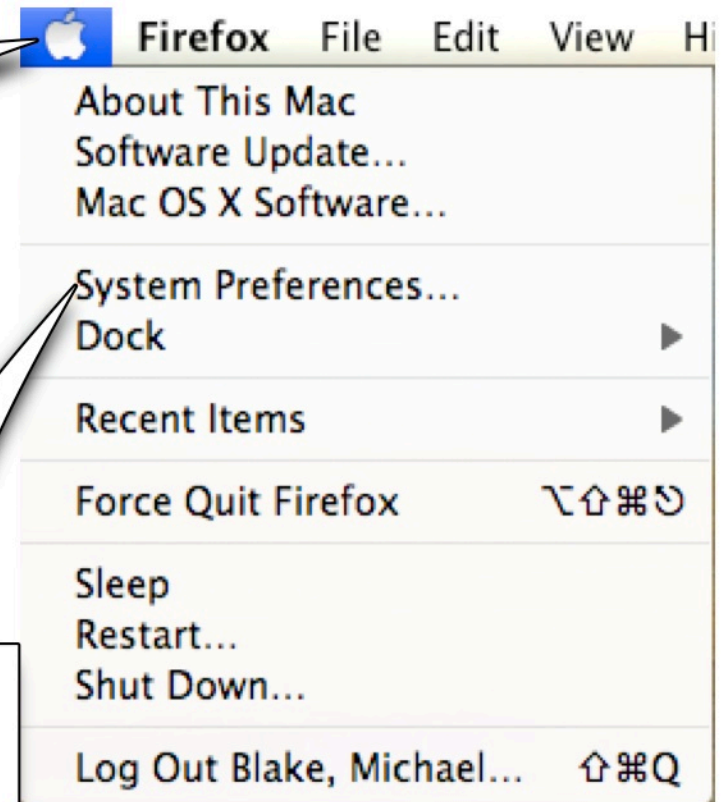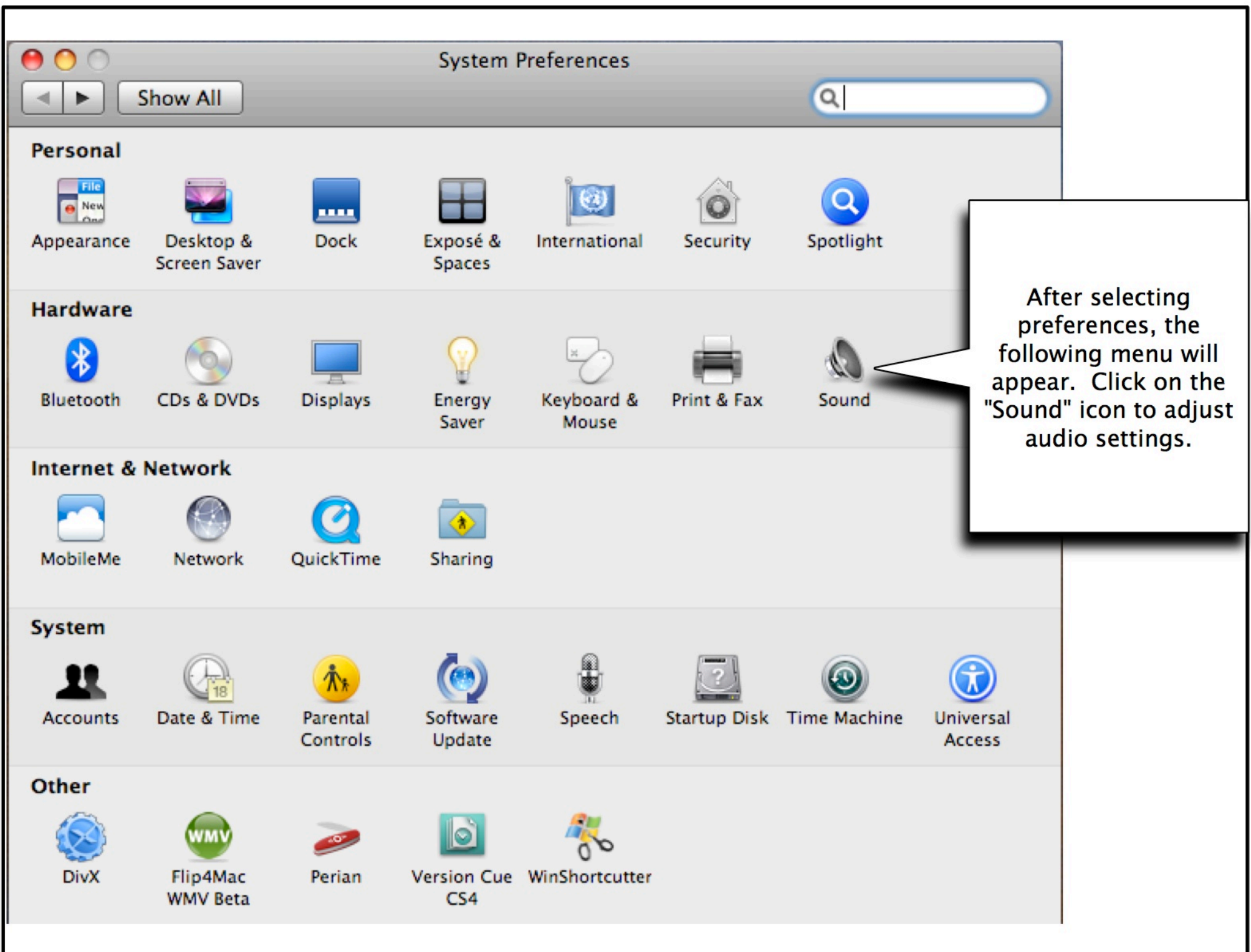# Setting System Audio Preferences

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
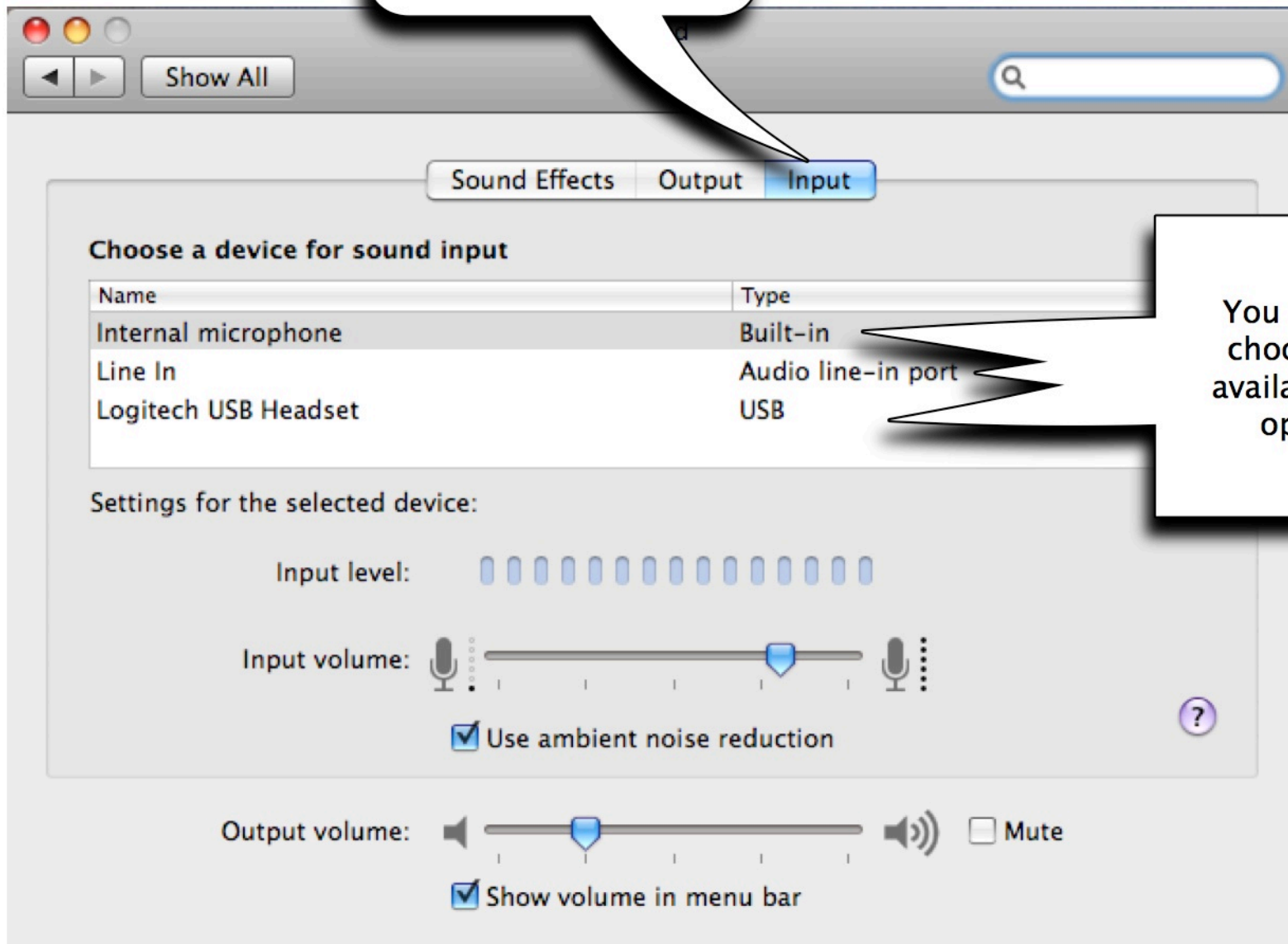
 Firefox File Edit View Hi

About This Mac
Software Update...
Mac OS X Software...

System Preferences...
Dock ▶

Recent Items ▶

Force Quit Firefox ⌥⇧⌘⏏

Sleep
Restart...
Shut Down...

Log Out Blake, Michael... ⇧⌘Q

System Preferences

Show All

Personal

Appearance | Desktop & Screen Saver | Dock | Exposé & Spaces | International | Security | Spotlight

Hardware

Bluetooth | CDs & DVDs | Displays | Energy Saver | Keyboard & Mouse | Print & Fax | Sound

After selecting preferences, the following menu will appear. Click on the "Sound" icon to adjust audio settings.

Internet & Network

MobileMe | Network | QuickTime | Sharing

System

Accounts | Date & Time | Parental Controls | Software Update | Speech | Startup Disk | Time Machine | Universal Access

Other

DivX | Flip4Mac WMV Beta | Perian | Version Cue CS4 | WinShortcutter

The following menu will then appear. To adjust output or playback audio settings, select output.

Show All

Sound Effects | **Output** | Input

Choose a device for sound output

Name	Type
Internal Speakers	Built-in Output
Logitech USB Headset	USB
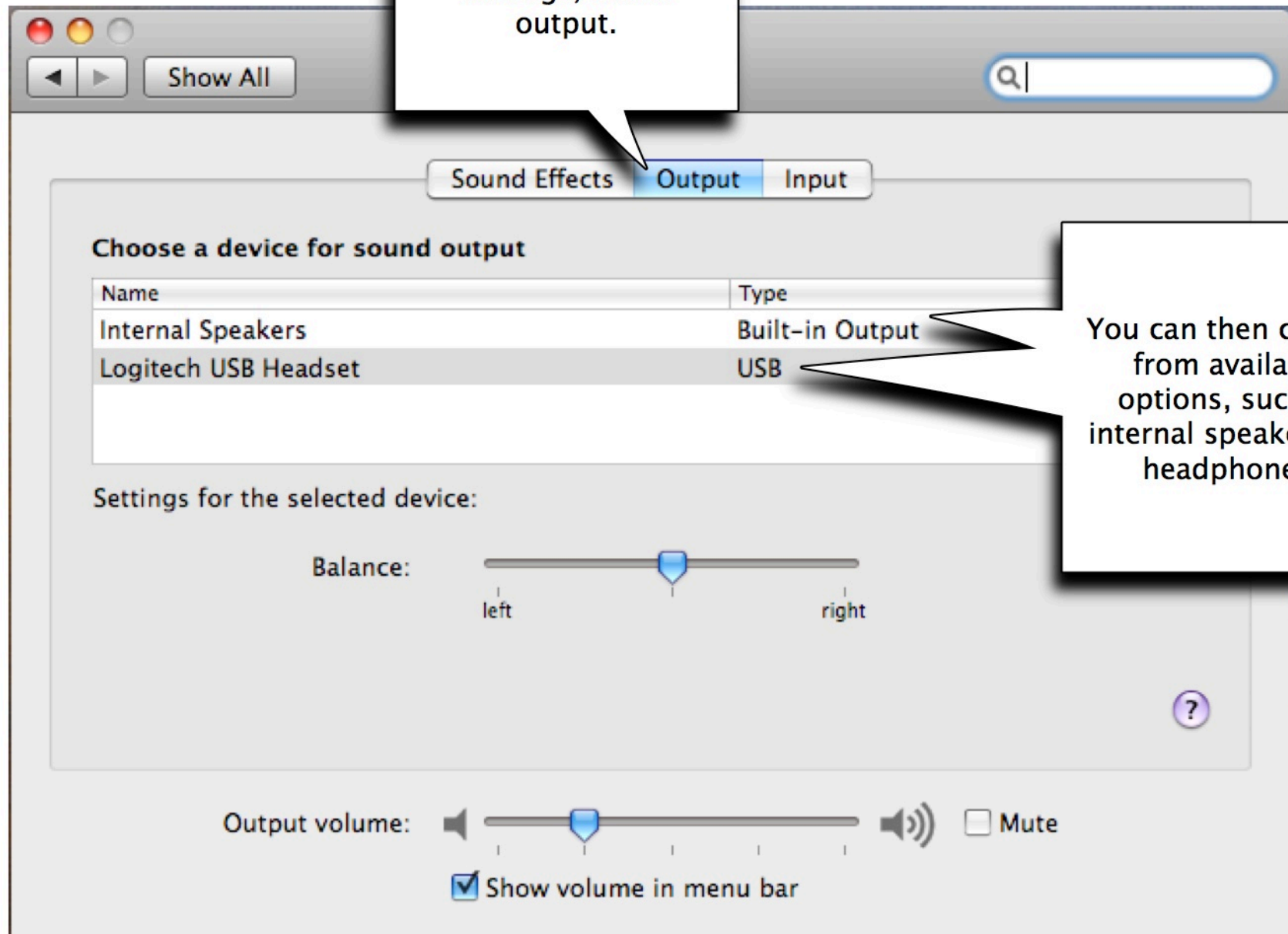
You can then choose from available options, such as internal speakers, or headphones.

Settings for the selected device:

Balance:

left | right

Output volume: ☐ Mute

☑ Show volume in menu bar

To adjust input or recording settings, click on the input tab

Show All

Sound Effects | Output | **Input**

Choose a device for sound input

Name	Type
Internal microphone	Built-in
Line In	Audio line-in port
Logitech USB Headset	USB

You can then choose from available input options.

Settings for the selected device:

Input level:

Input volume:

☑ Use ambient noise reduction

Output volume: ☐ Mute
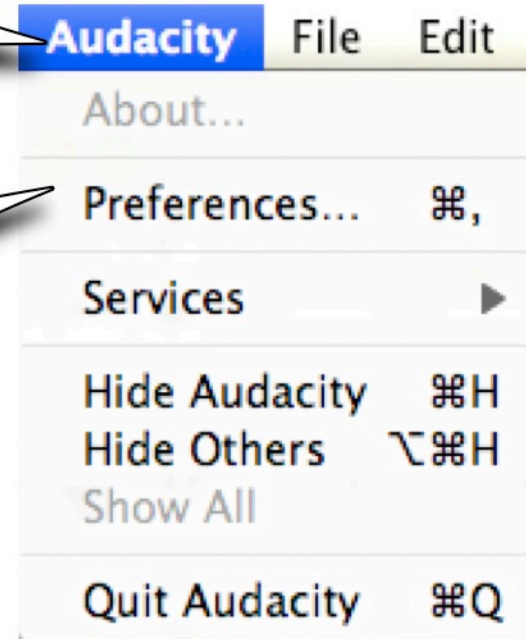
☑ Show volume in menu bar
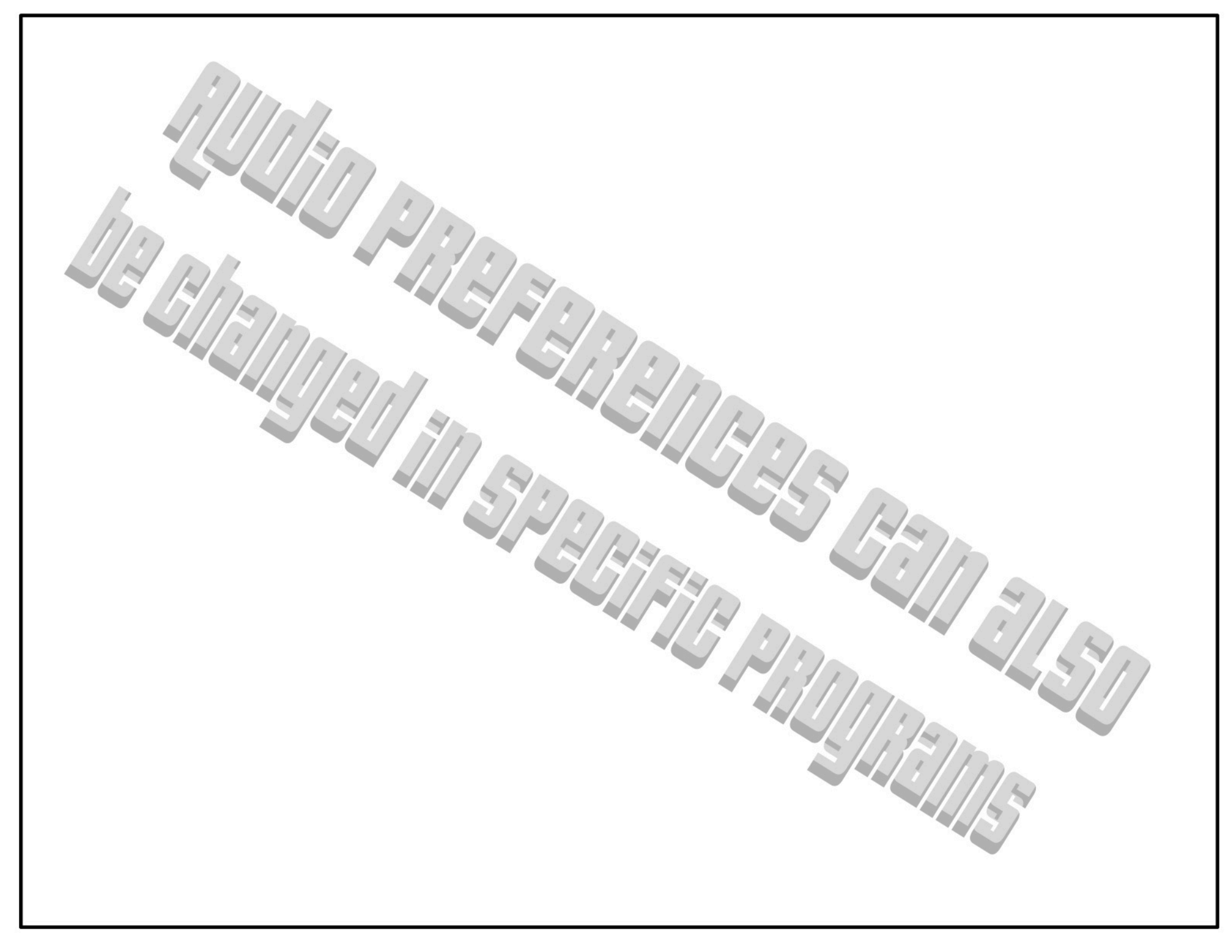
Audio PReferences can also be changed in specific Programs

To change audio settings in Audacity, first open a new Audacity project

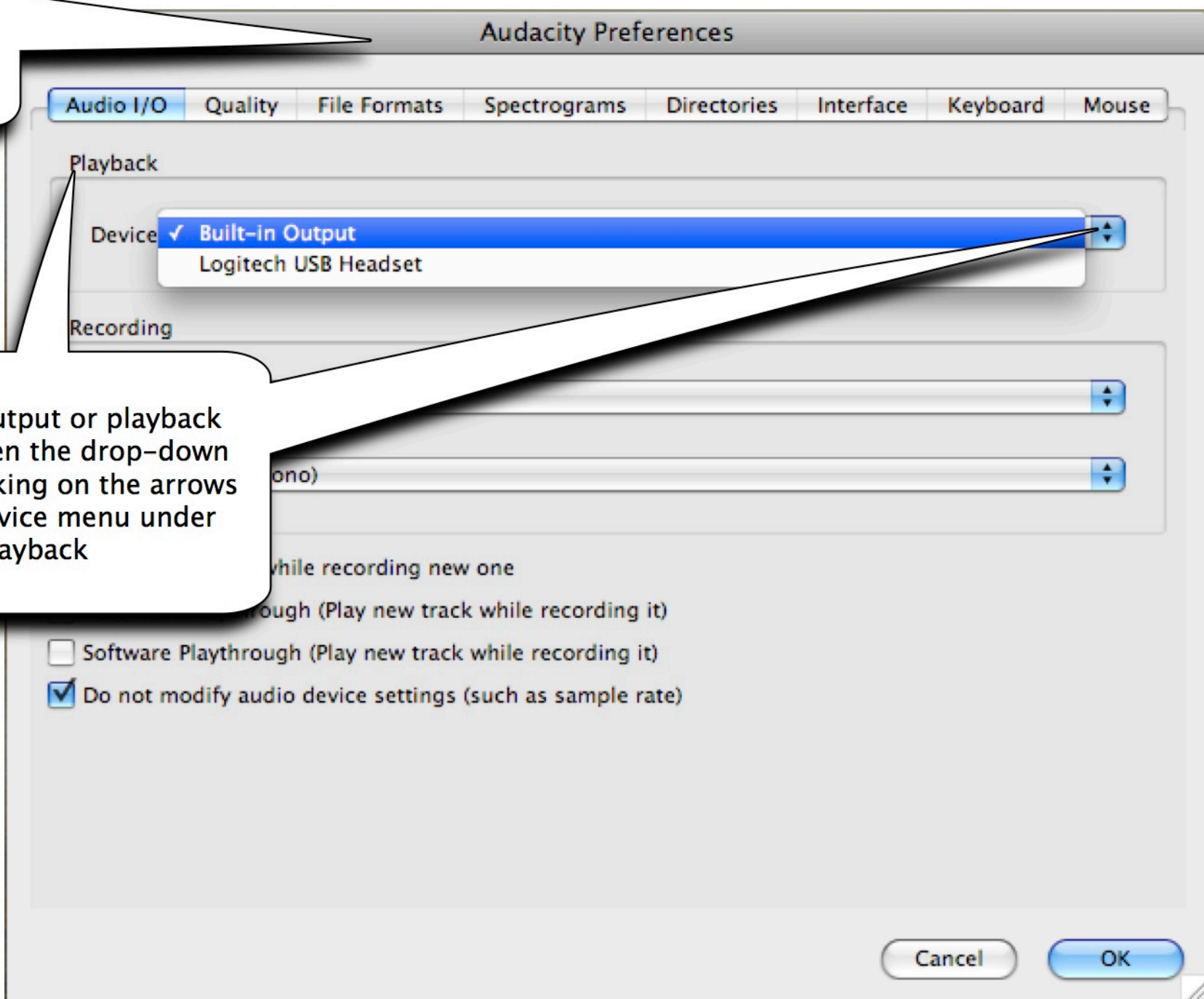Then, click on the Audacity tab in the top left corner of the screen
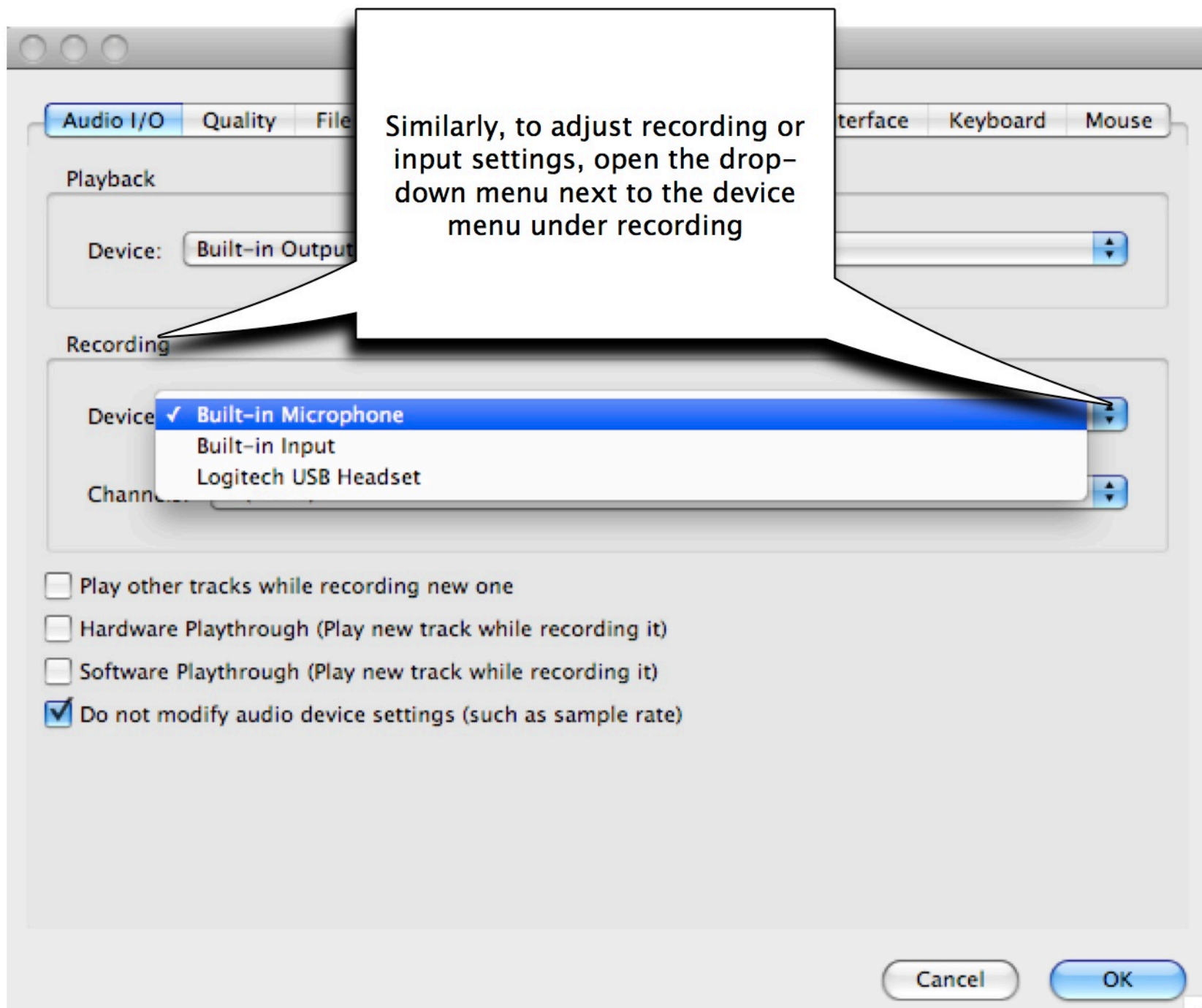
Audacity   File   Edit

About…

Preferences… ⌘,

Services ▶

Hide Audacity ⌘H
Hide Others ⌥⌘H
Show All

Quit Audacity ⌘Q

Next, select Preferences from the drop-down menu that appears

The following menu will then appear.

Audacity Preferences

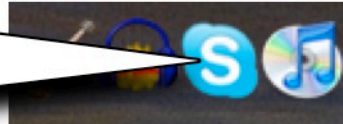| Audio I/O | Quality | File Formats | Spectrograms | Directories | Interface | Keyboard | Mouse |

Playback

Device ✓ **Built-in Output**
　　　　Logitech USB Headset

Recording

To adjust output or playback settings, open the drop-down menu by clicking on the arrows next the device menu under Playback

(ono)

while recording new one
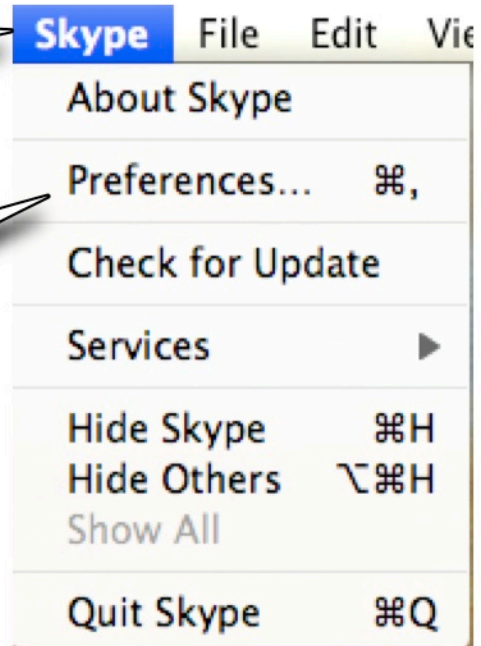
rough (Play new track while recording it)

☐ Software Playthrough (Play new track while recording it)

☑ Do not modify audio device settings (such as sample rate)

Cancel　　OK

To adjust audio settings in Skype, first, open the program

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

Skype   File   Edit   Vie

About Skype

Preferences…   ⌘,

Check for Update

Services   ▶

Hide Skype   ⌘H
Hide Others   ⌥⌘H
Show All

Quit Skype   ⌘Q

Next, select preferences from the drop-down menu that appears

To adjust audio input settings, open the drop-down menu by clicking the arrows next to the audio input menu