

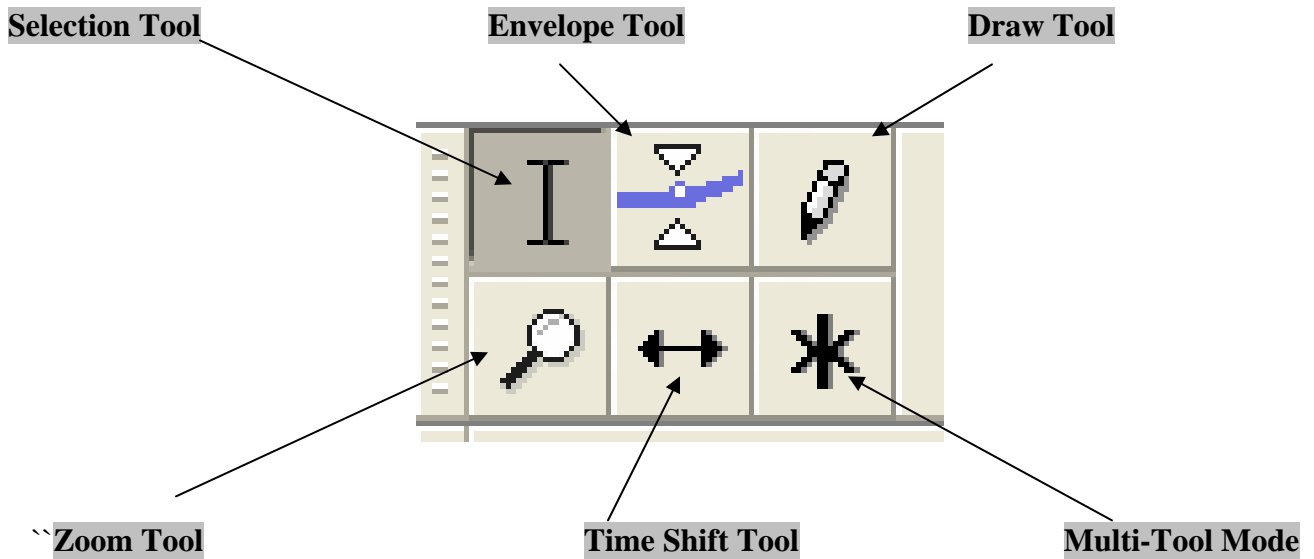
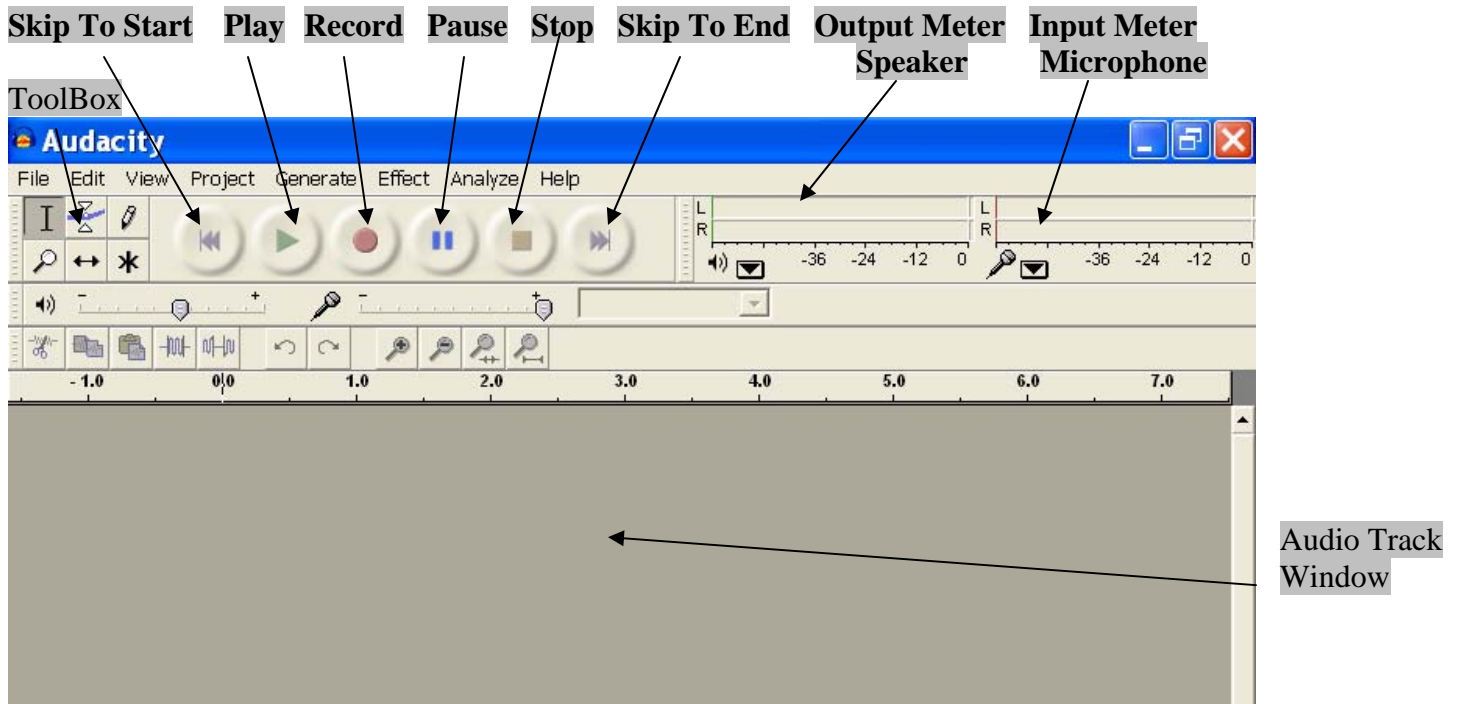
Thanks to  
**Council Rock School District**  
for sharing this!!



**Instructions**

**Audio Editing and Recording**

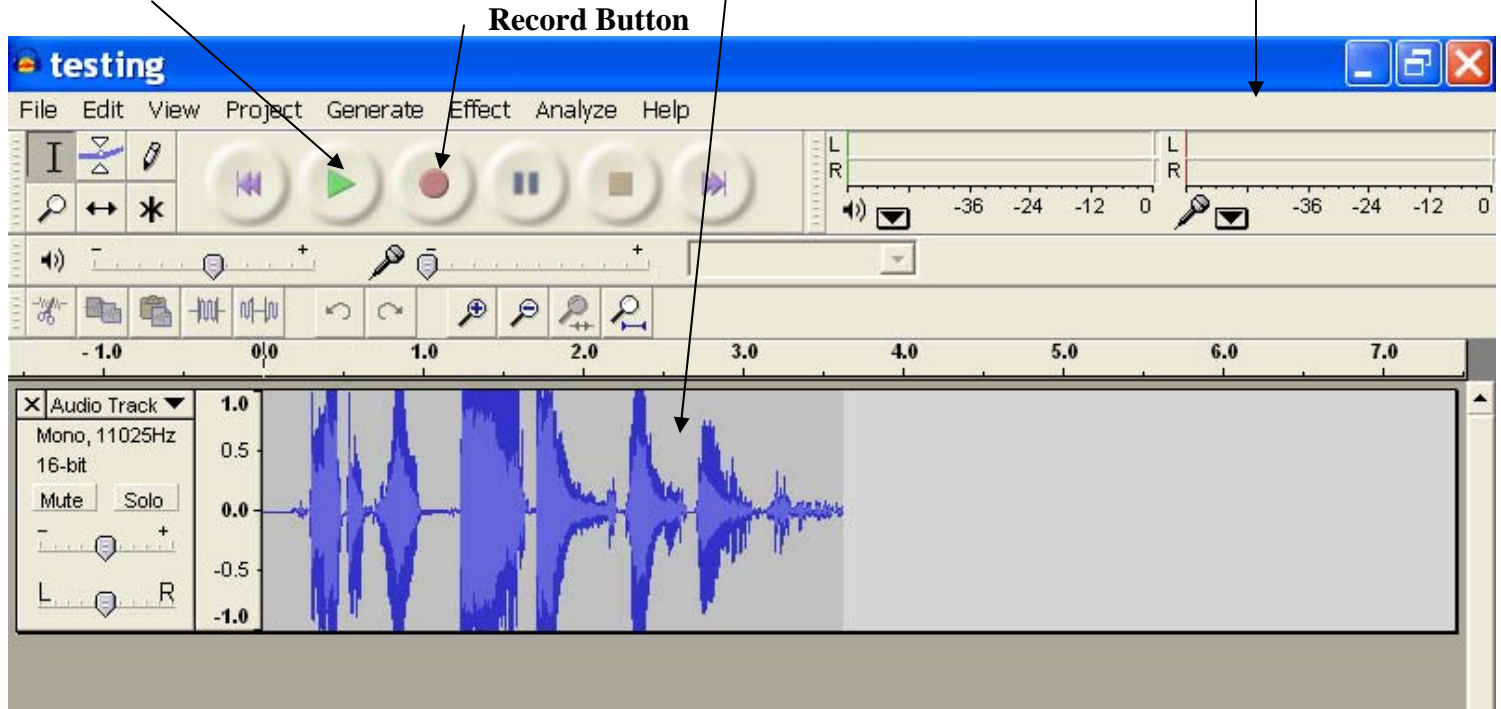
# Audacity Interface



## Creating you first Audio File – Testing you Equipment

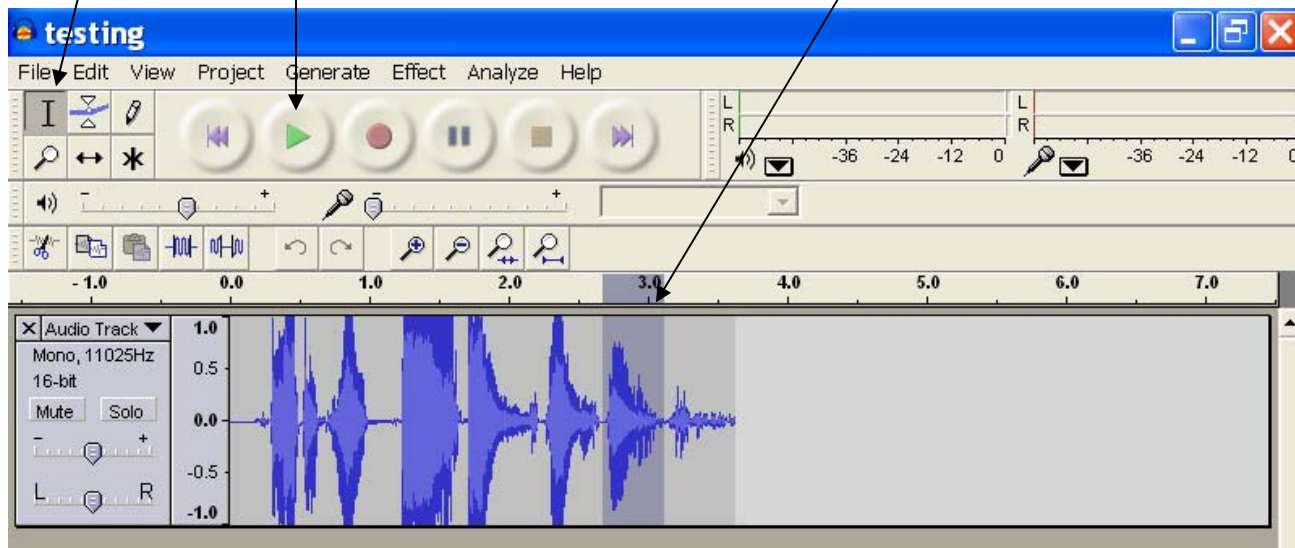
**ALWAYS test your equipment before you start recording the real thing!!**

1. Plug you headset or microphone into the tablet/laptop.
2. Open the Audacity Program
3. Click the Audacity Record Button
4. Count 1 2 3 4 5 (You should see a meter indicator bar rise and fall in the microphone area)
5. Click the Audacity Stop Button
6. Do you have an Audio Track with a Wave Form in the Audacity Track Window?
7. Play the audio track



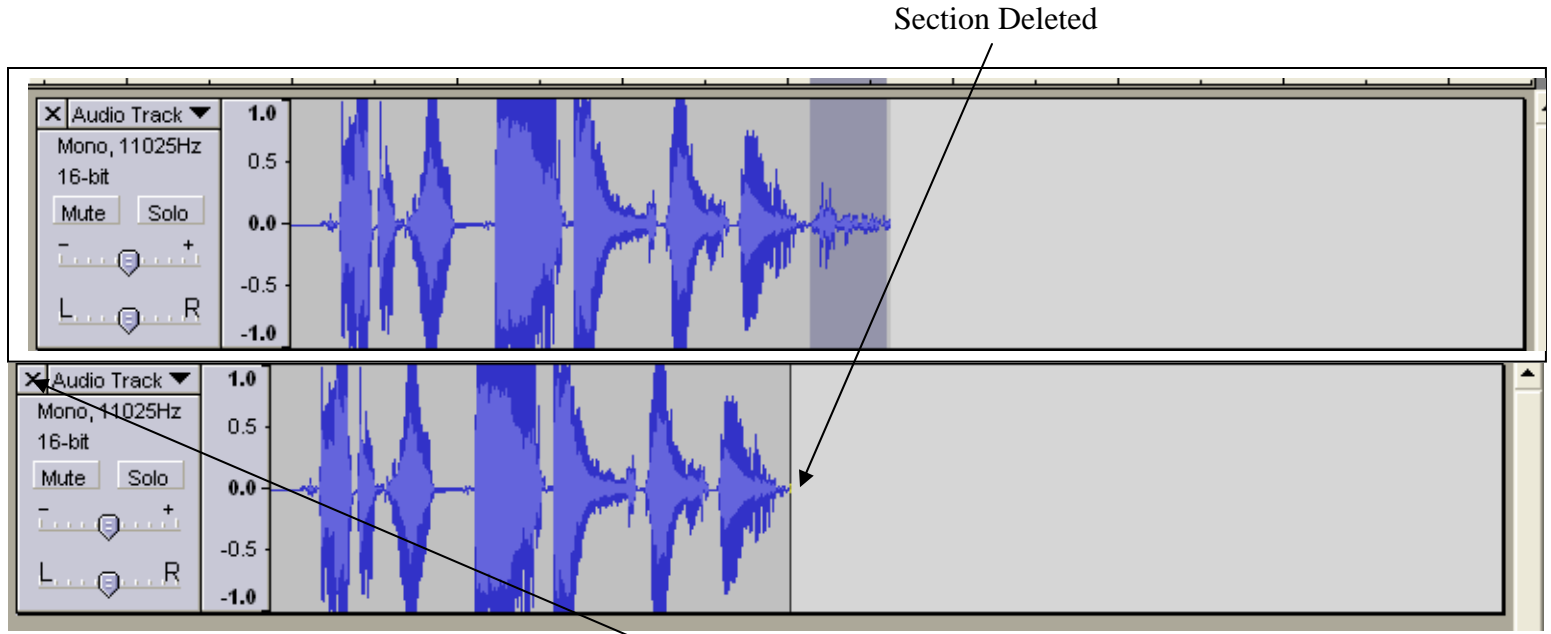
**Selection Tool is used to play a part of the audio track.**

1. Click on the Selection Tool
  - a. Left Click/hold and drag you mouse across the section of the audio track that you would like to play.
  - b. Click play to play just this section



## Delete a Selected area

1. Click on the Selection Tool
  - a. Left Click/hold and drag you mouse across the section of the audio track that you would like to delete.
  - b. Click the Delete Key on your keyboard.



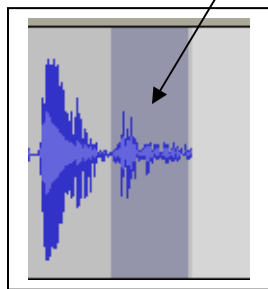
## How do I Delete a Track?

1. Click on the “X” for the track that you want to delete.

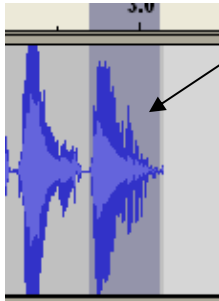
## How do I use the other effects?

1. Click on the Selection Tool
  - a. Left Click/hold and drag you mouse across the section of the audio track on which you are applying the effect.
  - b. Click on the Effect menu item at the top of the screen and select an effect. I will select **Amplify**.

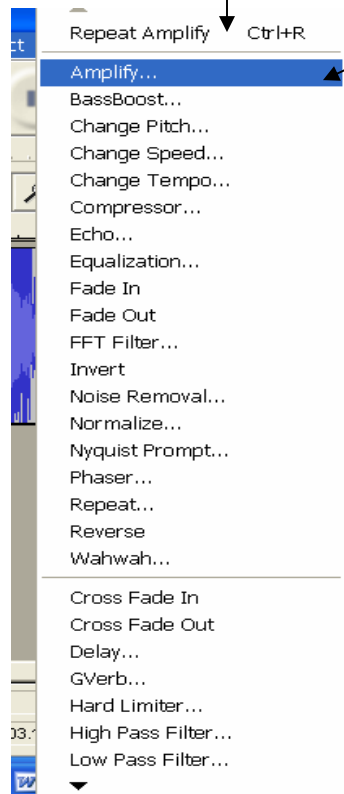
Before Amplification



After Amplification

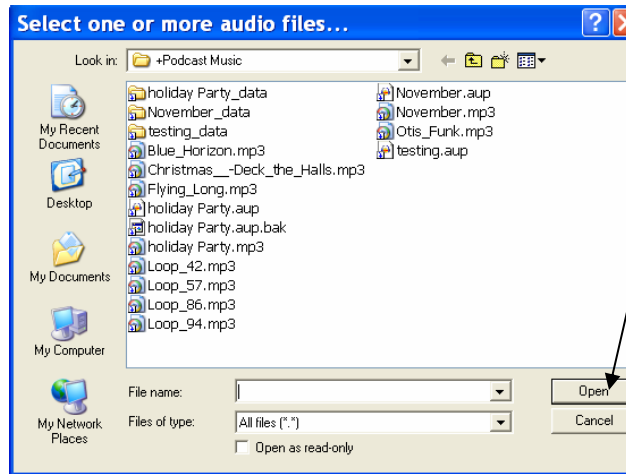
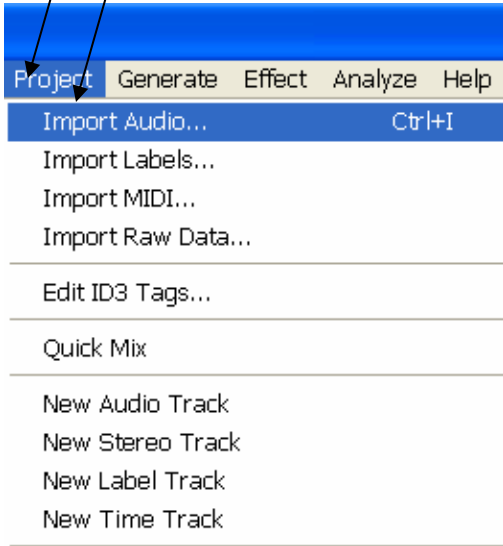


Repeat the effect you just used



## Importing an Audio Track

1. Click on the Project Menu item at the top of the screen
  - a. Select Import Audio
  - b. Select the audio file to be imported.

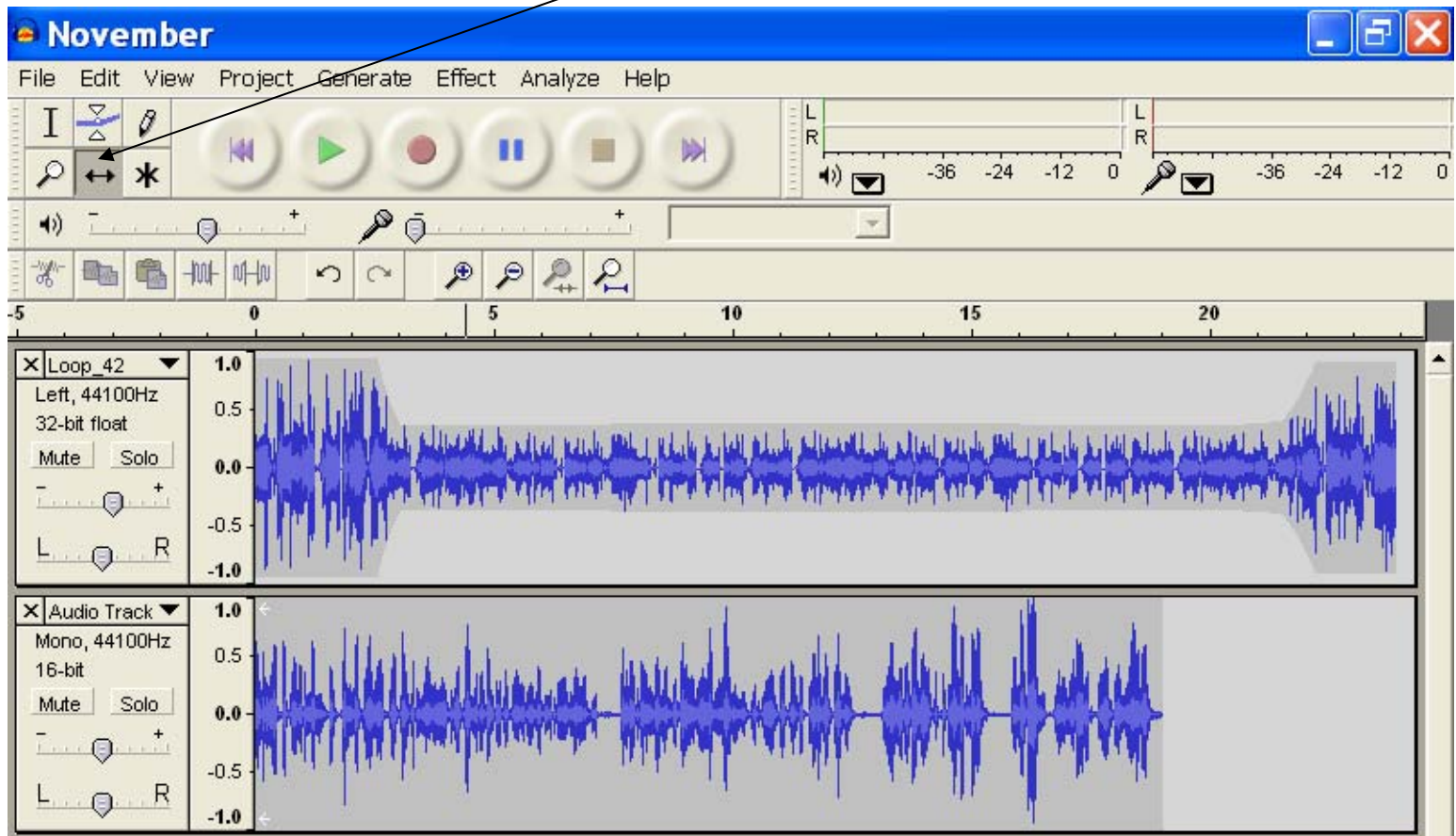


1.

## Working with Audio Tracks.

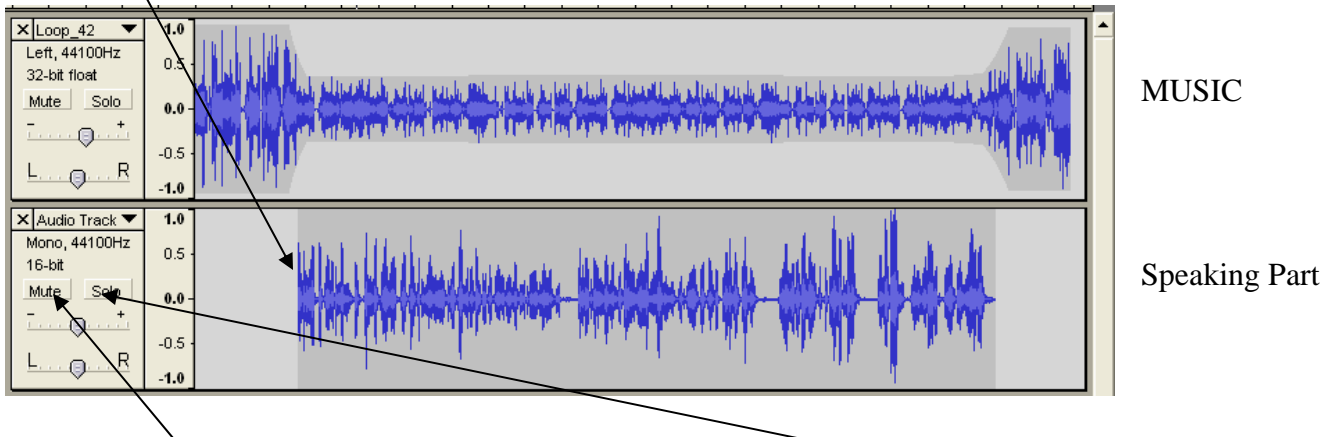
Every time you click the record button or import an audio file, Audacity will create a new audio track.

1. All audio tracks will start at "0".
2. To move an audio track, Click the Time Shift Tool, and move the audio track right or left.



## Time Shifted Audio Track

Music will play and then the speaking part will play. The speaking part will end and the music will play.



Click the Mute Button to mute a track or tracks. Click the Solo Button to hear only that track.

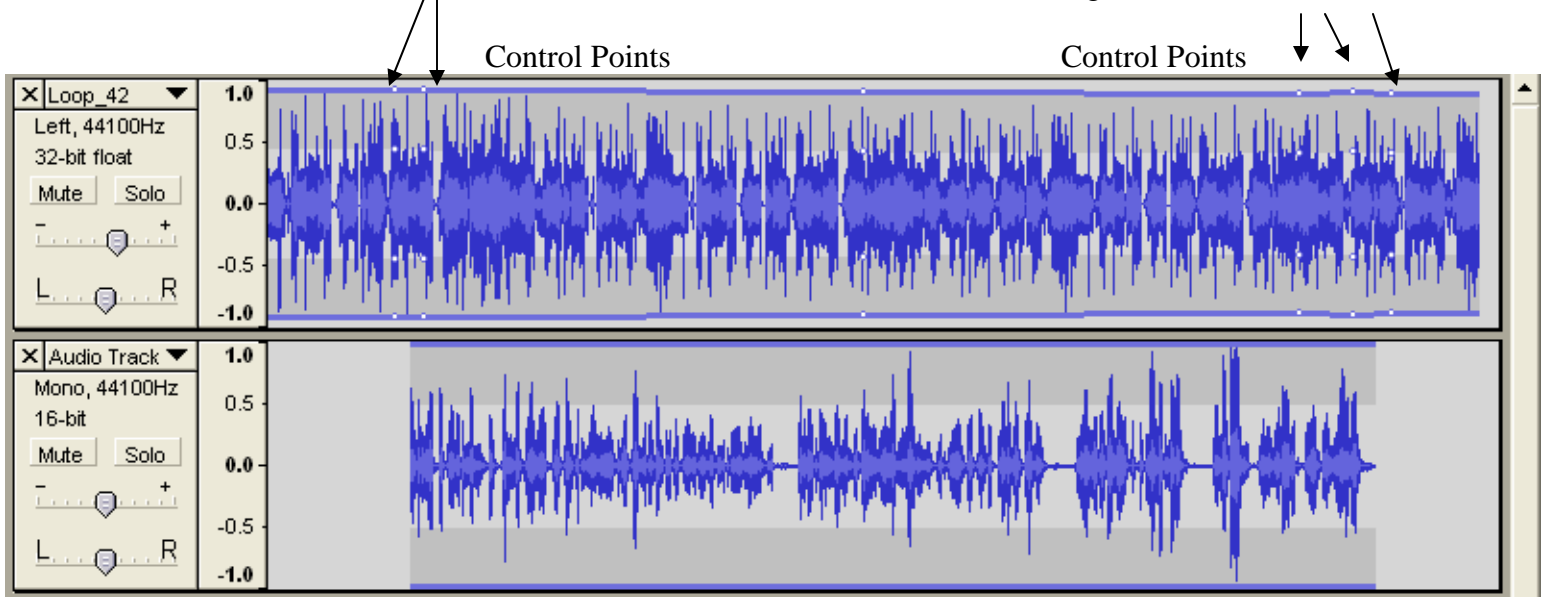
## The Envelope Tool – Used to lower the amplitude (volume) of a section of the track.

Example: We want to lower the amplification or volume of the music track while the speaker is speaking.

1. Click on the Envelope Tool in the Tool Box.
2. Left Click with the Envelope Tool on the track where you want to lower the volume.
  - a. A 'Control Point' will indicate where you left clicked.

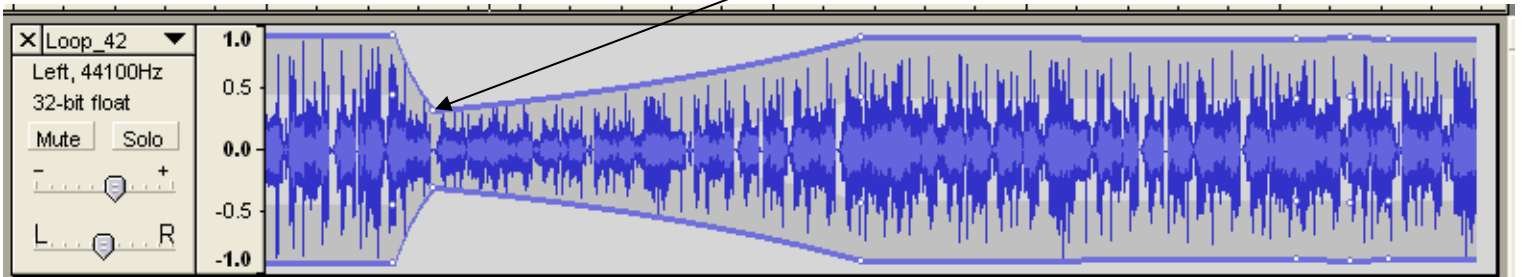
Click a little to the left of where you want to begin to lower the volume and then right where the volume need to be lowered. (See Below)

Do the same thing where the volume is to be raised

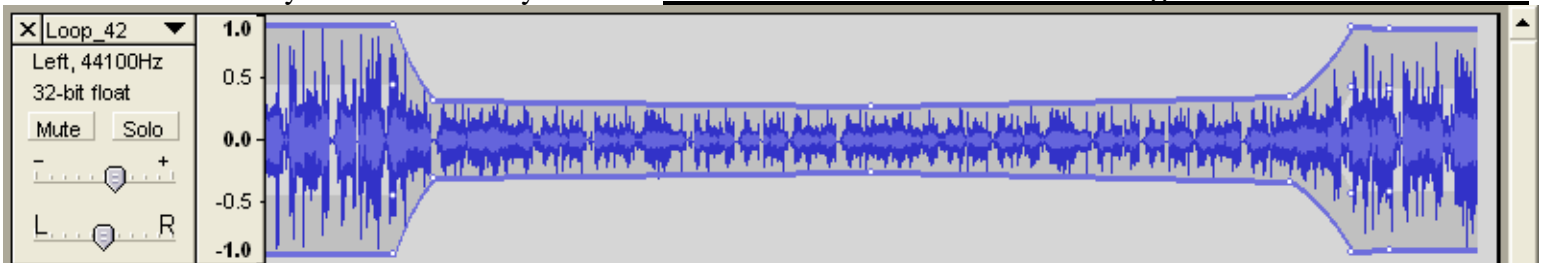


### Use the Envelope Tool to begin lowering the volume

1. Place the Envelope Tool over the second Control Point from the left and Left Click hold and drag down



2. Continue Clicking and dragging the other Control Points down with the Envelope Tool. You can create as many Control Pints as you want. **Control Pints can also be moved right and left with the mouse.**



3. Play the file by clicking the Play Button and keep adjusting the Control Points with the Envelope Tool, until you are satisfied.

### Saving the Audio Project

1. Always save as an Audacity Project first. You will be able to open a project and make changes.
  - a. Click on the File Menu and choose "Save Project As"
  - b. Give the project a name and save the file.

### Saving the Project as an MP3 file

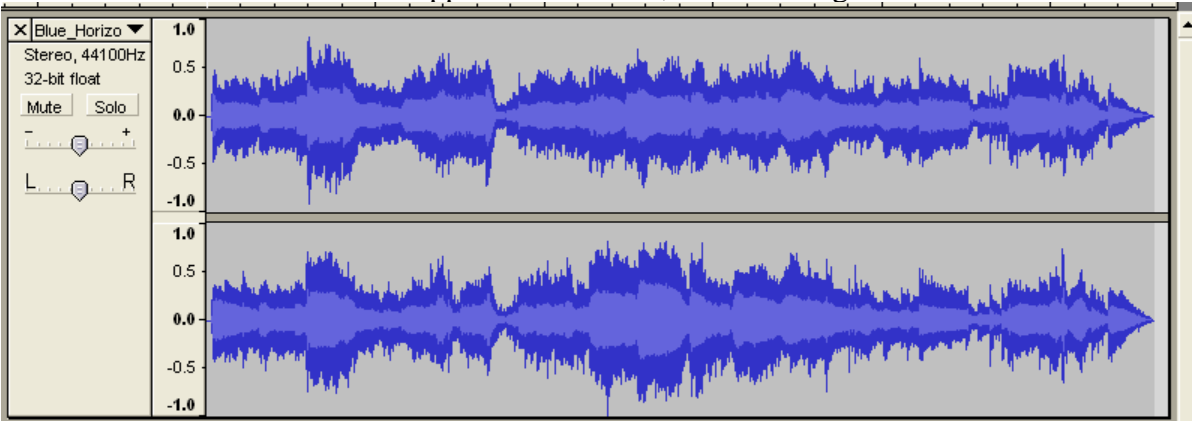
1. Click on the File Menu and choose "Export as MP3"
2. A warning window will open telling you that Audacity will mix your tracks down to two tracks.
3. Click OK
4. If this is your first time using Audacity to save an MP3 file, Audacity will ask you to Browse to the "lame\_enc.dll" file. Browse to this file and click on it. Audacity now knows where the file is located and will not ask you this question again.
5. Give the MP3 file a name and save the file.

### What can I do with an MP3 File?

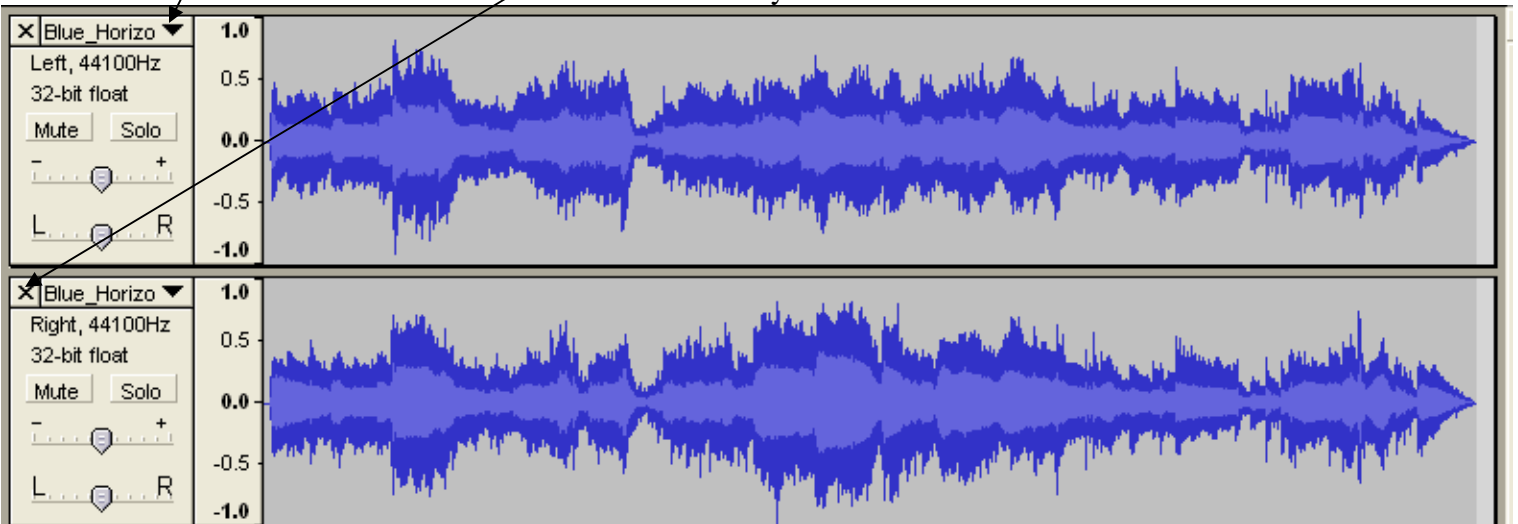
1. Link the file to your classroom website
2. E-mail the file to someone else
3. Download the file to an MP3 player

## How can I make a Stereo Track into a Mono Track?

1. Import your stereo track into Audacity.
2. The stereo track will appear as one track, but with a right and left channel.



3. First you must split the track.
  - a. Click on the down triangle to open the track menu.
    - i. Choose "Split Stereo Track"
    - ii. You now have separate Right and Left Tracks
    - iii. Click on the "X" of the track that you want to delete.



## Other Useful Tool Buttons

