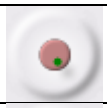
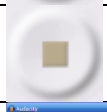
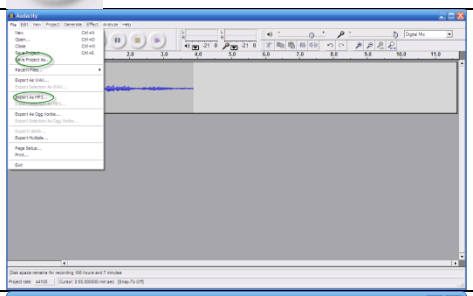
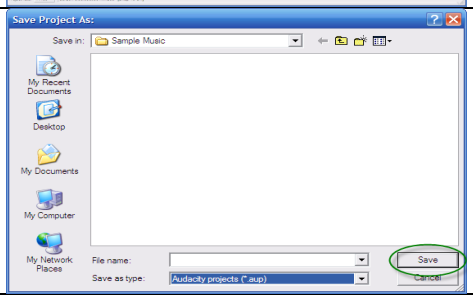
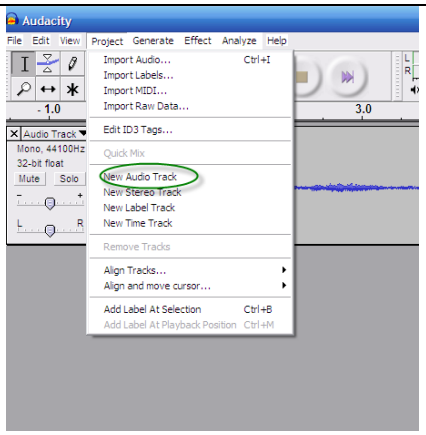
Audacity Quick Reference Guide

To record:

	1. Click on the red record button and begin speaking.
	2. You may **pause and un-pause** at any point in the recording by clicking on the blue pause button.
	3. When you are finished recording click on the orange stop button.
	4. Next go up to **"file"** and select **"save project as"** if you wish to return to work on the project again OR select **"export as mp3"** if you are finished and ready to use your file.
	5. Click "save"

To add an audio track:

	Go to **"project"** and select **"new audio track"**
	Record according to the instructions above