

Quick Guide to the Audacity Audio Editor

Audacity is a free audio editing program located in the Multimedia Folder in the Programs menu on the new laptops. It is used for basic voice recording or for mixing voice, music and sound effects just like radio and television professionals. These audio productions are known as podcasts.

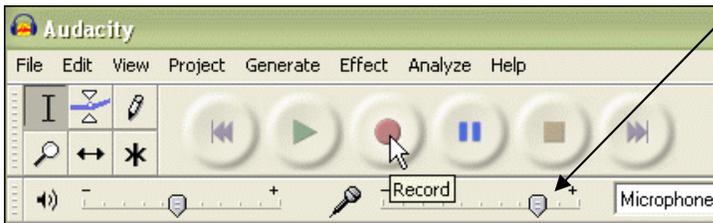
Opening an Audio File

To edit an existing file (.mp3), Click **File** menu > **Open**.

Recording Your Own Voice

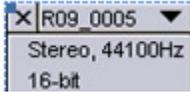
The new laptops have built in microphones. Before recording, check the sound icon in the system tray to see that the sound is on , not off .

1. Open Audacity
2. Click the red button. Start speaking.

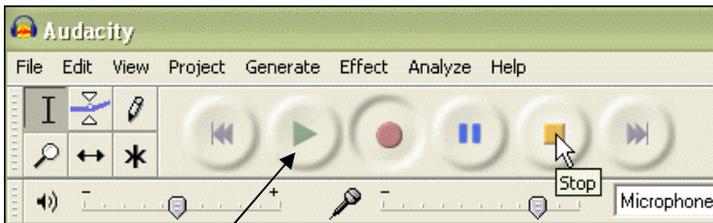


Use the Microphone Volume tool to adjust the setting. You may need to do several test recordings before you are satisfied with the volume.

NOTE: Each time you record a new track is created. Delete any unwanted tracks before beginning a new track. You may Delete the recordings by clicking the X on the audio track window.



3. When you've finished, click the Stop button.



4. Click **Play** to listen to your recording.

Basic Tools

Selection

Zoom

Time Shift
(moves selection on the timeline)



Envelope

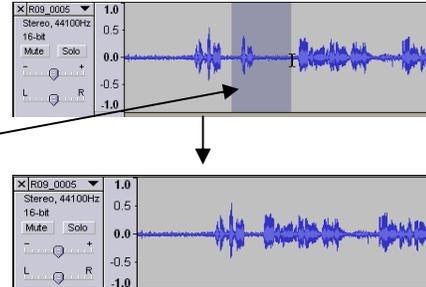
Use the envelope to raise or lower the volume for a particular selection of the audio track. This is useful when mixing a voice and music track. In this case, you would want to lower the volume of the music while there is "talking".

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Editing Audio

Delete a Section:

1. Choose the Selection Tool 
2. Click, hold and drag to select the section:
3. Press the Delete key on your keyboard.
(*Note: To delete, the player must be stopped, not paused.*)

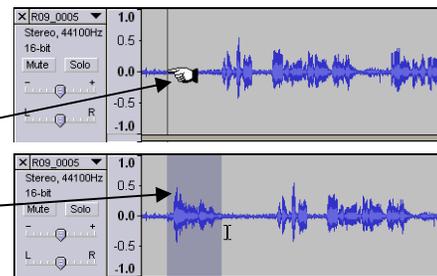


If you make a mistake, hold Ctrl + press z to undo or Click →Edit→Undo

MOVE A SELECTION

To move a section from one place to another, first select it use **Cut or copy** and **paste**.

Move the **Selection Tool** to where you want to add the cut section, and click once:

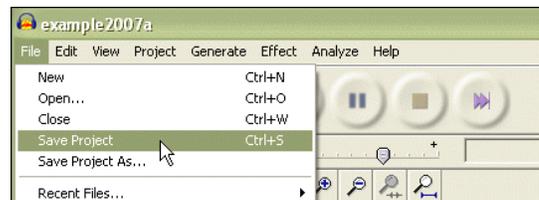


Hold Ctrl and press v (for *paste*):

You can also use the Time Shift tool to move the entire selection on the timeline. This is useful if you are adding another track and you want to sequence when each track begins.

Saving Your File

If you still have more editing to do, then choose “Save Project”. *It is best to create a folder for the project and save all related files in that folder.*

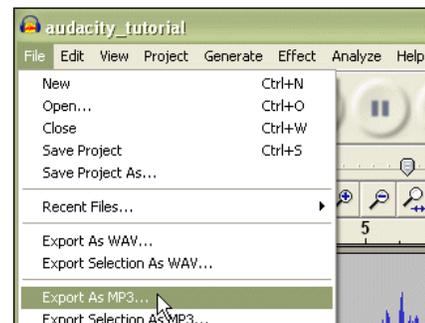


Exporting the Finished File

If you have completed all of your editing, to the final step is to export as an MP3.

File menu > Export As MP3

You can leave the “ID3 tags” blank, or fill them in.



Your MP3 is now ready for uploading to the web or inserting into a PowerPoint or MS PhotoStory project.