setting system audio preferences

Note: for system preferences to take effect in an already opened program, the program must first be restarted.

To set audio preferences for all programs, click on the Apple icon in the top left corner of the screen.

Then, select System Preferences from the drop down menu that appears.
After selecting preferences, the following menu will appear. Click on the "Sound" icon to adjust audio settings.
The following menu will then appear. To adjust output or playback audio settings, select output.

You can then choose from available options, such as internal speakers, or headphones.
To adjust input or recording settings, click on the input tab.

You can then choose from available input options.
Audio preferences can also be changed in specific programs.
To change audio settings in Audacity, first open a new Audacity project.

Then, click on the Audacity tab in the top left corner of the screen.

Next, select Preferences from the drop-down menu that appears.
The following menu will then appear.

To adjust output or playback settings, open the drop-down menu by clicking on the arrows next the device menu under Playback.
Similarly, to adjust recording or input settings, open the dropdown menu next to the device menu under recording.
To adjust audio settings in Skype, first, open the program.

Then, click on the Skype tab in the top left corner of the screen.

Next, select preferences from the drop-down menu that appears.
To adjust audio output settings, open the drop-down menu by clicking the arrows next to the Audio output menu.
To adjust audio input settings, open the drop-down menu by clicking the arrows next to the audio input menu.