

# Audacity Basics Tutorial

## 1. Create a new project

**Open Audacity then IMMEDIATELY SAVE IT to your Jump Drive before recording or importing audio!**

Recommended: Create a folder on your jump drive for your Audacity project and save it into that folder. If you don't do this, your "Project" may not open on another computer unless you copy both the project file AND the project's "data" folder to your jump drive.  
*Warning.... Different versions of Audacity are not compatible with each other.*

## 2. Recording your Voice

- Click on the red **Record** button  to begin recording.
- Click on the blue **Pause** button  to pause the recording. Press it again to continue recording from where you left off.
- Click on the yellow **Stop** button  to stop recording. The cursor will return to its previous position, before the recording was started.

After you stop recording, before recording again, **MUTE** the previously recorded audio track(s). Each time you stop recording then start recording again, a new audio "track" will be created. Remember to **"unmute"** tracks to hear them play back!

## 3. Playback Audio

- Click on the green Play button  at the top and you will hear the file you have just recorded or imported.

**NOTE 1:** The audio will playback from the position of the playback head. You might either have to:

1. Click on the "Skip to Start" button on the toolbar to return the playback head to the beginning of the project or,
2. Use the "Selection Tool" to position the playback head at the position where you want to start playing the audio.

**NOTE 2:** You can playback just one audio track by selecting the "Solo" button on a track.

**NOTE 3:** Any time you can't do anything. Hit the "Stop" button then try again.

## 4. Importing an Audio File

- Simply drag and drop the audio file in to the Audacity window. Or....
- Select **Import Audio ...** in the Project menu.

**NOTE:** Version 1.2.6 CAN NOT import WMA (Windows Media Audio) files. If you have a WMA file, you can download and use the free **Jodix WMA to MP3 converter** to convert it. Download site: <http://www.wma-mp3.org/>

## 5. Moving audio clips to another position on the timeline

Select the Time Shift Tool  It is used to move an audio clip to the left or right on its track.

## 6. Splitting a clip for editing

First we've got to select a portion of an audio clip on a single track using the **Selection Tool** 

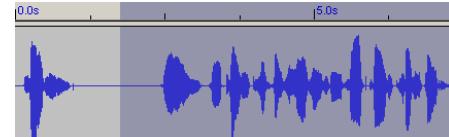
In the example below, we have a small sentence of speech, where the speaker made a pause after the first word. We'd like to eliminate that pause.

The part after the pause is selected as shown (darker gray area):

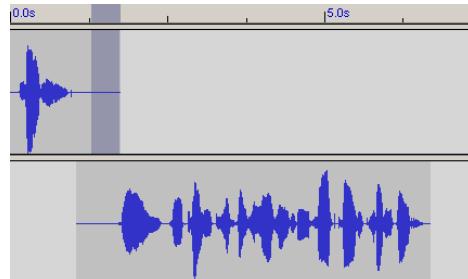
**Select the area you want to "split". Just click/drag over the area**

Now, use the **Split Function (Edit > Split)** to remove the selection area from the original track and move it to a new track as shown below:

Now use the **Time Shift Tool**  to grab the bottom audio clip and move it to the left as shown below:



When you play back both tracks, the audio now doesn't have as long a pause.



## 7. Use the Envelope Tool to fade audio volume down/up in the middle of a clip.

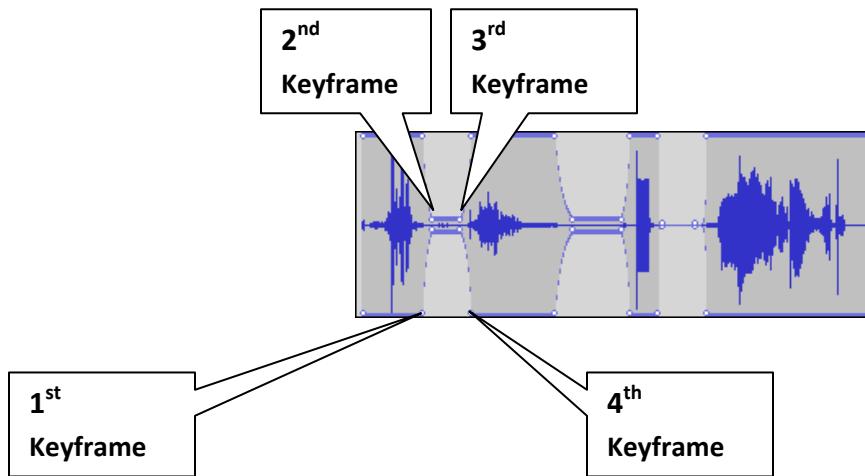
**Note:** If you want to fade the volume of a clip at the beginning or end, just use the selection tool to select the area of the clip where you want a fade then choose the **fade in** or **fade out filter** to apply the “fade” to the selected area.

### Creating “Keyframes” to control the audio levels



1. Switch to the **envelope tool**
2. Click on the audio file to create a “**keyframe**” and “lock” the volume of the audio track at its existing volume level
3. Click to the right of the first keyframe to create a **2<sup>nd</sup> Keyframe** then drag down to reduce the volume level.
4. Click again to the right of the second keyframe to create a **3<sup>rd</sup> keyframe** that will lock the volume to the level of the 2<sup>nd</sup> keyframe
5. Finally, click to the right of the 3<sup>rd</sup> keyframe to create a **4<sup>th</sup> keyframe** then drag the envelope up to increase the volume level.

An example of an audio clip that fades down then up, then down, then up, etc.:



## 8. Exporting your finished “Audio” as an MP3

*NOTE: Unless you installed the LAME MP3 encoder, Audacity will only allow you to export WAV format audio files. See the SMS Tutorial, **Downloading and Installing Audacity**, for instructions about installing and activating the Lame MP3 encoder.*

Just click on **FILE > Export As MP3** You should be able to take it from here ☺.

The MP3 file you EXPORT is the file you want to send to your instructor. DO NOT SEND the Audacity Project file (the one with an .aup extension).