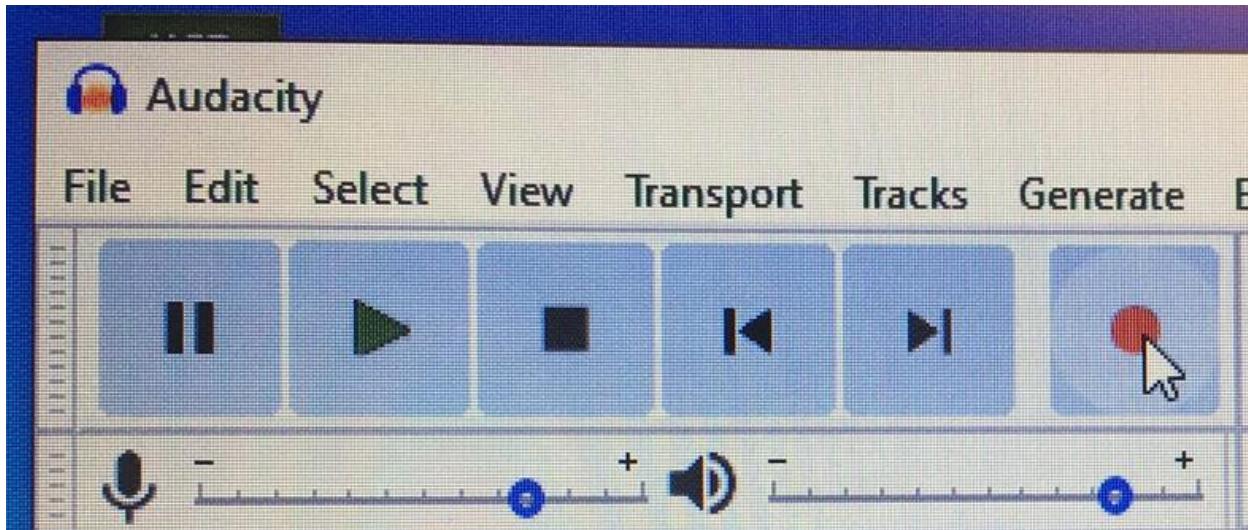
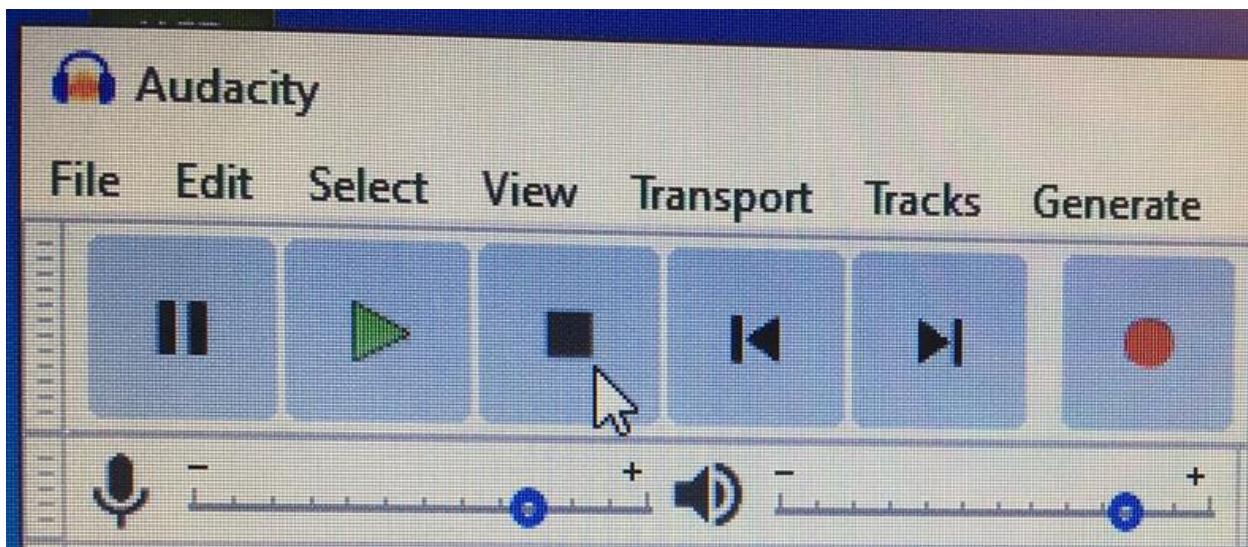


## Audacity User Guide for 2021 AP Exams

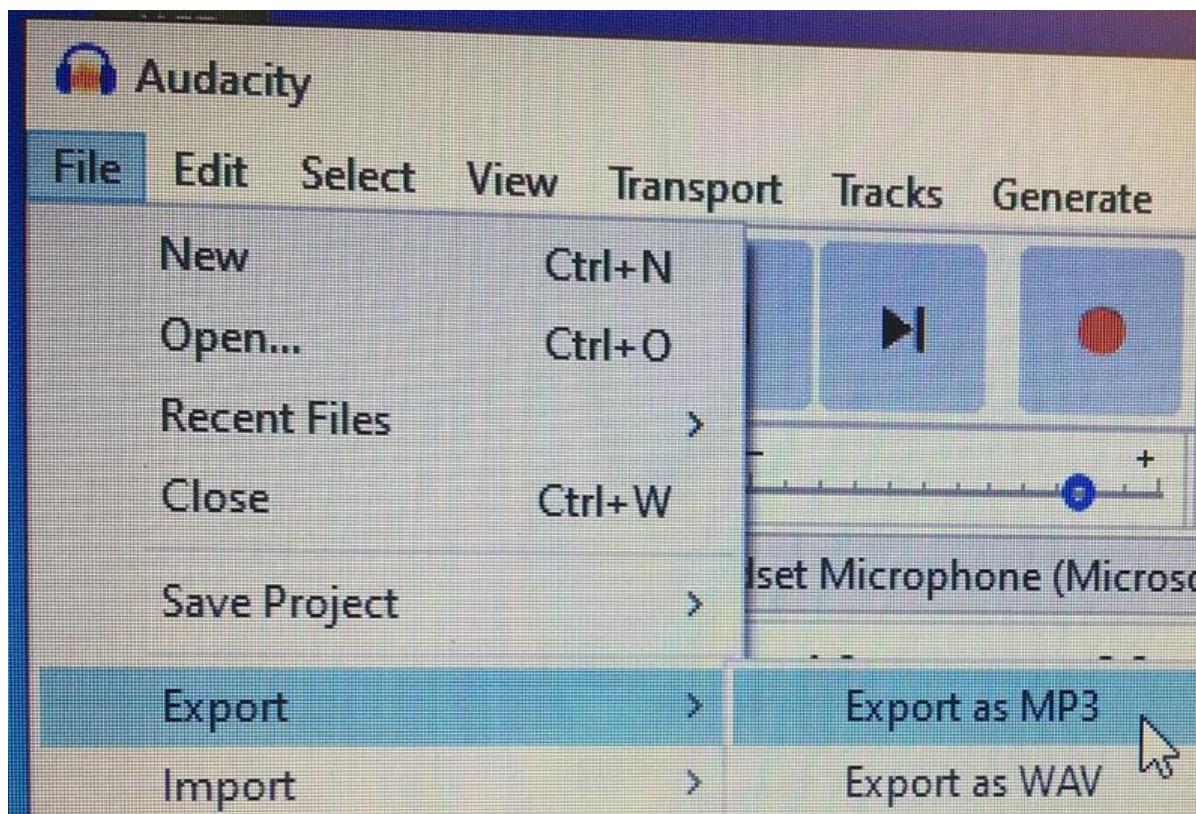
- 1) Launch Audacity and go to the upper left corner of the app. To begin recording, click the red button. Directly below are slider bar adjustments for mic sensitivity and headphone level, if needed.



- 2) When the student is done recording, click the square button.



3) To save the recording, go to the File pull-down menu and select “Export as MP3” as shown

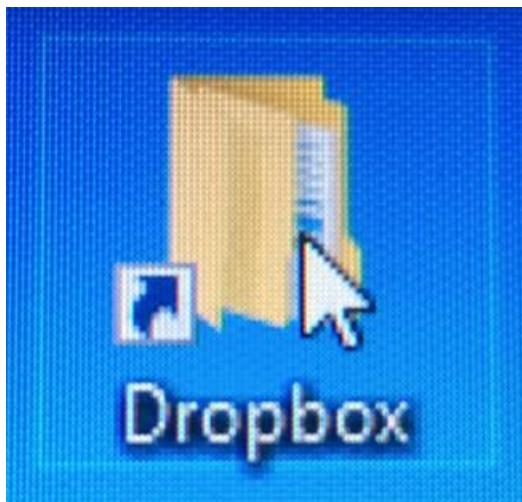


4) When saving the file, name the MP3 file on the desktop with the student’s AP ID, underscore, and exam form letter. An example of a correctly named file is WXYZ1234\_O.

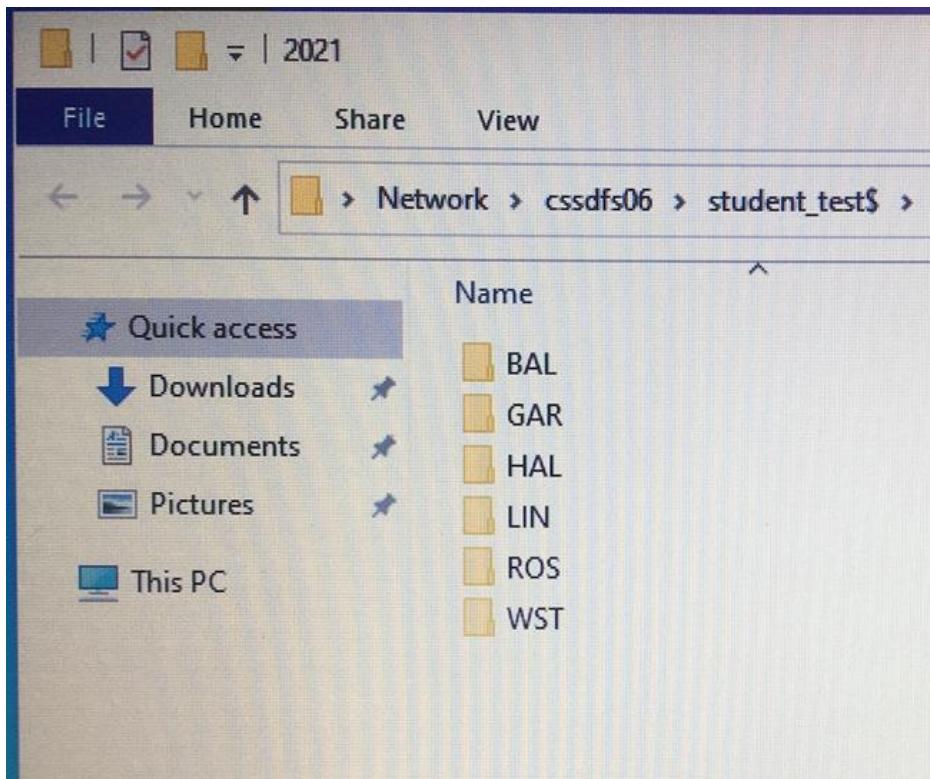
**Save to the desktop.** Accept the default format options below.



5) Exit the Audacity program and open the “Dropbox” shortcut on the desktop.



6) In the folder, open your school folder. In this example, we will open the ROS folder for Roosevelt.



7) With your school folder open, simply click and drag your MP3 file from your desktop into the folder. This completes the process.

Note: this is a one-way dropbox. Once the file has been placed, it cannot be moved or deleted.

