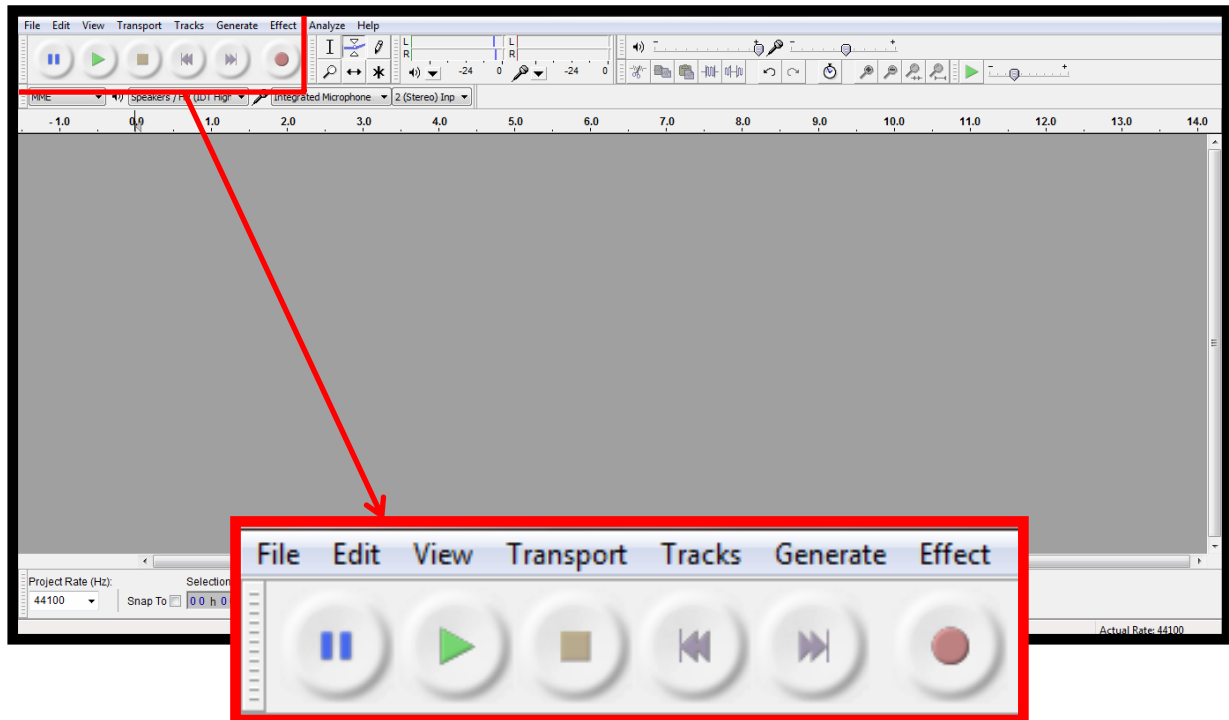




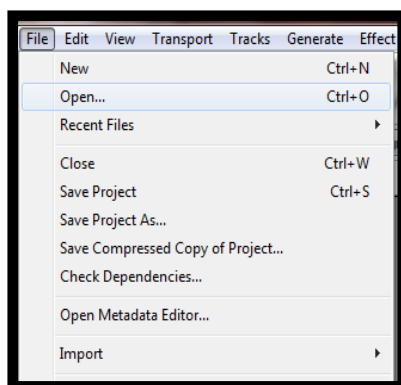
# Using Audacity

## Controls



Audacity has a number of control buttons which are readily recognisable – **pause, play, stop, skip to beginning, skip to end** and **record**.

## Opening Tracks

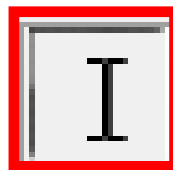
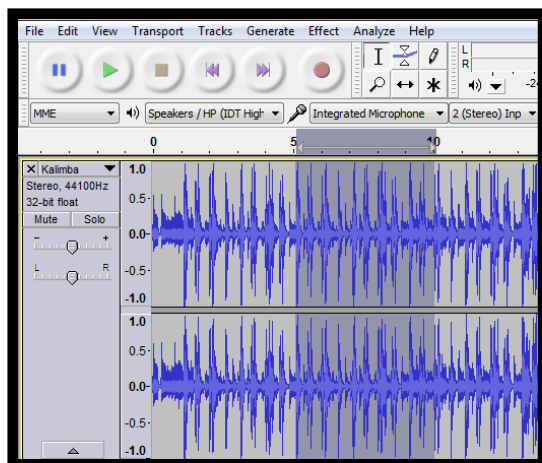
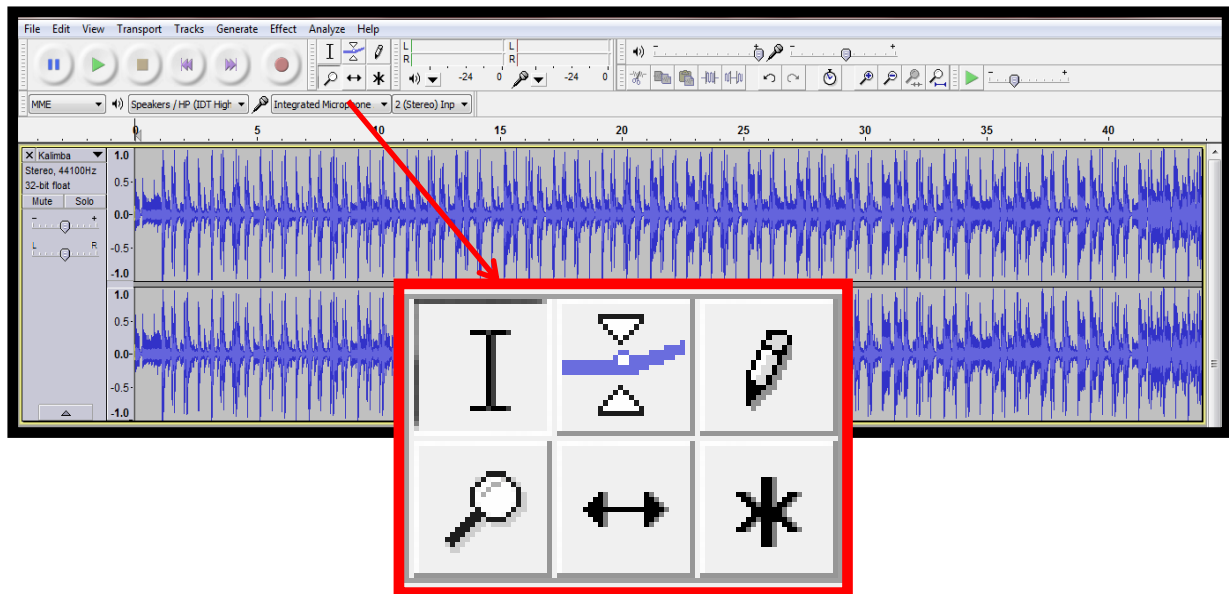


As with most programs, Audacity has a menu bar along the top of the screen. Clicking into the **File** menu will allow you to **Open** an existing track/project for editing purposes.

\*After clicking **File>>Open** you will be required to locate the track/project wherever it has been stored.



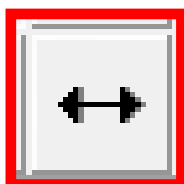
## Editing



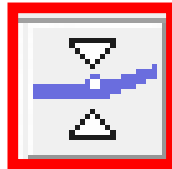
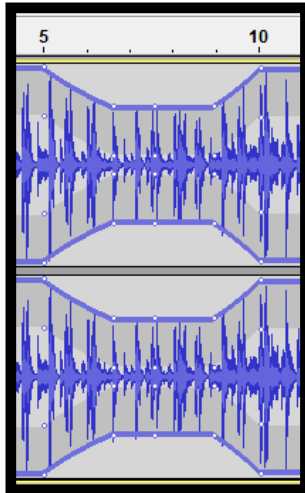
The **Selection Tool** allows you to select a certain part of your track. Click on the selection tool in the toolbar and then **click and drag across** your track. This gray selected area is now subject to editing tools or effects.



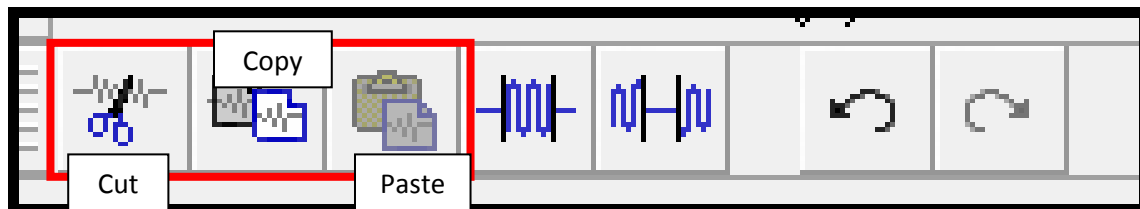
The **Zoom Tool** allows you to zoom in and out of your track. **Left click** to zoom in or **right click** to zoom out. To zoom in on a specific part of your track, **left click and drag across** the portion you want to zoom in on.



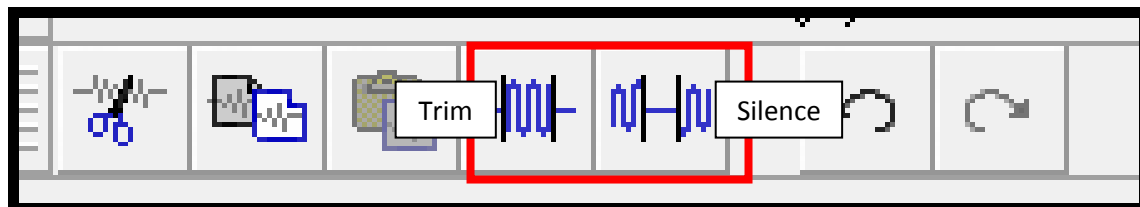
The **Timeshift Tool** allows you to drag your audio sample or track along the timeline. This is useful when editing/ordering together multiple audio samples or tracks.



The **Envelope Tool** is useful for adjusting the volume of specific portions of your track. After you click on the envelope tool button, **blue borders will appear along your track**. Now click at the start and end points of the portion you wish to adjust (e.g. if you want to decrease the volume of the track for 5 seconds between the 5 second mark and 10 second mark, click once on the track at 5 seconds and once at 10 seconds). Your selection will be marked by a line of white dots at each point. To decrease the volume of the portion, **click inside the selection and drag down** on the mouse; to increase, **click and drag up**.



**Audacity** also allows you to Cut, Copy, Paste, Trim, Silence, Undo and Redo. The cut, copy and paste functions work just like they would on a word document. Use the **Selection Tool** to select a portion of your track then click on the Cut or Copy Button. This audio portion can then be pasted elsewhere on the timeline.

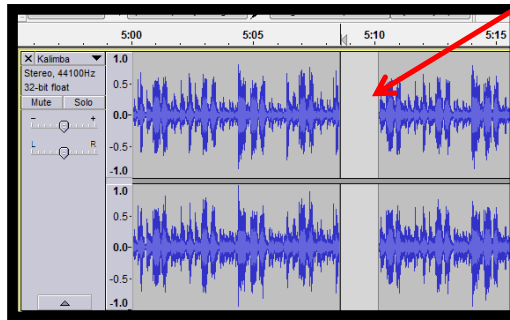
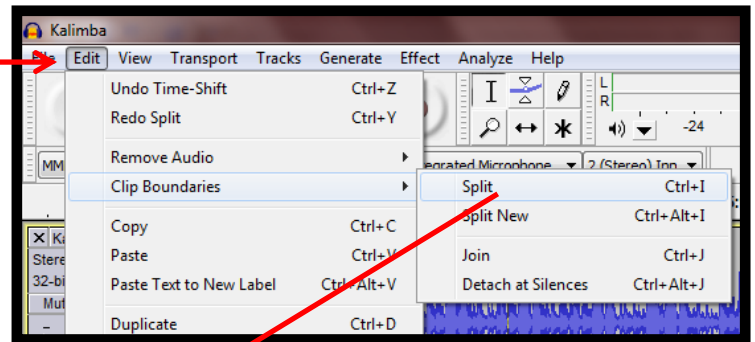
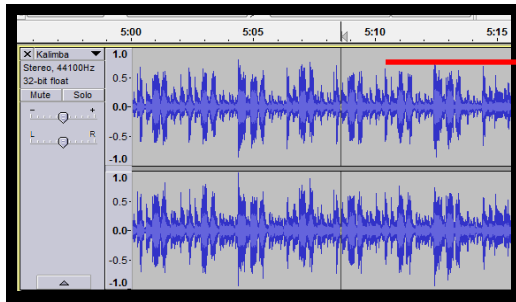


The **Trim Tool** “crops” a selection of the audio track. By using the **Selection Tool** you can highlight a portion of the audio track you want to crop. Clicking the **Trim** button will keep the portion you highlighted and delete the rest of the track.

The **Silence Tool** is used to silence a selected part of the audio track. By using the **Selection Tool** you can highlight a portion of the audio track you want to silence and then click on the **Silence** button.

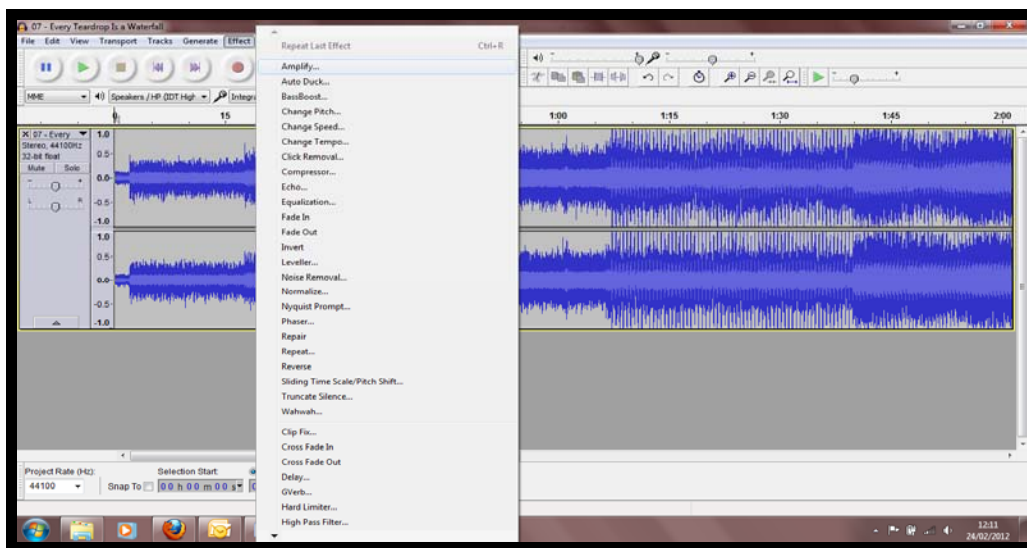
If at any time you make a mistake, use the **Undo** button.

To add a **Split** in a track, use the **Selection Tool** to identify where you want the split to be then click **Edit >> Clip Boundaries >> Split**. Using the **Timeshift Tool** you can then drag the segment of the track you have just split along the timeline or even onto a new track.



## Effects

Clicking on the **Effect** option in the menu bar will allow you to add effects to a track or a portion of the track. Using the **Selection Tool** you can select a portion of your track and click on **Effect** and choose an effect to add.



The **Normalize** effect will make all your tracks as loud as they possibly can be. This effect quickly increases the volume of soft tracks.

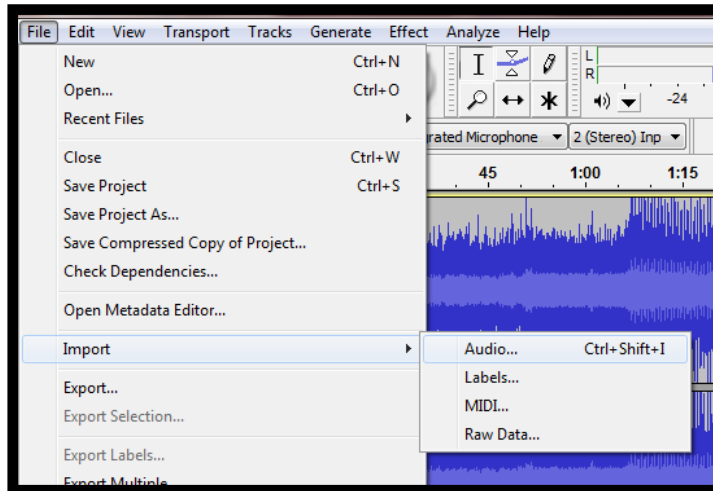
The **Fade In/Fade Out** effect will gradually increase/decrease the volume of a track based on the length of the track you have selected. Use the **Selection Tool** to select the portion of the track you wish to fade and then click **Effect >> Fade In/Fade Out**.

**Changing the Pitch/Speed/Tempo** will change how the track sounds. This can be applied to the whole track or a portion of the track (using the **Selection Tool**).



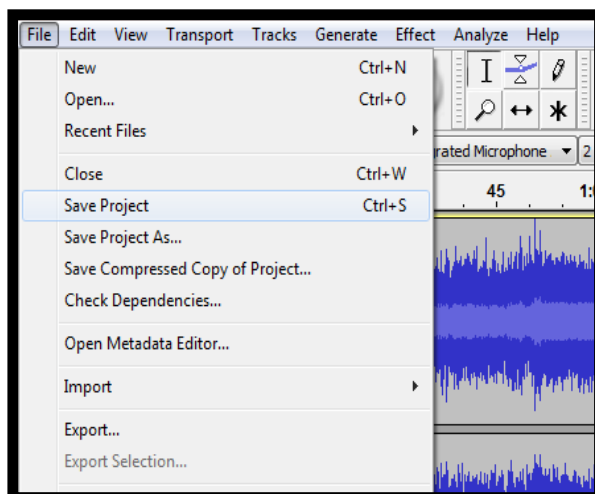
## Importing another track

One the best features of Audacity is the ability to edit multiple tracks at the same time. After opening your first track, you can now **Import** further tracks to edit and mix together.



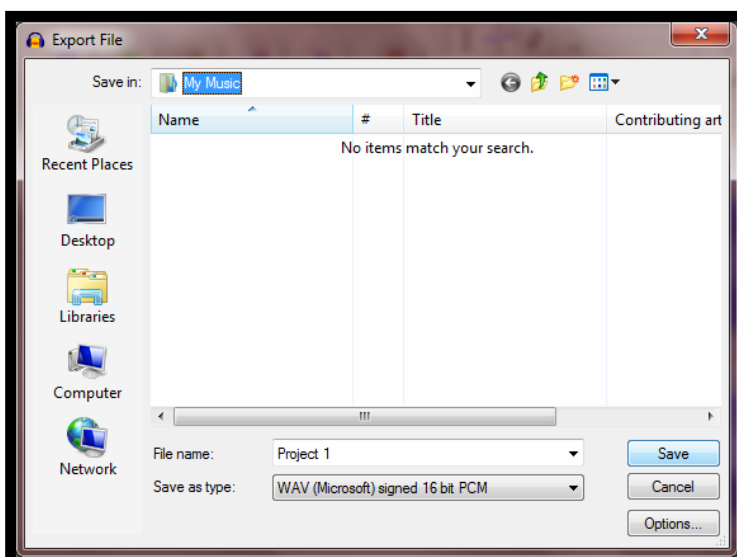
By clicking **File >> Import >> Audio** you will be able to choose another audio track to include in your project.

## Saving and Exporting your project



**Saving** your “Project” will allow you to make further edits and add/delete tracks.

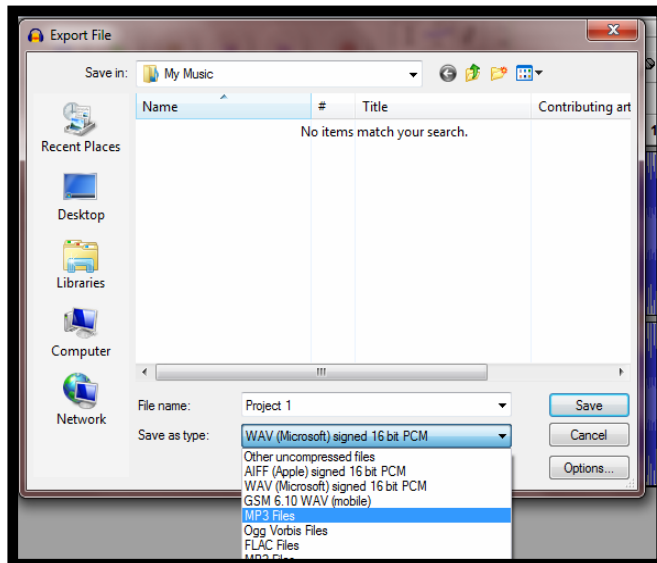
Only **Export** your project when you have finished. Exporting will save your project as MP3/WAV and allow to play your finished project as an audio track.



After clicking **Export** you will have to choose a location for the file to download to. Click **Save**.

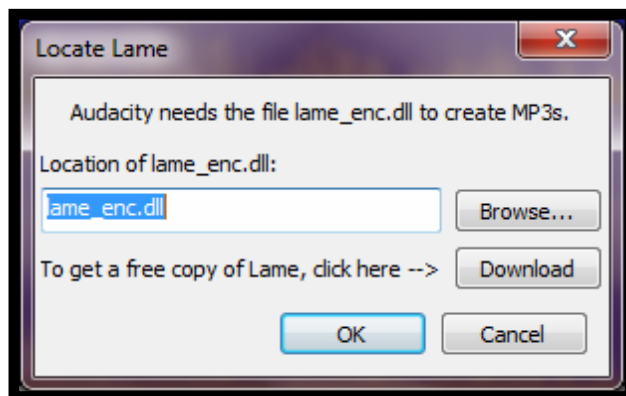


By default, Audacity will export the file as a WAV file type. WAV files don't lose quality when they are stored but they do take up more memory than an MP3 file. To export your project as an MP3, choose the MP3 option from the drop down menu beside "Save as type:"



After choosing "MP3", click **Save**.

**NOTE!!** In order to export projects as MP3s, you may need to download a small file from the internet. By default, this file will not be present when Audacity is downloaded. When exporting and choosing MP3, the following window will pop up...

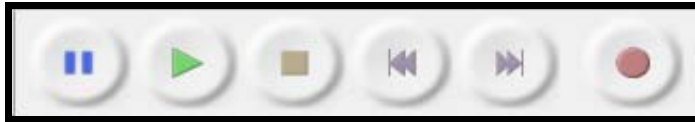


Simply click on the "Download" button and follow the **Windows** (if you are using Windows) instructions on the web page that opens. After the download is complete, export the project again.

Where to download Audacity: <http://audacity.sourceforge.net/>

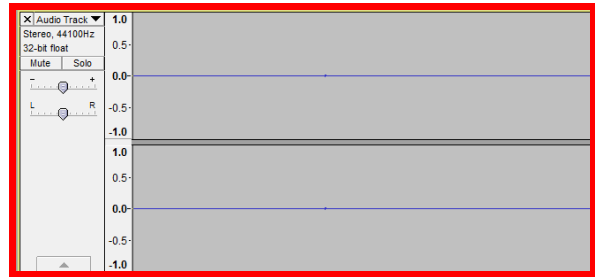
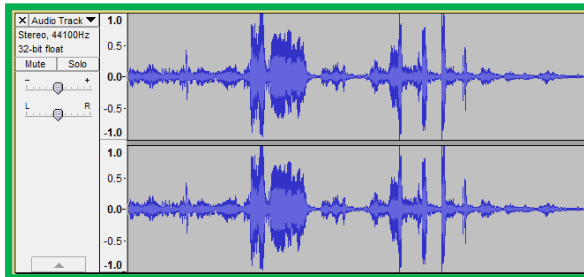
### Recording using Audacity

As well as importing audio, Audacity can also be used to record (you will need a microphone for this).



To begin recording, click on the **Record** button. Clicking on the record button will open a new audio track on the timeline. Be prepared to start recording once you click on the button!!

When you begin to speak/record your audio, you will notice that a blue sound wave will form on the audio track. This means that Audacity is successfully recording. If a straight blue line begins to appear then the recording is unsuccessful.



Ensure that the microphone is plugged into the correct socket on the computer (this usually has a picture of a microphone beside it) and the input volume for the microphone is suitable (move the slider along the scale to increase the volume).



The recording can be paused by clicking on the **Pause** button. Clicking on the **Pause** button again will resume the recording. When you have finished recording click on the **Stop** button.

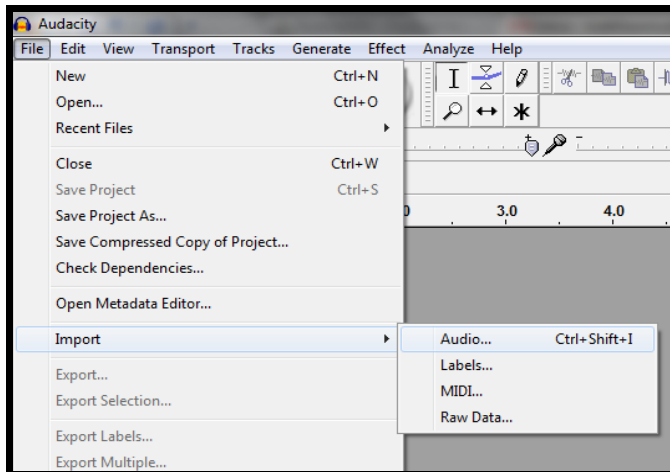
The recorded track can now be edited and exported like any other audio track.

### Using Audacity to Import and Edit

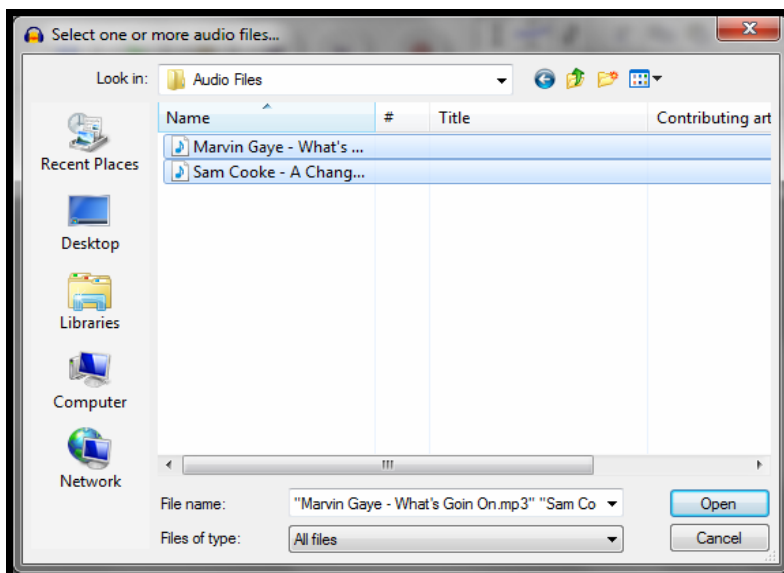
Using Audacity's basic functions, tracks can be imported and edited together. This may be useful for creating audio projects, comparing and contrasting audio files or to create a soundtrack for a video.



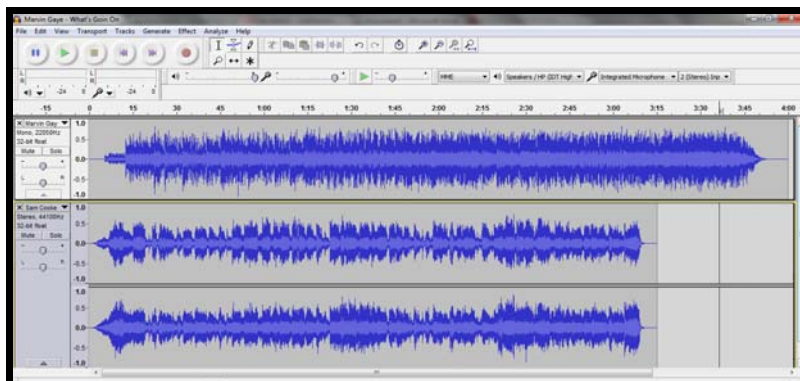
First of all you must **Import** the tracks you wish to edit.



This is achieved by **File >> Import >> Audio**.



Once you locate the folder your audio files are stored in, choose the files you wish to **Import**. Multiple tracks can be selected by holding **Ctrl** and clicking on each track. **Click Open**.



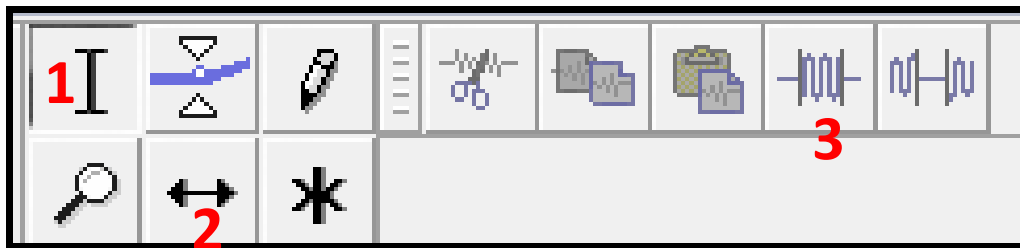
### Editing your tracks

Now that the tracks have been imported they must be edited. For this we will use a selection of tools:



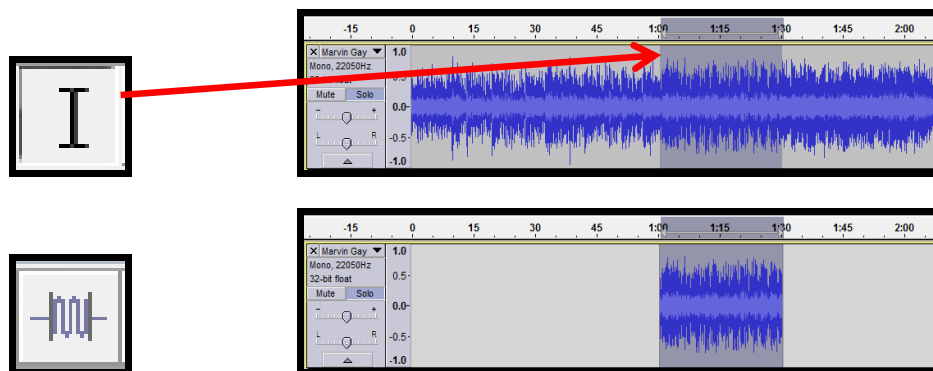


- 1) Selection Tool
- 2) Timeshift Tool
- 3) Trim



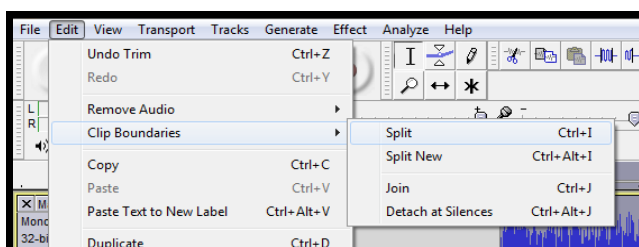
Listen to each track and identify the sections you wish to keep. Tracks can be listened to individually by clicking the **Solo** button located to the left of the track – make sure to click it again when you have finished listening to the track.

Use the **Selection Tool** to highlight the section of track you wish to **Trim** (imagine you are selected part of a sentence in a word document). Using the **Trim** tool will delete everything outside of the selection you have made.



**TIP!!** You can also get rid of sections of a track that you don't need by using the **Selection Tool** and clicking the **Delete** button.

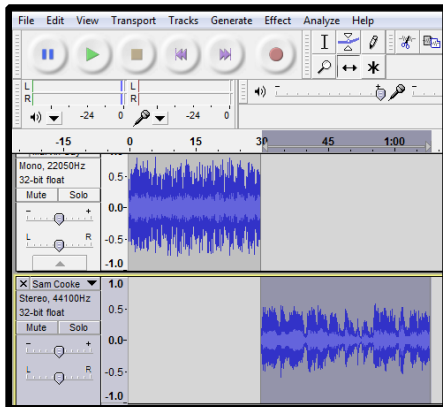
Alternatively, if you wish to use several sections of a track, you could use the **Split** tool. Using the **Selection Tool**, click on the track where you would like it to be split and select **Edit >> Clip Boundaries >> Split**.



The unused sections of track can then be deleted.



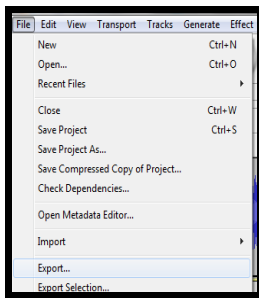
Once all your tracks have been edited, use the **Timeshift Tool** to move your tracks along the timeline so that they play in order (instead of over the top of one another!).



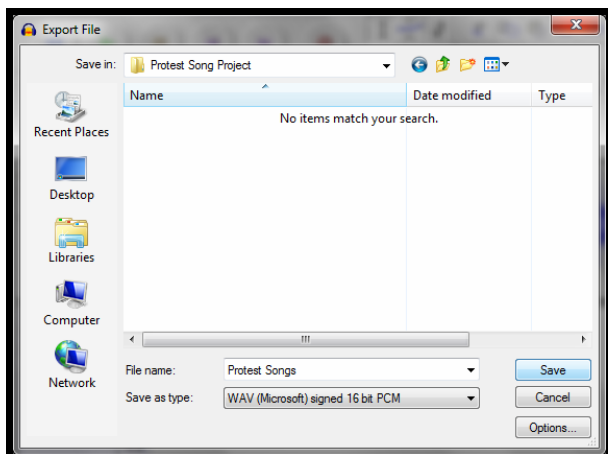
- 1) Click on the **Timeshift Tool**
- 2) Click on your first track and drag it to the beginning of the timeline
- 3) Click on your next track and drag it to the end of the previous track

### Exporting your track

When you have finished editing your tracks, they must be exported. Exporting your project will allow it to be played as a sound file and also allow it to be used by other programs. Export your project by selecting **File >> Export**.



Select a location to save your exported sound file to.



### Extra

Use the **Selection Tool** and the fade in/out effects at the start and end of each track. E.g...

- Use the **Selection Tool** to select the first few seconds of the track
- Go to **Effect >> Fade In** (**Fade Out** when selecting the last few seconds of the track)

