

## Live Audio Recording Basics

The FocusRite Scarlett Solo 4<sup>th</sup> gen audio converter records in real time and can be used to record voices, devices, or instruments. Create commentary for videos, preserve oral history, or sing a song.

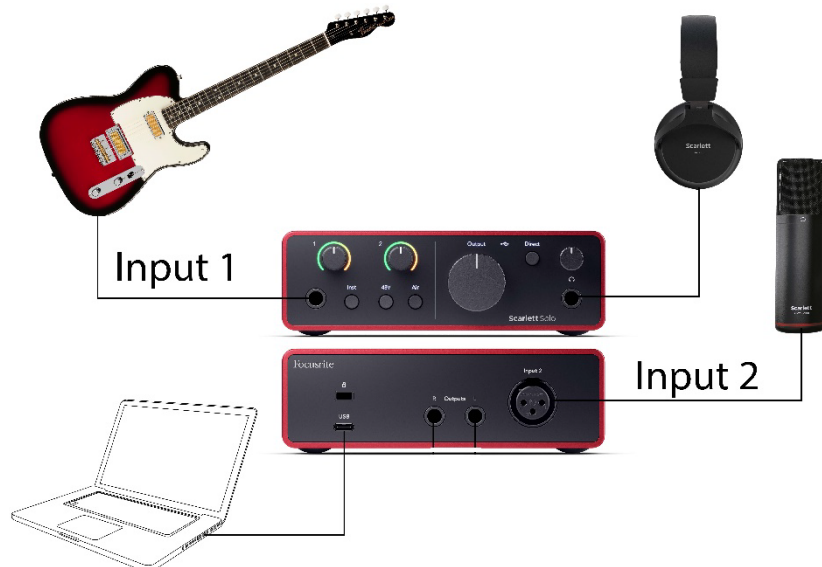
The Digital Legacy Lab offers the CM25 MkIII condenser microphone and SH-450 headphones to assist with audio recording and playback. You can also bring in your own electronic instruments and Hi-Z instrument cable to connect to the converter.

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### Record Your Audio with Audacity

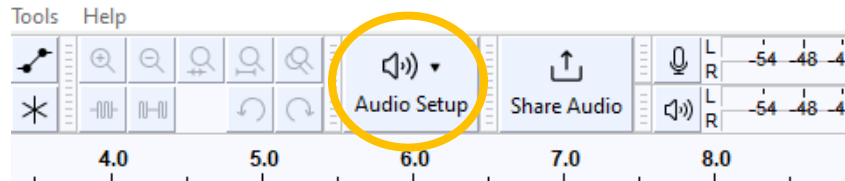
1. Make sure the microphone is plugged into **Input 2** on the back of the Scarlett Solo converter.
  - a. If using the SH-450 headphones, make sure they are plugged into the headphone output.
  - b. If recording an instrument such as a guitar or keyboard, plug in your instrument cable into **Input 1** on the front of the Scarlett Solo converter



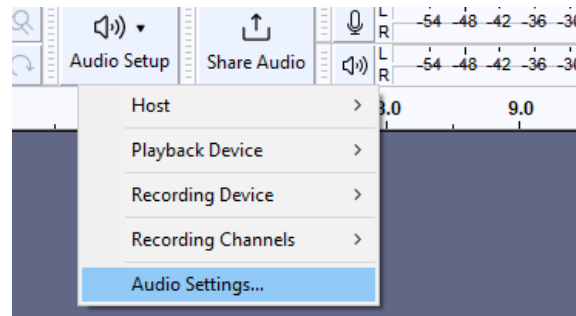
2. On the computer desktop, double-click on the **Audacity** icon. It looks like this:



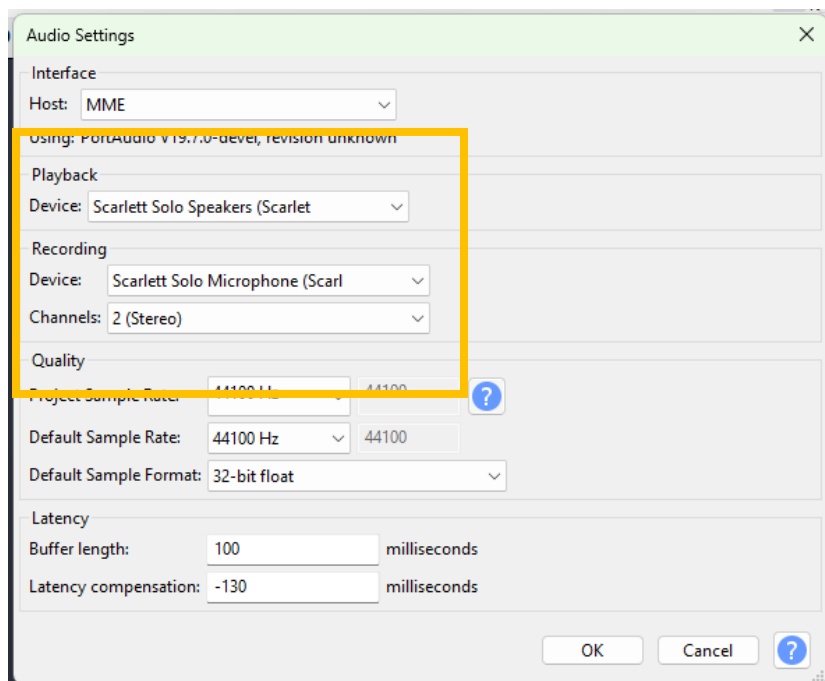
3. Check the Audio Setup to make sure the microphone is chosen. Many devices are plugged into USB ports in the Digital Legacy Lab, this will make sure it records the sound.
  - a. Click **Audio Setup**



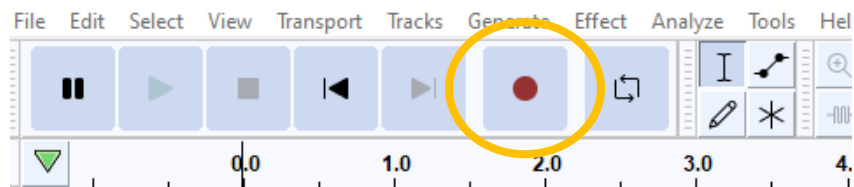
- b. In the dropdown menu, click **Audio Settings**.



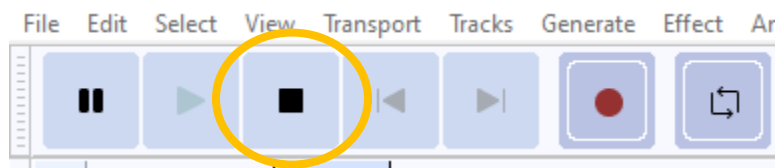
- c. **Playback** should be either the on-board Computer Speakers (to use your own headphones or the computer's speakers) or the Scarlett Solo Speakers (to use the Scarlett SH-450 headphones) depending on your preference to hear the sound.
  - d. **Recording** should be set to Device: Scarlett Solo and Channels: Stereo.



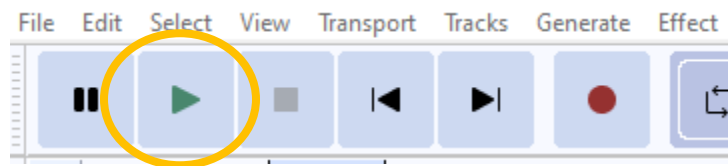
- e. Click **OK**
- 4. To start recording, click the red circle.



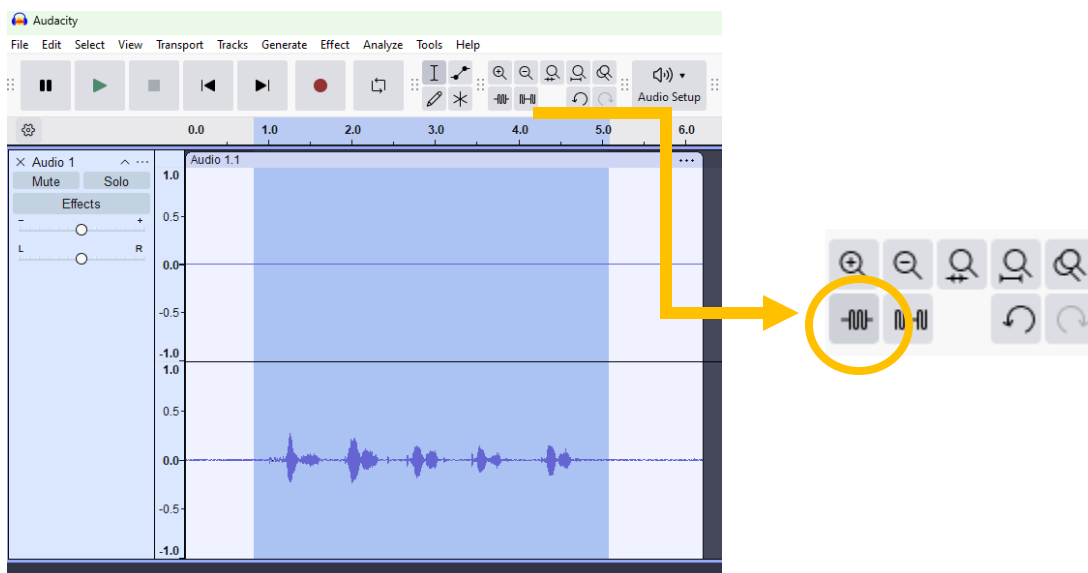
- 5. Record the audio.
  - a. When using the microphone, the audio will record in stereo, but only on the right side. This is normal.
  - b. Do not record in mono with the microphone. The audio will not be recorded.
- 6. When finished, press the black square.



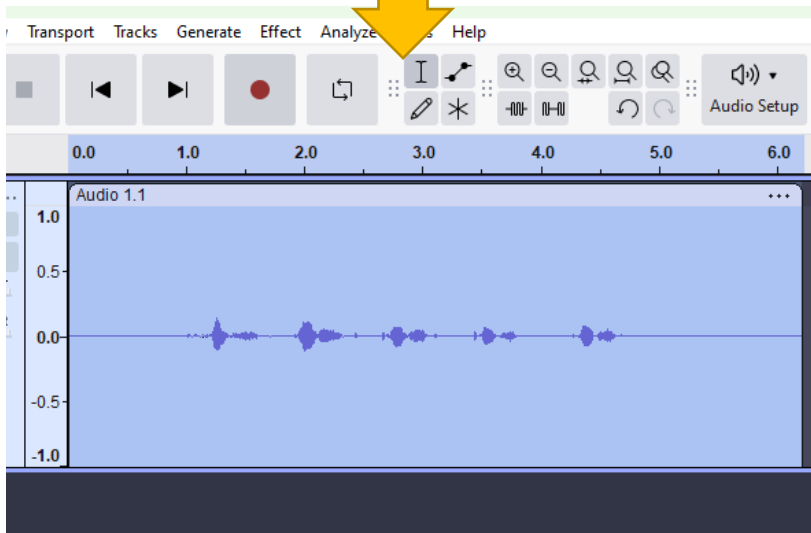
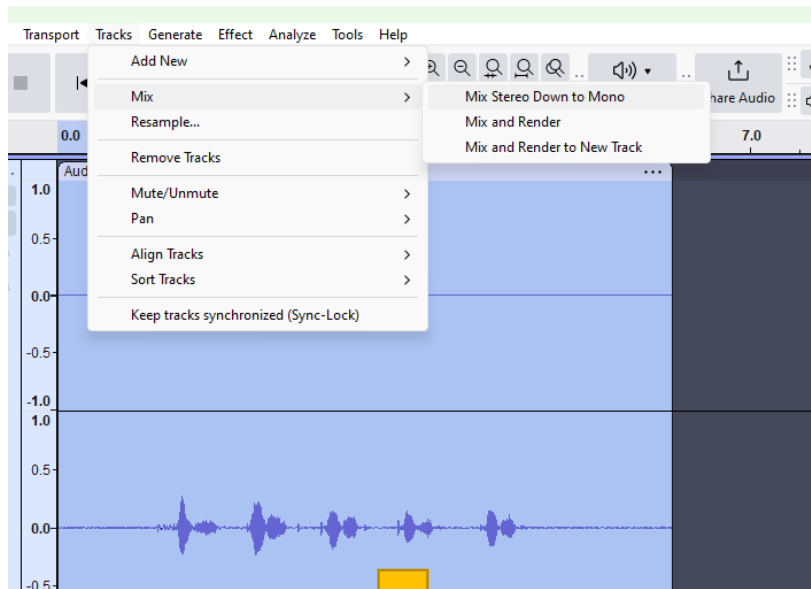
- 7. To replay the audio, press the green triangle.



- 8. To trim the audio, click and drag to highlight the area you want to keep. Then press the Trim button.

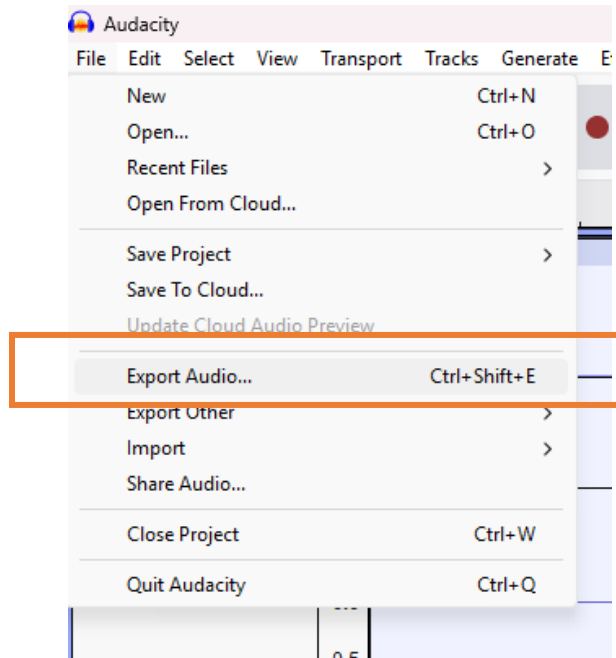


- To create a mono audio file (audio on both left and right sides), click and drag to highlight the area you want to keep, or press ctrl+A to select the whole file. Then click **Tracks**, then **Mix**, then **Mix Stereo Down to Mono**.

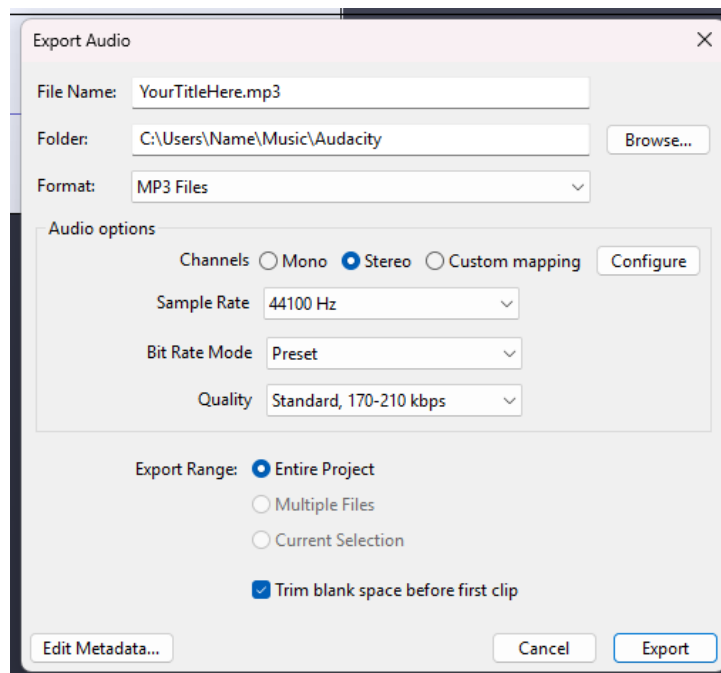


## Save Your Audio

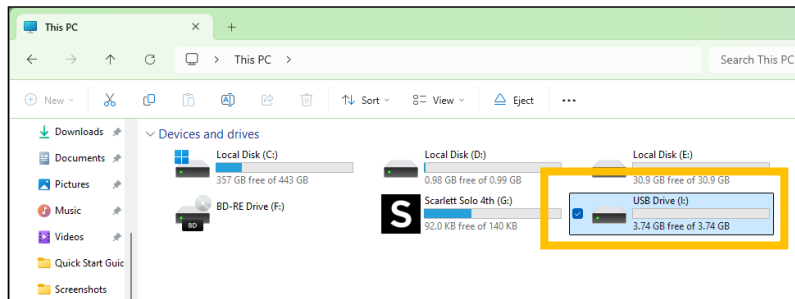
1. In Audacity, click File. Then select Export Audio.



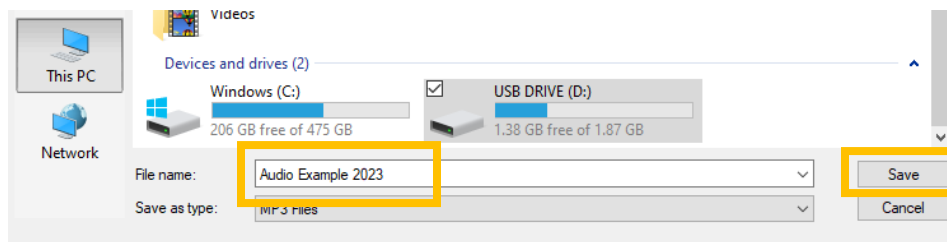
2. Title your track and select your format. You can also edit your metadata, or change where the file will be stored.
  - a. In most cases, you will be fine with an MP3 or WAV file.



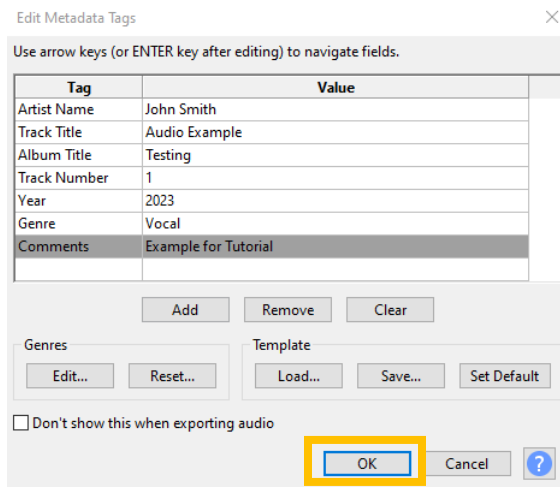
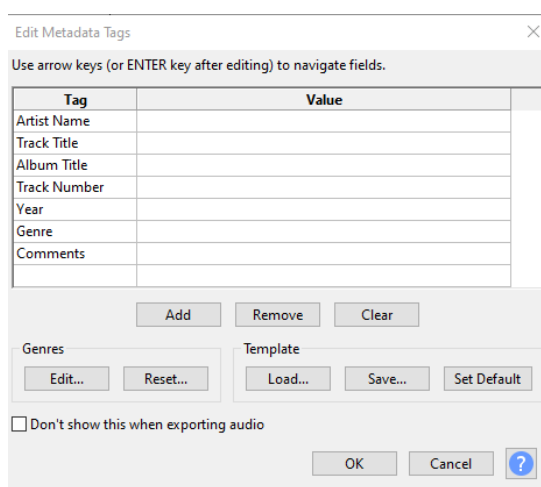
3. Save directly on to your USB drive by clicking **Browse** and then under Devices and drives, locate your USB drive. Note: it may not be called USB drive depending on your device.
  - a. Double click on the drive to **Open**.



4. Change the name of the file to make it easy to recognize by typing on the keyboard. Click **Save**.
  - a. In this example, the file name changed from “untitled.mp3” to “Audio Example 2023”



5. Add metadata if desired. This information is stored with the mp3 file. **This is optional.**



6. When you are ready to save your file, select **Export**. Your file is now saved.
7. Repeat these steps for any audio you create.