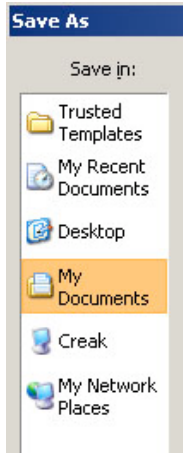


Make a folder for your Journal!



When you're saving your first journal entry, follow these steps:

First, find "My Documents" on the left side of your screen.



Then Create a New Folder by clicking this button.→



Title that folder with your name. →



Double click on your new folder with your name, and follow the same steps to make a new folder called "Journal" inside your new folder.



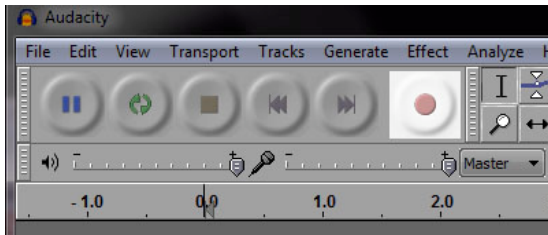
Now, every time you make a journal entry in **Word** or **Audacity**, save it in this folder!

Record something in Audacity!

- Plug your headphones into the headphone jack on your computer.

The headphone jack has a little symbol like this → 

- Open up Audacity! (if you can't find it, an instructor will help you)



When you have it open, press the big red button, lean toward your laptop and start talking! (don't yell, but speak up so it can hear you).

- When you're finished, press the yellow, square "stop" button.
- Press the button with the purple arrows pointing to the left to rewind to the beginning, and then press the green "play" button to hear what you recorded



- If you don't like it, press the "X" on the top-left corner of your new track to delete what you just recorded. →
- If you want to keep what you recorded, but want to record something else, press the "Mute" →

