

Audacity

Basic Use



Introduction

Audacity is a powerful sound editing tool. With this program you can record and edit your own audio tracks for narrations, music, recorded lectures, etc. In this self help document, you will learn to record, play, and save an audio file using this program.

Preparation

Before you can record any audio you must first download and install **Audacity**. You can obtain the software for free from the following link:

<http://audacity.sourceforge.net/>

Follow the installation wizard to download the program.

Once you have downloaded **Audacity**, a microphone is required to record. It is recommended that a USB microphone headset be used with **Audacity** to ensure the best sound quality. The headset will also optimize convenience for the recording user.

Once you have Audacity installed and a microphone, you are ready to record your audio file.

Process Summary

Introduction

Preparation

Basic Recording

Editing an Audio File

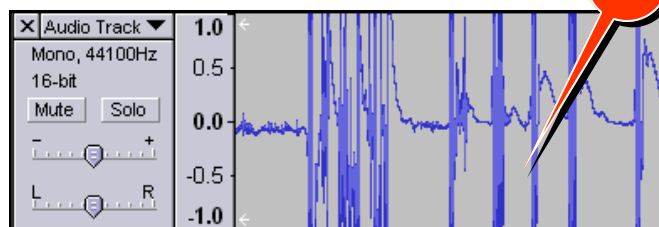
Saving an Audio File

1. "Save As" Feature
2. Export Feature
3. Export as WAV
4. Export as MP3

Basic Recording

1. Open **Audacity** from your **Programs** menu.
2. To begin recording, click the **Record** button in the main toolbar (Fig 2, 1). As you are recording, you should see the sound waves recording on an audio track in the workspace (Fig 1, 1).

Figure 1



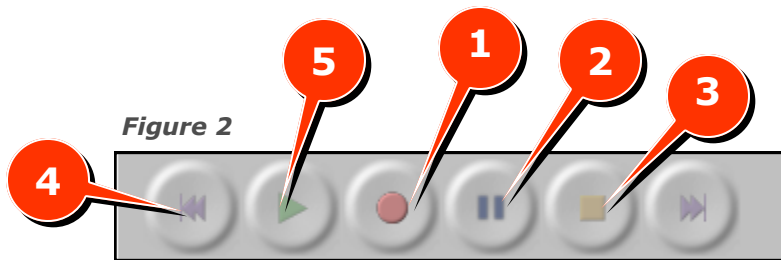
3. To Pause recording so that you may resume it on the same audio track, select the **Pause** button (Fig 2, 2). Click the **Pause** button again to resume recording.



If you select the **Stop** button rather than the **Pause** button, any additional recording will be made on a separate track. This will mean a little extra work in editing the final file.

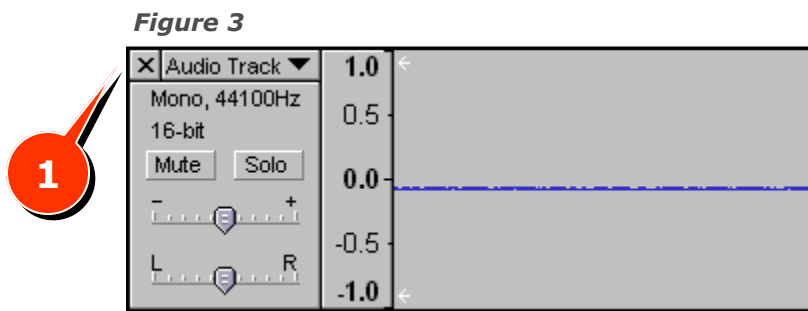
4. When you are done with your recording, click the **Stop** button (Fig 2, 4).

- To preview the audio quality of your recording, click the Rewind button (Fig 2, 4) and then click Play (Fig 2, 5).

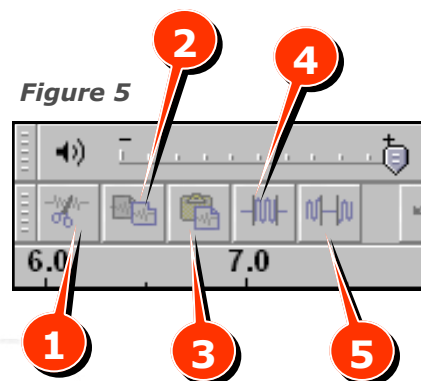
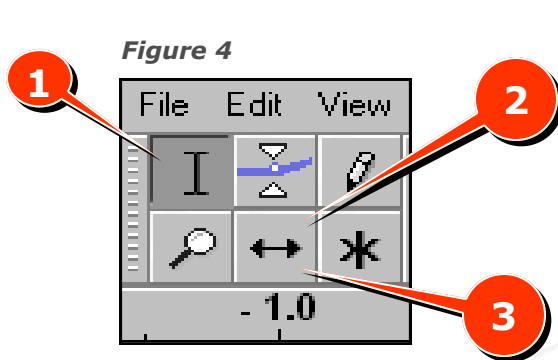


Editing an Audio File

- To delete a track from your **Audacity** project, click the **X** (Fig 3, 1) on the left-hand side of the selected audio track.



- To select a portion of the track, click the **Selection** tool (Fig 4, 1). Click and drag the tool to highlight a portion of the recording.



- Once you have a section selected, you can make a number of changes.
 - To delete that section from the recording, click the **Cut** tool (Fig 5, 1).
 - To copy the selected clip, click the **Copy** tool (Fig 5, 2).
- You may insert a snippet of copied audio by moving the **Selection** tool to the appropriate location in the audio track and clicking the **Paste** tool (Fig 5, 3).
- If you would like to delete all of the recording outside of a selected area, click the **Trim** tool (Fig 5, 4).


- If you would like to replace a selected area with silence, click the **Silence** tool (Fig 5, 5).
- You can adjust the volume of the track by selecting the appropriate area of the track and clicking on **Effects > Amplify** from the menu bar.
- You can make the track fade in or fade out by selecting the appropriate area of the track and clicking on **Effects > Fade In** or **Fade Out** from the menu bar.
- To adjust the track forward or backward over the project timeline, select the **Time Shift** tool (Fig 3, 3). Click and drag the track to the appropriate position. The Time Shift tool allows you to move portions of audio around your project.

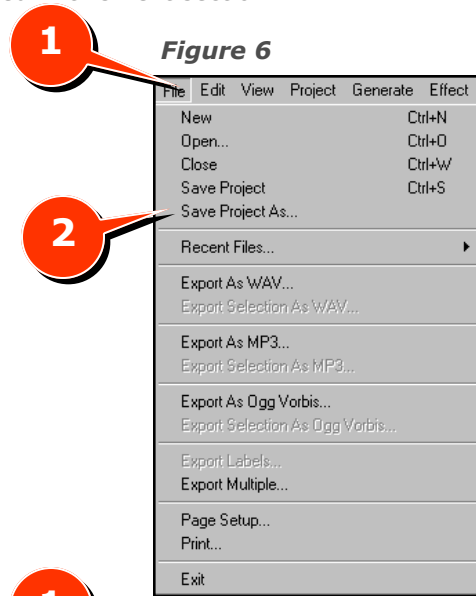
Saving an Audio File

In **Audacity**, there are two ways to save your work. The first is by actually saving it as an **Audacity** file. Only use this option if you wish to continue to work on your file by using **Audacity** at a later date. If you wish to use your file with any other program, you must use the export feature. Both the **Save As** and **Export** features are useful and will be covered in this next section.

"Save As" Feature

- In the menu, bar select **File** (Fig 6, 1).
- Select the **Save Project As** option (Fig 6, 2).
- Select the appropriate drive and directory in the **Save Project** dialog box that appears.
- Click the **Save** button to save your file as an **Audacity** file.

 Only use this option if you are saving the project with the intent to edit it further in **Audacity**. If you want to use the file in any other program, use the export option which is detailed in the next section.

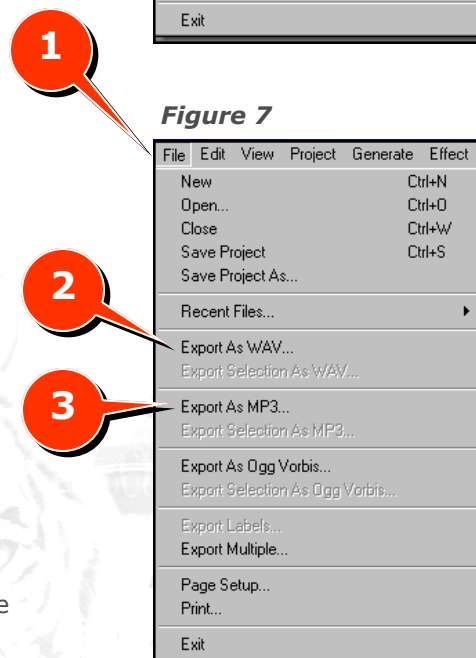


"Export" Feature

- In the menu bar, select **File** (Fig 7, 1).
- Select either the **Export as WAV** (Fig 7, 2) or **Export as MP3** option (Fig 7, 3).
- Choose the file type that is best for your needs. The processes are slightly different, follow the instructions below for your particular file type.

Export as WAV

- Click **Export As WAV** (Fig 7, 2).
- In the **Save Project** dialog box, select the appropriate drive and directory to save the file.



Export as MP3

1. Prior to exporting files from Audacity into an MP3 format, you must download the LAME MP3 encoder.
2. Go to <http://lame.buanzo.com.ar/>
3. Click on **the Lame_v3.98.2_for_Audacity_on_Windows.exe** link to start your download.
4. The file will be saved to the following location: "C:\Program Files\Lame for Audacity"
5. Go back into Audacity and click **File > Export as MP3** (Fig 7, 3).
6. Audacity will ask for the location of "lame_enc.dll" Follow these steps to get there:
 - Go to **My Computer**
 - Click on the **C Drive**
 - Click **Program Files**
 - Click **Lame for Audacity**
 - Select **"lame_enc.dll"**
7. Click **Open**.
8. A window will appear where you can type in Artist, Title, Album, Track Number, Year, and Genre. Complete the fields or leave them blank and click **OK** to save your file as an MP3.