

- 1) On your Chromebook start Google Chrome.
- 2) Search for Vocaroo.
- 3) Make your recording.
- 4) Download your recording to your Google Drive.

- 5) On the desktop computer start Google Chrome.
- 6) Sign-in to your Google Drive.
- 7) Download your recording or recordings from your Google Drive to the computer Desktop.
Visually confirm the download.

Precise steps must be followed or it will not work.

The TVDSB network does not play nice with your Google Drive.

- 8) On the desktop computer start Audacity.
- 9) Open your sound recording files.
- 10) Edit/trim each of the sound recording files.
- 11) Select all of the sound wave of the second recording.
- 12) Copy the recording.
- 13) Select a position at the end of the first recording.
- 14) Paste the second recording into the first recording to make a longer recording.

- 15) One at a time select all of the sound wave of the third, fourth, or any other recordings.
- 16) Copy the recording.
- 17) Select a position at the end of the master (main) recording.
- 18) Paste the second recording into the first recording to make a longer recording.
- 19) Repeat these steps as often as necessary to gather all your recordings into one master (main) recording.

- 20) In Audacity select File - Export - As MP3.
- 21) Name your file and Export the recording to the Desktop.
- 22) On the computer return to your Google Drive.
- 23) Upload the sound recording file (MP3) that you just exported to the computer Desktop.

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