

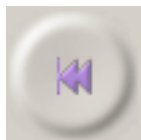
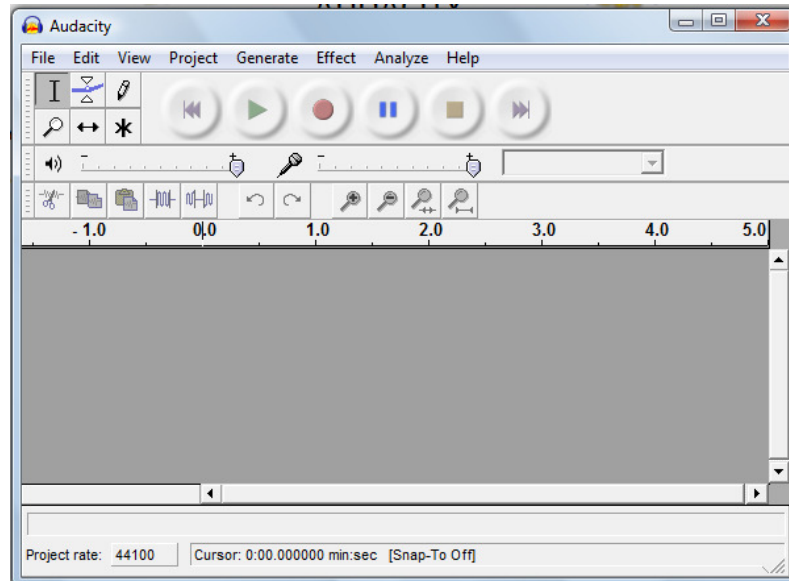


Steps to RECORD in AUDACITY



Recording Your Voice

- Open Audacity to the recording window



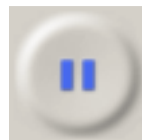
Rewind



Play



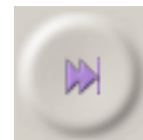
Record



Pause



Stop



Fast Forward

- Click the Record button to start recording – a new track will appear.
- Click the Pause button to pause – recording will continue after pause.
- Click the Stop button to stop. After a stop action – the next record will automatically start a **NEW TRACK**.

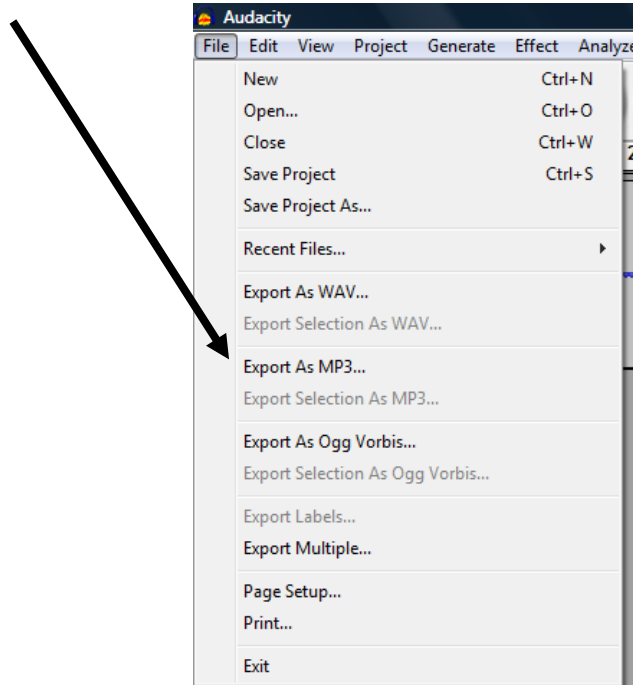
Saving as a .aup File

If you **Save** your project – it saves it in the format of .aup so that **Audacity** can open it again for editing. Only **Audacity** can open this file. Always save it this way so that you have a “raw” file to use if something goes wrong.

Exporting as a MP3 File

Choose your format as dictated by the ending results. MP3 files can be heard in iTunes and on iPods or MP3 players. Your files MUST be in this format to be downloaded to MP3 players.

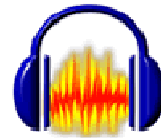
- Menu bar > File > MP3. Do not **Save Project** (format = .aup) – you must **Export as MP3**.



It is best to keep all of your recordings in one folder on the desktop/My Documents/Flash Drive/etc. so that they are easy to find.



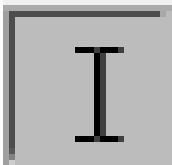
Steps to EDIT in AUDACITY



There is an online manual for Audacity which includes using the tools to edit, copy, duplicate, cut, paste and using the effects for Fade in, Fade out, Echo, Change Speed, Change Tempo and more. Please download and read for detailed steps. There is also a Help guide in the menu bar that will answer most questions.

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

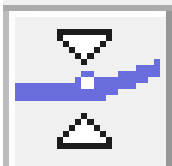
Editing Tools



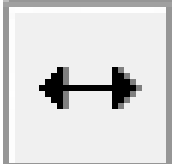
Selection Tool – for selecting the range of audio you want to edit or listen to.



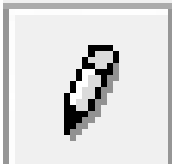
Zoom Tool – for zooming in and out.



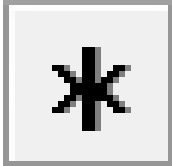
Envelope Tool – for changing the volume over time.



Timeshift Tool – for sliding tracks left or right.



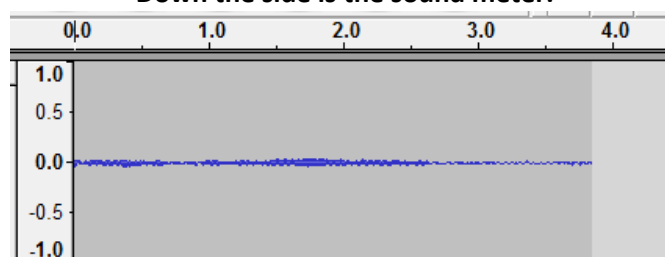
Draw Tool – for modifying individual samples.



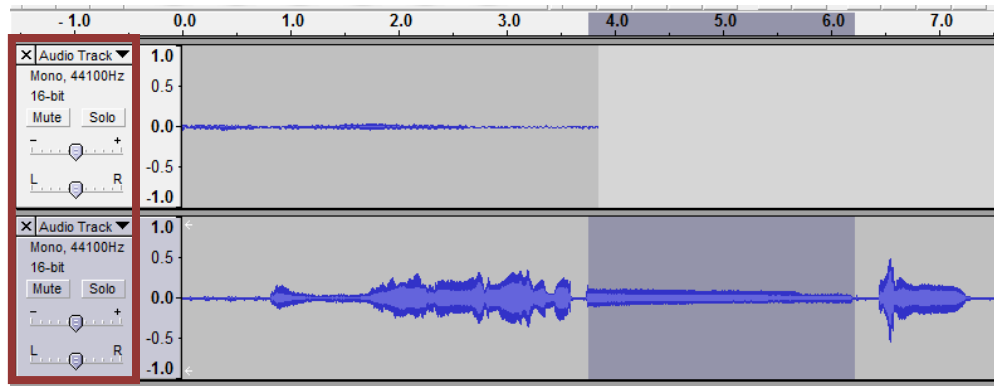
Multi tool – lets you access all of these tools at once depending on the location of the mouse and the keys you are holding down.

The ruler across the top measures seconds.

Down the side is the sound meter.



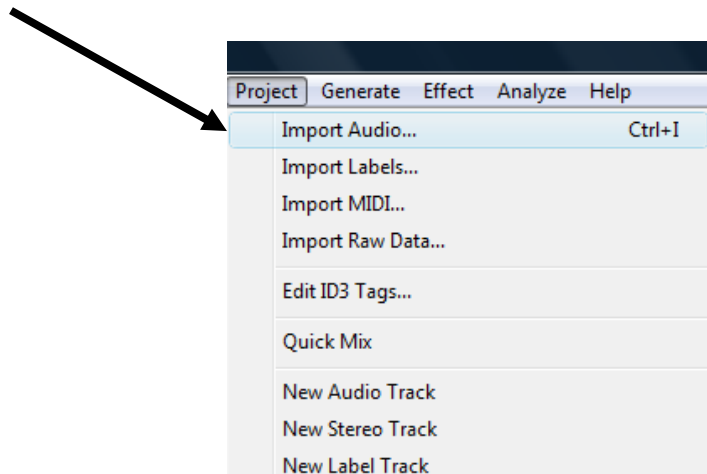
Edit Your Waveform



- Record your sound or go to Menu Bar > Projects > Import audio
Using the “I” selection tool – Highlight the portion of your wave that you would like to change. (Use the Zoom tool to focus on small editing tasks.) Once highlighted
 - click the delete key to delete
 - Menu bar > Effects...choose a special effect.
- Listen to individual tracks by muting OR listen together to match up sounds and effects.

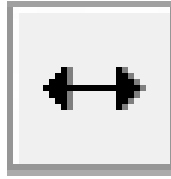
Importing Sounds and Adding Music

Menu Bar > Project > Import Audio > choose file OR can drag and drop. A new track will be added (or two if you have stereo)



Moving Music or Sound

Highlight what you want to move. Select the Time Shift tool and drag the clip to another area on the track.

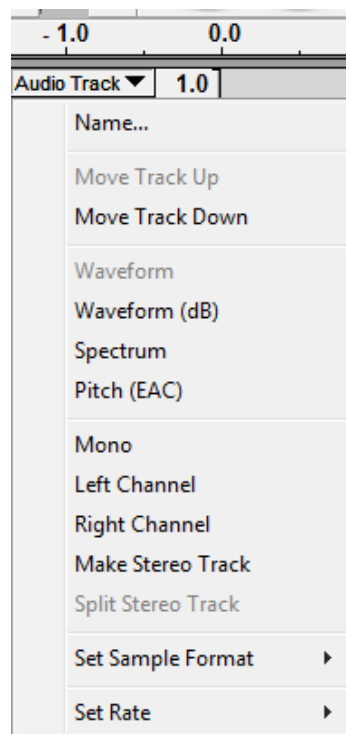


Fade In and Fade Out

Position audio clip where it should start in the track. In the music track – highlight the music that you want to fade in. Go to Menu Bar > Effect > Fade In or Fade Out.

Moving Tracks Up and Down

You can move tracks up and down by using the Audio Track drop down table.



NOTES:

- There are unlimited “undo’s” to go back in time.
- Always save in .aup format so that you can edit after you Quit the program.

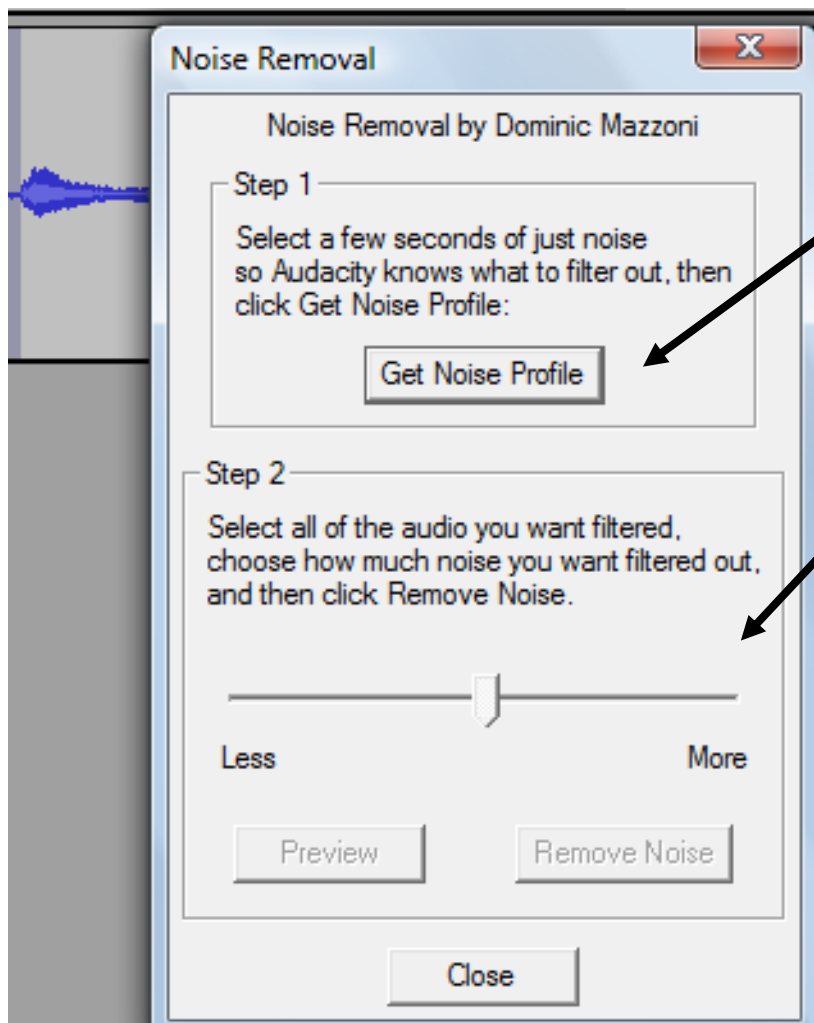


Steps to REMOVE NOISE in AUDACITY



If you happen to record in a noisy room (air conditioner, lights humming, etc.), there is a way to remove background noises from your recording.

- Always record 3 or more seconds of “nothing” before the speaker begins. This establishes the “noise” of the track. Highlight the empty track – go to Menu Bar > Effects > Noise Removal. You will see the following dialog box:



Click on the “Get Noise Profile” to establish the “noise”.

- Highlight all the audio that you want to filter (right over the voices or music)

Go to Menu > Effects > Noise Removal and from the dialog box – go to Step 2 and click Remove Noise. You can slide the “Less or More” button for levels of filter too. Click Close.

- Repeat the Remove Noise until you have your desired effects.