGIGU>
3. **To share** your audio, you can:
   1. Record to an **audio tape** (write your name on the tape)
   2. Burn the audio to a **CD**: <http://wiki.audacityteam.org/wiki/How_to_burn_CDs> (write your name on the CD)
   3. Transfer the audio file using a **USB drive** (write your name on the USB drive)
   4. Convert audio file to MP3 using **Zamzar** and email a link: [http://www.zamzar.com](http://www.zamzar.com/)
   5. Share an audio file using the **cloud**:
      1. BearSpace: <https://bearspace.baylor.edu>
      2. DropBox: [https://www.dropbox.com](https://www.dropbox.com/)
      3. Google Drive: : <http://www.google.com/drive/about.html>
4. **To play** an audio file:
   1. Play an audio tape in a **tape player**
   2. Play a CD in a **CD player** or computer with a CD drive
   3. Play audio files through a media player
      1. Open audio file **VLC**
         1. Free download: <http://www.videolan.org/vlc/index.html>
         2. Plays most file extensions
      2. Open audio file **iTunes**
      3. Open audio file **Windows Media Player**