HELP GUIDE
Audacity // Using Audacity

This section contains help on how to create an audio file using Audacity. Audacity is an audio editing software package that allows users to create, import, edit and export audio files.
Audacity is available to download from http://audacity.sourceforge.net/.
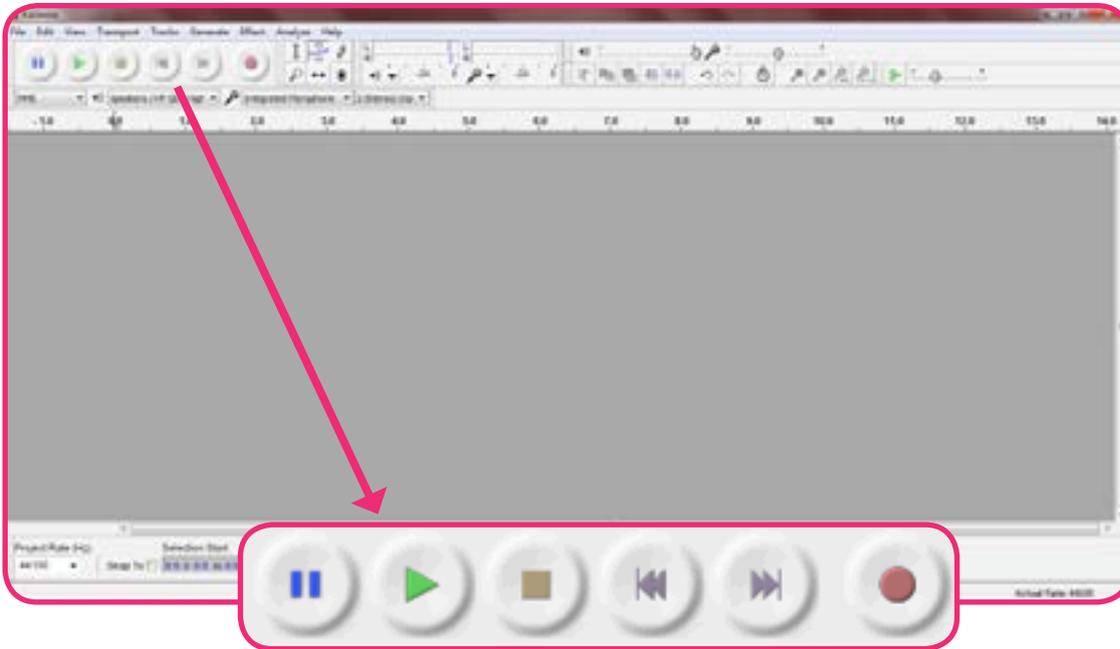
Other audio software tools that are available are:

>> Garage Band (Mac and App for iPad)

>> Wavosaur

>> WavePad (App for Apple and Android)

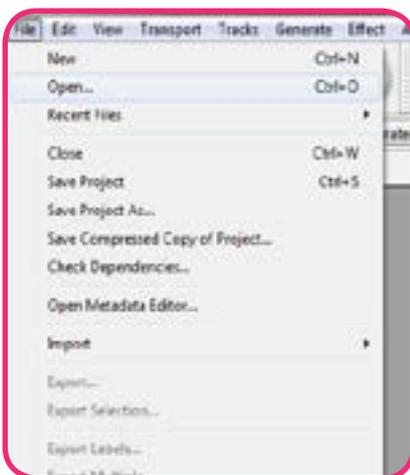nerve centre

Download Audacity from: http://audacity.sourceforge.net/

Controls

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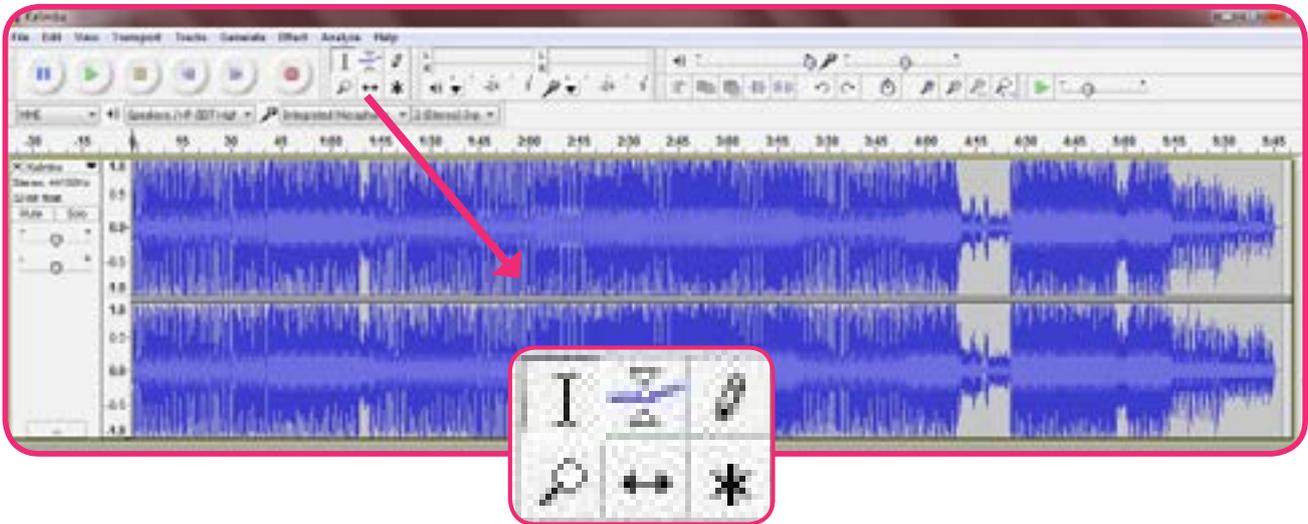
Opening a New Track or Project

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.

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Audacity Tools

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 **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 **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 **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 <u>decrease</u> the volume of the portion, **click inside the selection and drag down on the mouse**; to <u>increase,</u> **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.
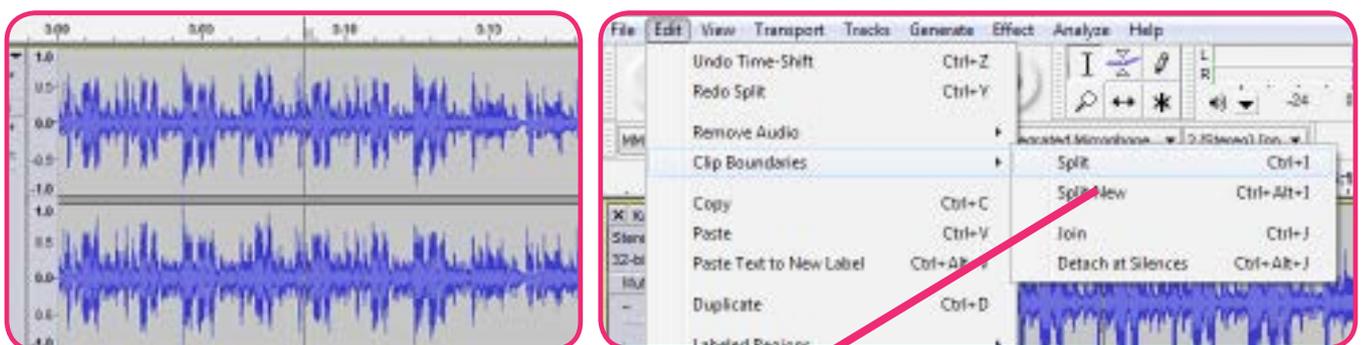

The **Trim Tool** "crops" a selection of the audio track. By using the **Selection Tool** you can highlight a portion of the audio track you want to crop. Clicking the Trim button will keep the portion you highlighted and delete the rest of the track.

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.

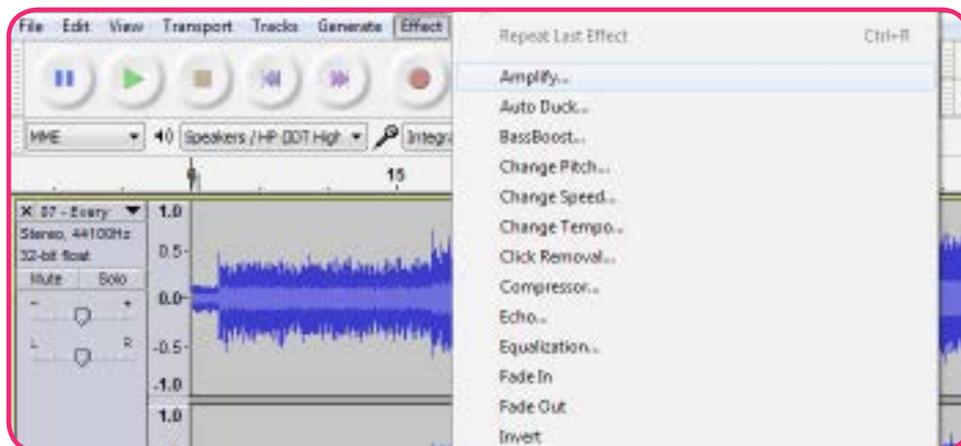If at any time you make a mistake, use the **Undo** button.

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.

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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.
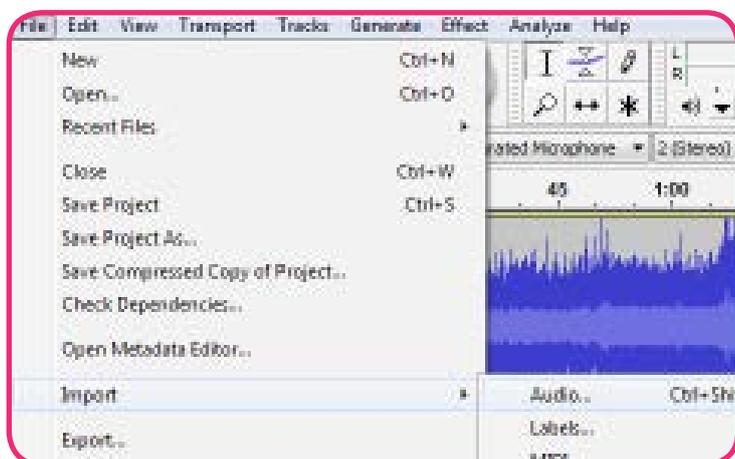

The **Normalize** effect will make all your tracks as loud as they possibly can be. This effect quickly increases the volume of soft tracks.

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**).
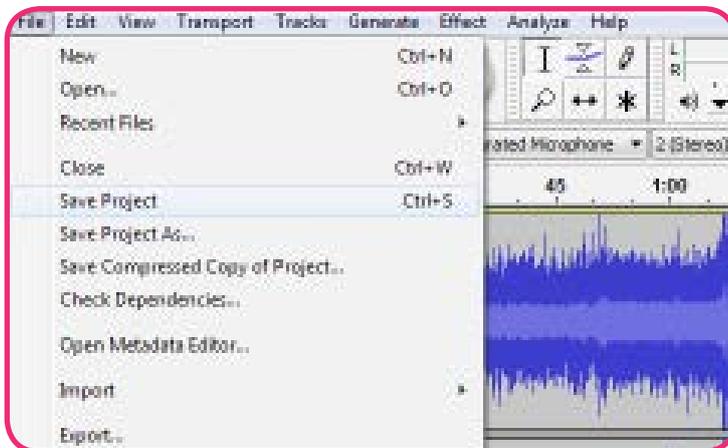
Importing Another Track

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.
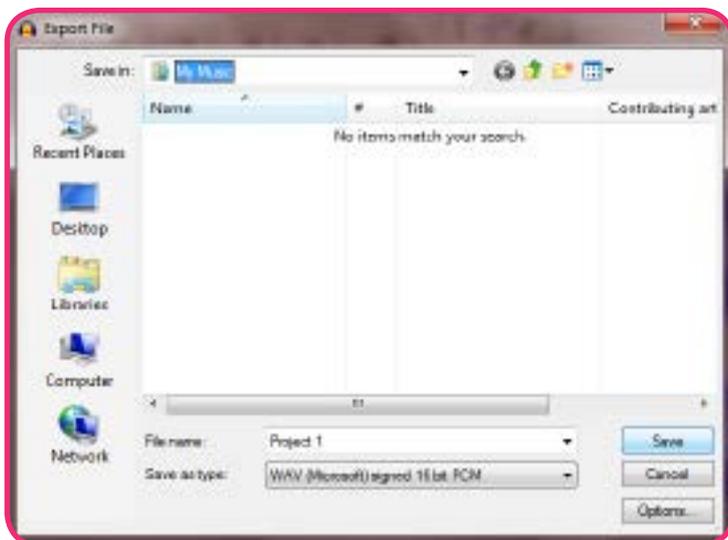
Saving and Exporting your project

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**.

Saving as MP3

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:"**

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. After selecting MP3 and clicking "Save", a pop up window will appear.

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.

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