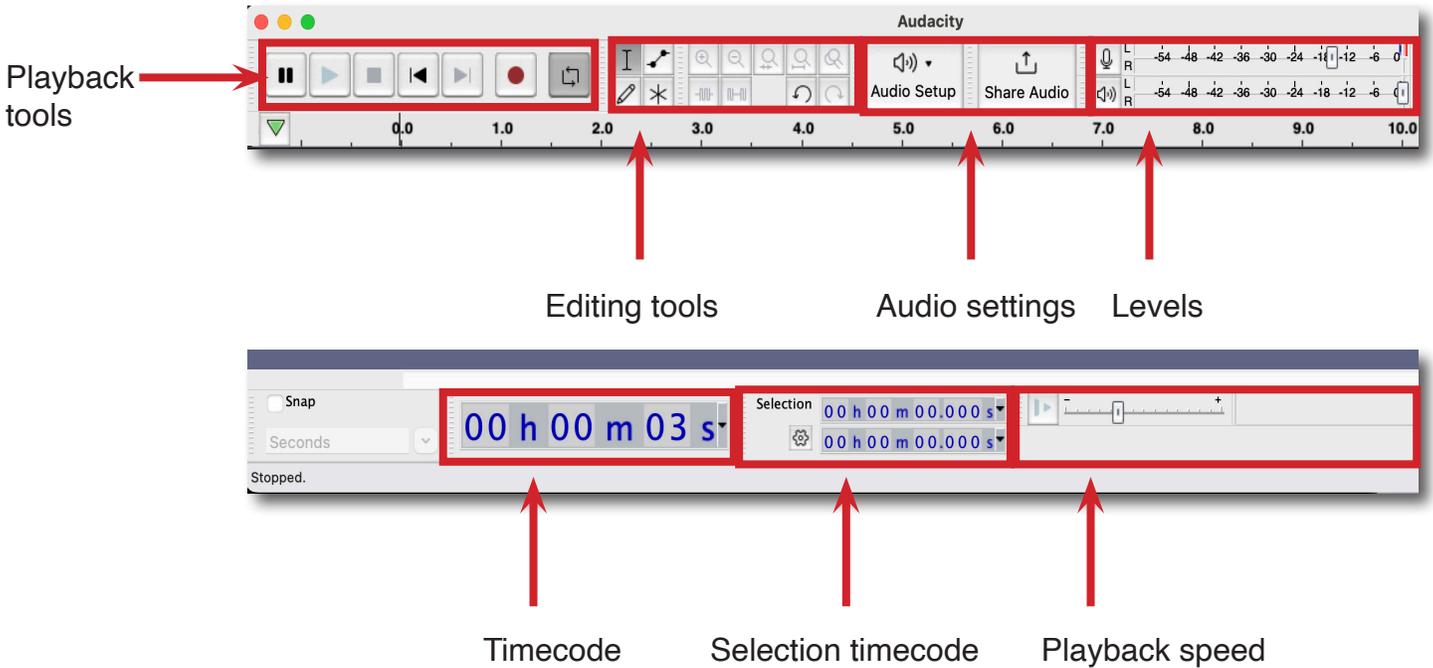




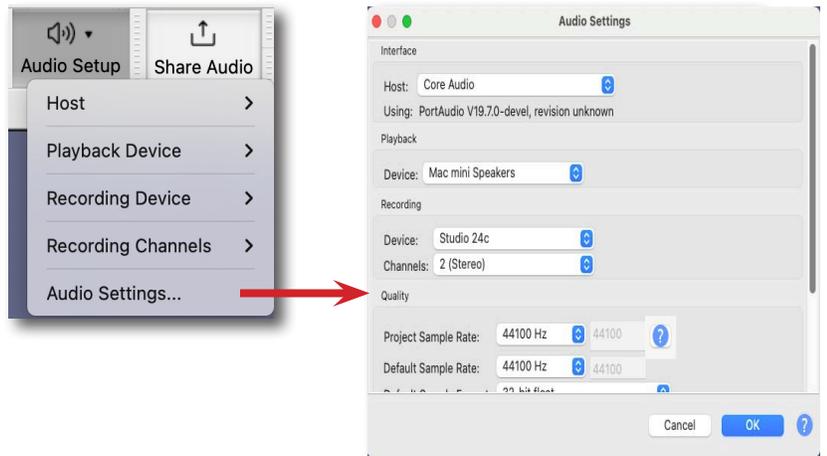
# Using Audacity 1/4

## Recording and Editing in Audacity

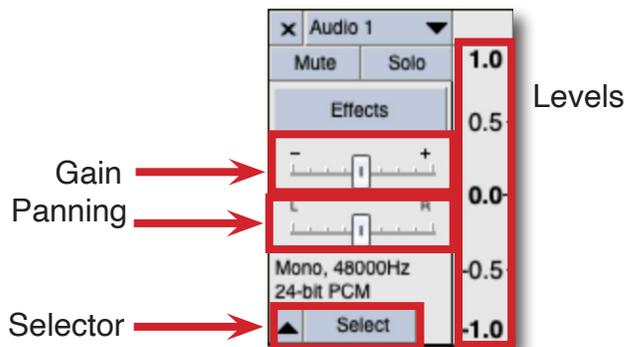
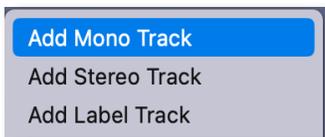
**Audacity** is an open-source, free audio software that is simple and easy to use. There isn't much visual bloat compared to high end audio software. **Open** up the Audacity program and familiarize yourself with its layout.



You'll want to assign some project settings before you begin recording. **Click on Audio Setup** and customize your project settings within the dropdown menu. You can change your playback device, microphones, recording channels, and assign bit-depth & sample rate. You can also adjust all of these settings within **Audio Settings** found at the very bottom.



Now to begin recording. **Right click** in the blank space within your timeline and select either **Add Mono track** or **Add Stereo Track**.



Track Collapser and Track Selector

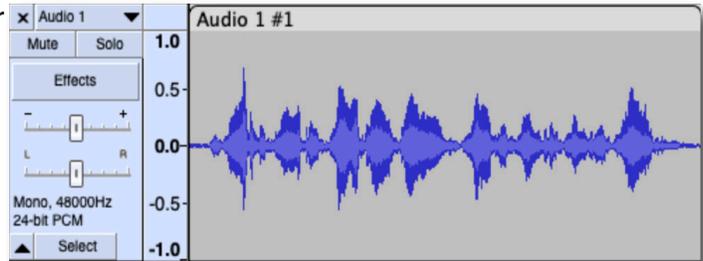


## Using Audacity 2/4

After familiarizing yourself with your new audio track, hit the red **record button** when you're ready to capture some sound.



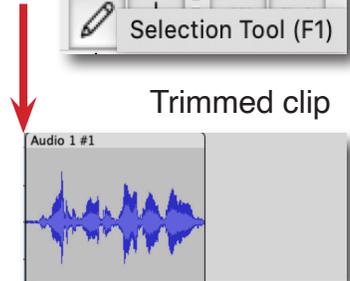
Hit the **stop button** or the **spacebar** to end your recording. Take a moment to listen back to what you recorded.



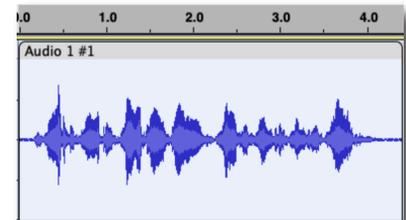
If you want to edit your new audio clip, or any audio clip, get used to your **Selection Tool**, which can be found in the **toolbar**. This tool will allow you to **highlight** certain sections of a clip or an entire clip. **Hovering** over either end of a clip and **clicking and dragging** either left or right will allow you to **trim** a clip. Lastly, hovering over the top of a clip will turn your Selection Tool into the **Grabber Tool**, which is in the shape of a hand. **Click and drag** with the Grabber Tool to move a clip along a timeline or into a new track.



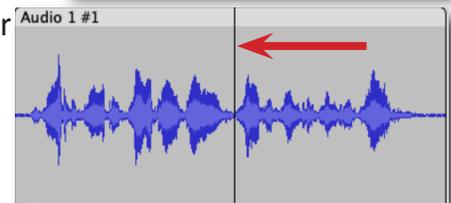
Trimmed clip



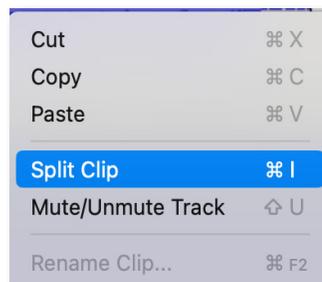
Try **double clicking** inside of your audio clip with the Selection Tool. This should **highlight** the entire clip for you. If you were to hit the **Delete** key, this would delete the entire clip now that it's been fully highlighted.



**Clicking** only once within a clip however will update wherever your playhead currently is. This can be helpful for jumping instantly to another point in your timeline or for setting a place to **cut** a clip. Let's try cutting our clip now. **Click** in the middle of your audio clip to place the playhead in the center.



Now **right click** on the playhead and select **Split Clip** from the dropdown menu. Your clip should now be split into two unique clips.



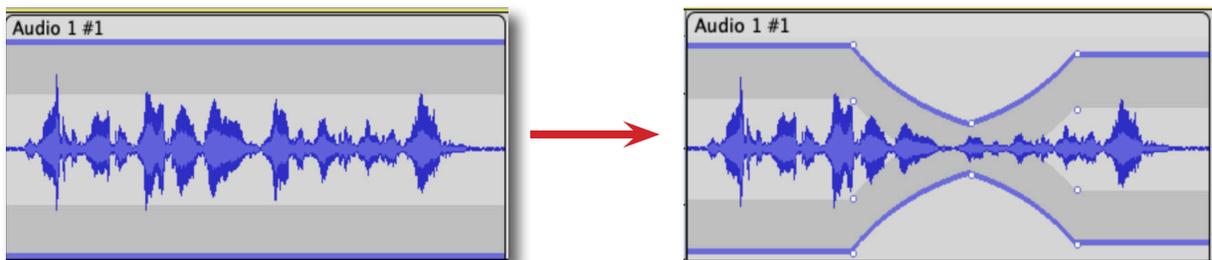
## Using Audacity 3/4



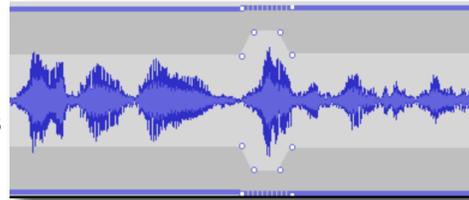
Another handy way to edit your audio in Audacity is adding **fades** or making manual gain adjustments using the **Envelope Tool**. Switch to the Envelope Tool in your toolbar.



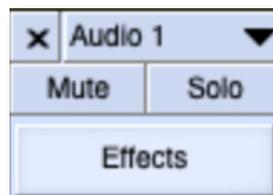
After selecting the Envelope Tool, your active clip should have a new set of blue bars that appear above and below the waveform. If you **click and drag** on one of these bars, you should be able to reduce the **gain** of the clip. However, if you just click, you can add **anchor points** multiple times throughout the clip. Now, if you **click and drag** on the anchor points, you'll be able to make fades.



Also try using the Envelope Tool to fix problem areas where the level of your clip is either too high or too low. In the example, I used the Envelope Tool's anchor points to briefly increase the volume of a single moment in my recording.



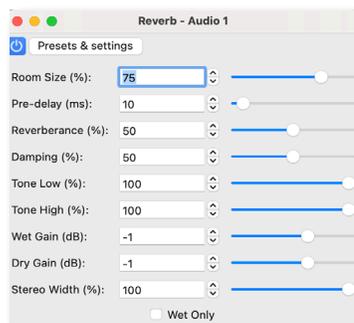
Try playing around with **audio effects**, which can be found just below the **Mute** and **Solo** buttons on your track.



Audacity is limited in its effects library, but should have the essentials already included. Browse through the dropdown menu of effects until you find your desired effect.



After selecting an effect, it'll appear just below the **Effects button** on your track. **Click** the effect to open a dialogue box containing controls for that effect. These effects are non-destructive, in that they will not permanently affect your recording. These effects can be removed at any time.

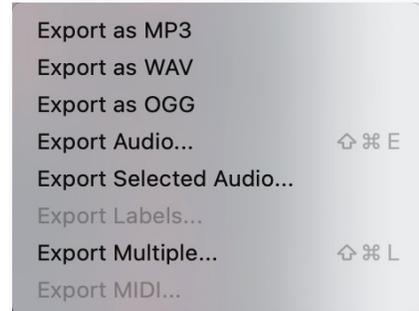




## Using Audacity 4/4

After finishing your work, it's time to save and export. At the top menu bar, select **File > Export** and then choose from any of the options in the dropdown menu.

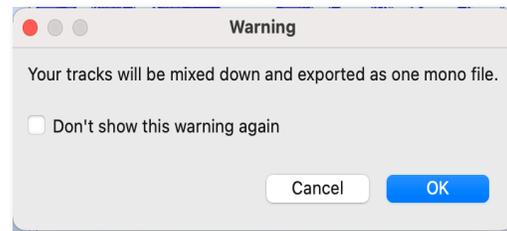
Export as **MP3**, **WAV**, **OGG**, and **Audio** should all work the same. You will be prompted to name your file and where you would like to save it. Once finished, you would **click Save** and then **quit** the program. But **Export Selected Audio** and **Export Multiple** work differently.



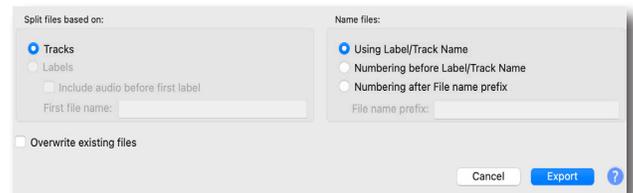
Let's say that you want to mix down multiple audio tracks into one audio export. Start by **highlighting** everything that you would like to export.



After selecting **Export Selected Audio**, you should get a warning window letting you know that everything will be mixed down to one file. Select **OK**. You should now have a single audio file containing all those tracks.



Your other option is using **Export Multiple**. This will bounce out multiple tracks worth of recordings as individual audio files rather than one summed file. Using this option should give you a dialogue box asking how you would like to split up your tracks. Click **Export** when you're ready.



Audacity will ask you to enter any desired metadata for your individual exports before it finalizes everything. Once you confirm your changes and continue, you should receive a confirmation popup window that your multiple audio exports were successful.

