

HELP GUIDE

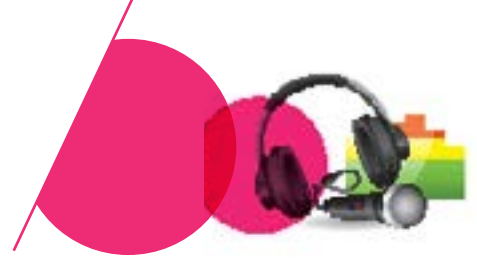
Audacity

Using Audacity to Import and Edit

Recording using Audacity

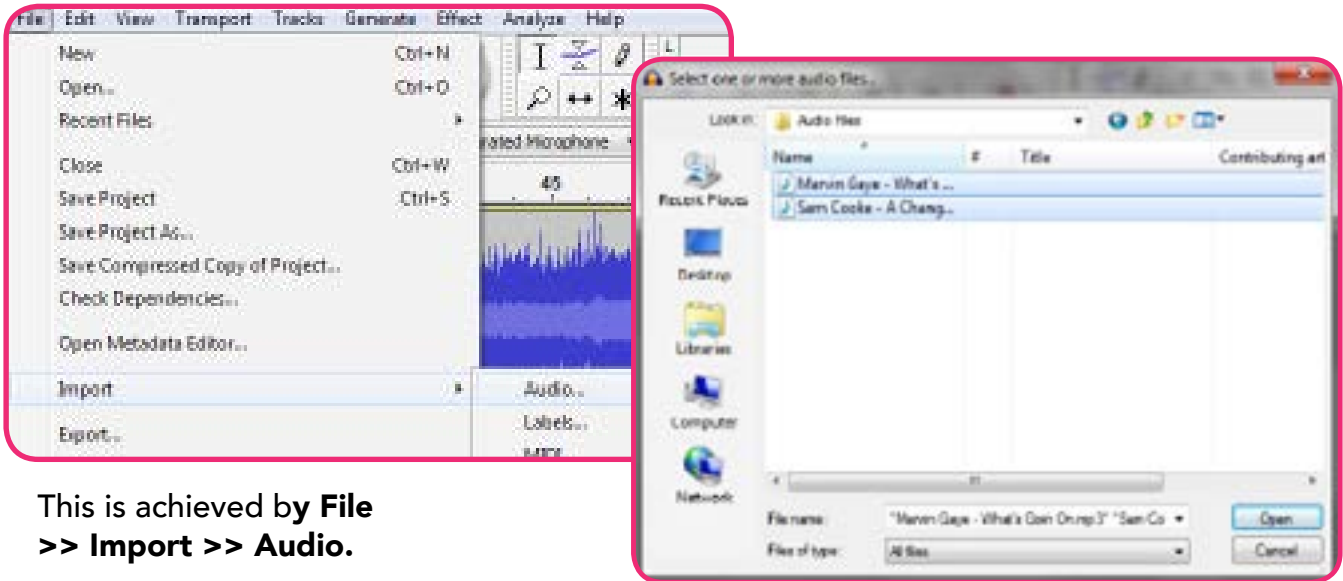


Audacity Using Audacity to import and edit



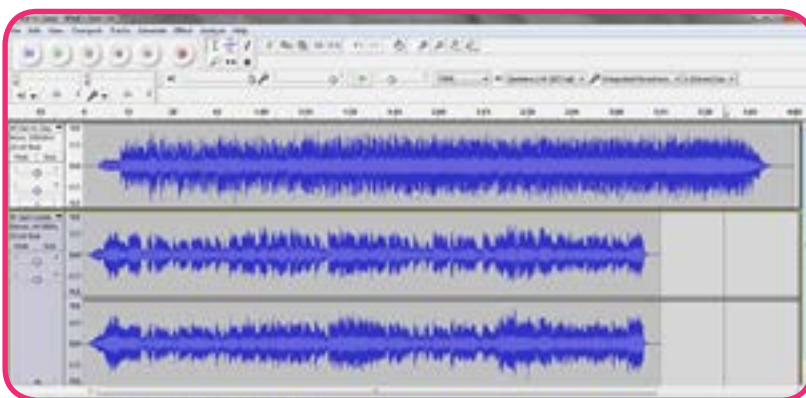
Using Audacity's basic functions, tracks can be imported and edited together. This may be useful for creating audio projects, comparing and contrasting audio files or to create a soundtrack for a video.

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.**





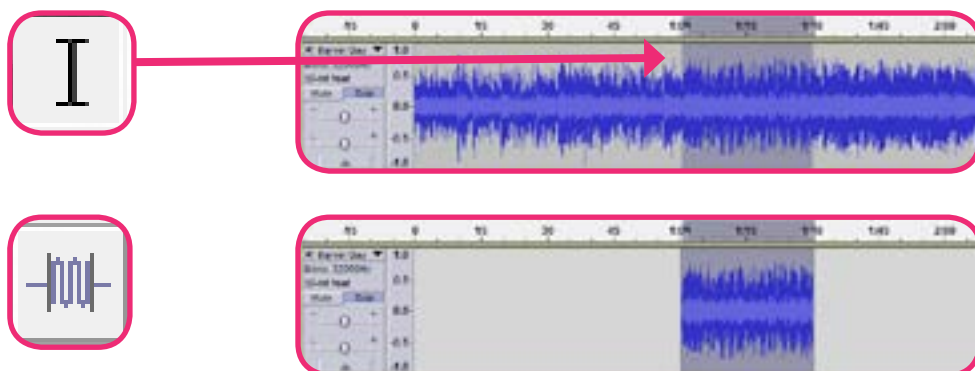
Editing Tracks

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



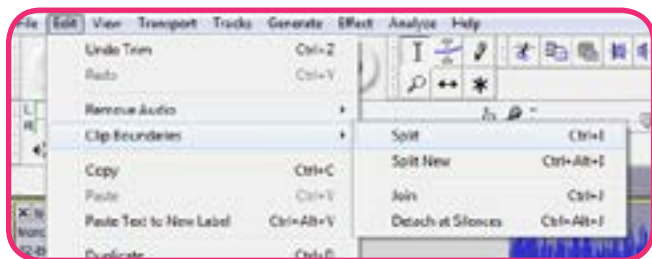
Listen to each track and identify the sections you wish to keep. Tracks can be listened to individually by clicking the Solo button located to the left of the track – make sure to click it again when you have finished listening to the track.

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**.

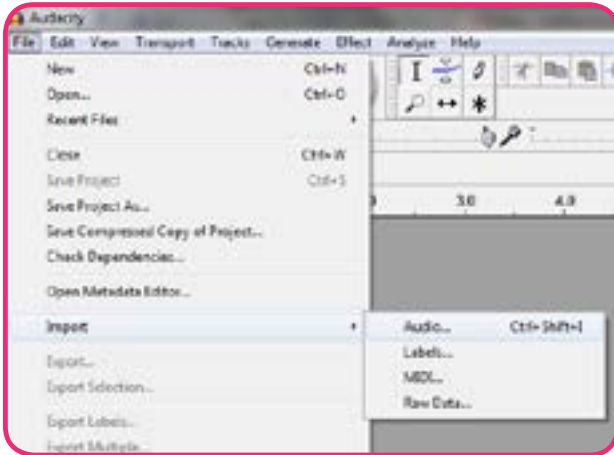


The unused sections of track can then be deleted.

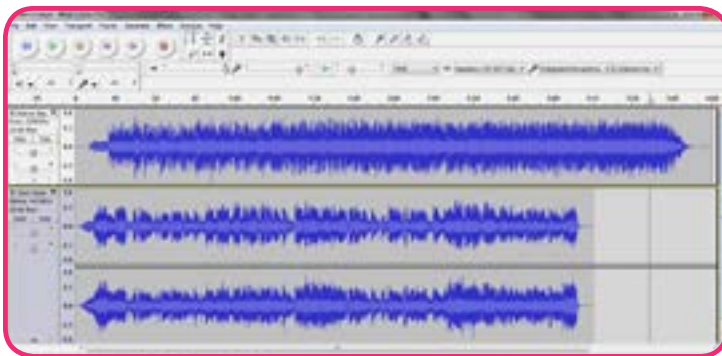
Audacity Using Audacity to import and edit



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

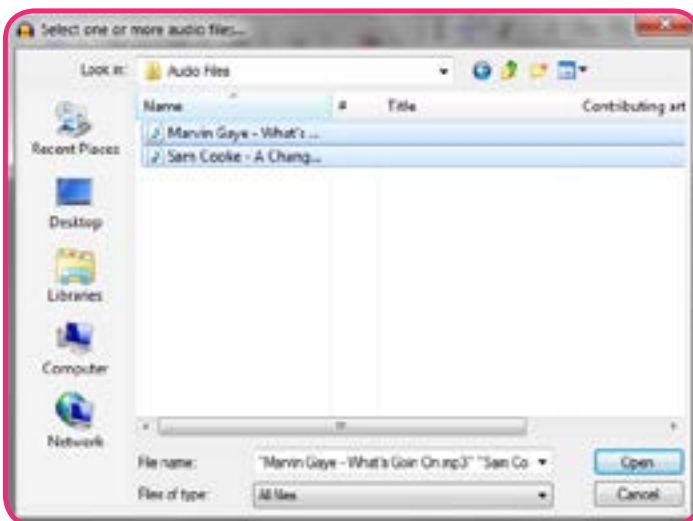


Extra

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)

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.



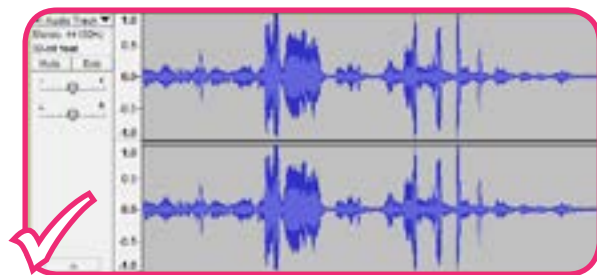
Recording

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 audiotrack 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.

