


## Recording Sound Files

### Instructions:

These instructions assume that you will be recording sound files for use with eye tracking or some similar task.

1. Set up equipment: The mixer should already be beside Needle.
  - plug the microphone cable into the XLR jack labeled “LINE IN 1”.
  - connect the mixer to the computer via the PHONES out jack in the mixer (you’ll need a mini-1/4” adapter) to the MIC in jack on the front of the computer.
  - plug the mixer into the power bar.
  - turn the microphone on (the toggle should be towards the red dot).
2. Make sure that the mixer settings are correct.
  - LINE IN 1: GAIN should be at 8 o’clock.
  - LINE IN 1: HI, LO, PAN should be at 12 o’clock (at zero or centered).
  - LINE IN 1: LEVEL should be at 3 o’clock (+9).
  - LINE IN 2/3 and 4/5: LEVEL should be at 8 o’clock (off; all the way to the left).
  - MAIN SECTION: PHONES should be at 3 o’clock (+9).
  - MAIN SECTION: MAIN MIX should be at 11 o’clock (-3)
  - TAPE TO PHONES and TAPE TO MIX buttons should both be up.
3. Test your set up.
  - Open Audacity (Start>Program Files>Audacity).
  - Click on the drop down box  next to the picture of the microphone. Choose “monitor input. You should now see a red bar moving in the left (top) channel.
  - Speak into the microphone. The red bar should grow in length in response.
4. Record an utterance.
  - Find the utterance in your script.
  - Click the red “record” button or press R to start recording.



- Speak your utterance into the microphone.
- Click the yellow “stop” button or press SPACE BAR to stop recording.



- Highlight the parts of the resulting waveform corresponding to your utterance. Make sure that you start your selection exactly at the onset of speech (leave out breath intake artifacts, etc.) and that you end exactly

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at the offset of speech. Press the SPACE BAR to play the selected portions of the waveform and check your selection.

- Once you have the correct selection, press CTRL-T or click on the Trim Waveform button to trim outside the selection.



- (While the waveform is still selected; Press CTRL-A to reselect) Normalize your waveform. On the menu bar: Effect>Normalize. Press OK to accept the default settings.
  - (While the waveform is still selected; Press CTRL-A to reselect) Save your waveform as a .wav file. File>Export Selection As WAV.
  - Clear your workspace. Click on the X in the upper left hand corner to delete your waveform.
  - Repeat as necessary.
5. Take down the equipment.
    - Shut down Audacity. Don't save the project.
    - Unplug the mixer from the power bar.
    - Turn off the microphone.