

Audacity Basic Training

Download Audacity

<http://audacityteam.org/download/>

Download and install the LAME MP3 encoder

http://manual.audacityteam.org/o/man/faq_installation_and_plug_ins.html#How_do_I_download_and_install_the_LAME_MP3_encoder.3F

Want to learn more? Lynda.com has excellent video guides for using Audacity. Follow the link and log in with your HawkID and password.

<http://www.lynda.com/sdk/Audacity-tutorials/Up-Running-Audacity/111697-2.html>

Recording audio

- Select the desired microphone option (green), and use the buttons (red) to record and stop recording

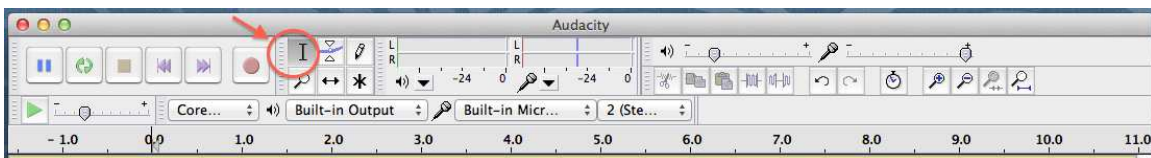


Importing audio

- On the “File” menu, select “Import” > “Audio”. The audio will open in another track, and once you click play you will hear both tracks.

Splitting audio

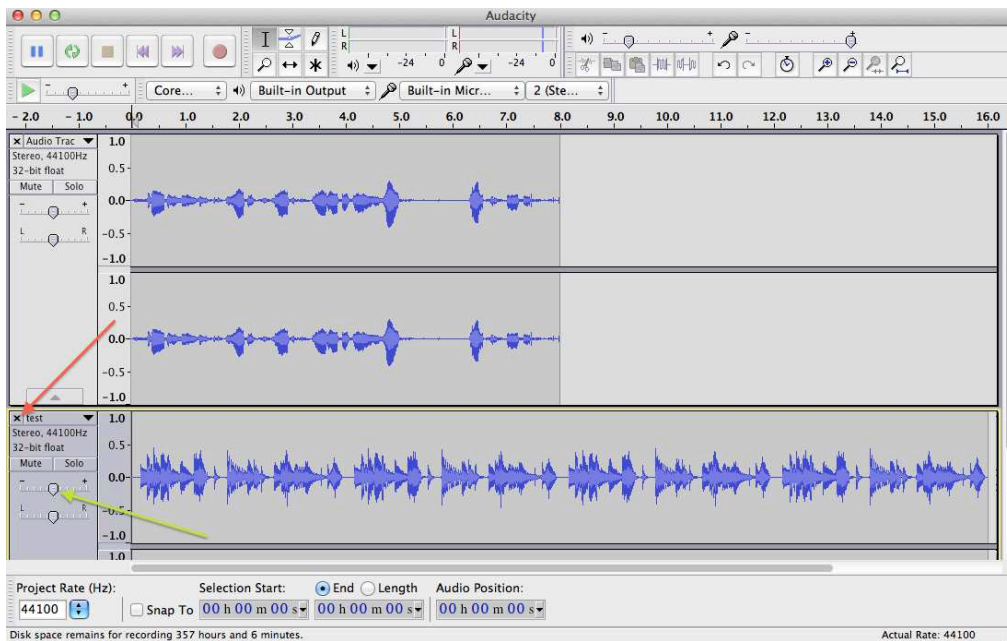
- Make sure you have clicked on the “Selection tool”



- Place the playhead where you want the split to occur
- Click “Edit”> “Clip Boundaries”> “Split” or use the keyboard shortcut “Command+I” (Mac), “Ctrl+I” (Windows)

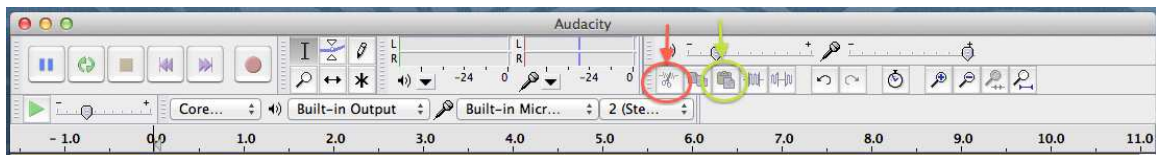
Adjusting volume and deleting a track

- Before you copy and paste the parts of the second track you want to have in your main track, you can adjust the volume by dragging the handle (green).
- After pasting the parts of the audio narration you want to your main track, you can delete the narration by clicking on the icon “x” (red).



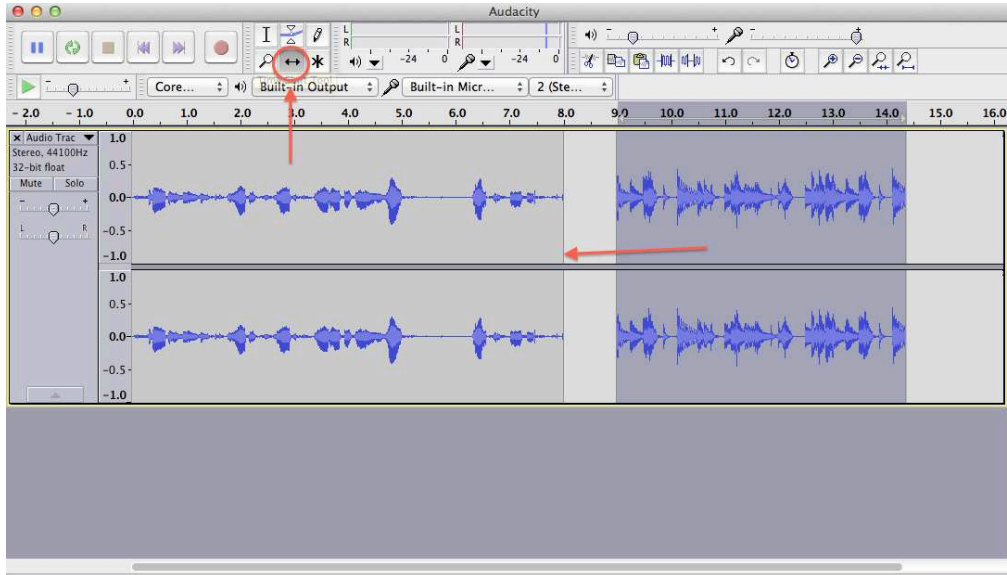
Copying and pasting audio from one track to another

- Click on the “Selection tool”
- Use the mouse to select the portion of the audio you want
- Copy (red), place the playhead where you want the audio track to be, and paste (green). OR use keyboard shortcuts “Command/Ctrl + c” –
- “Command/Ctrl + v”



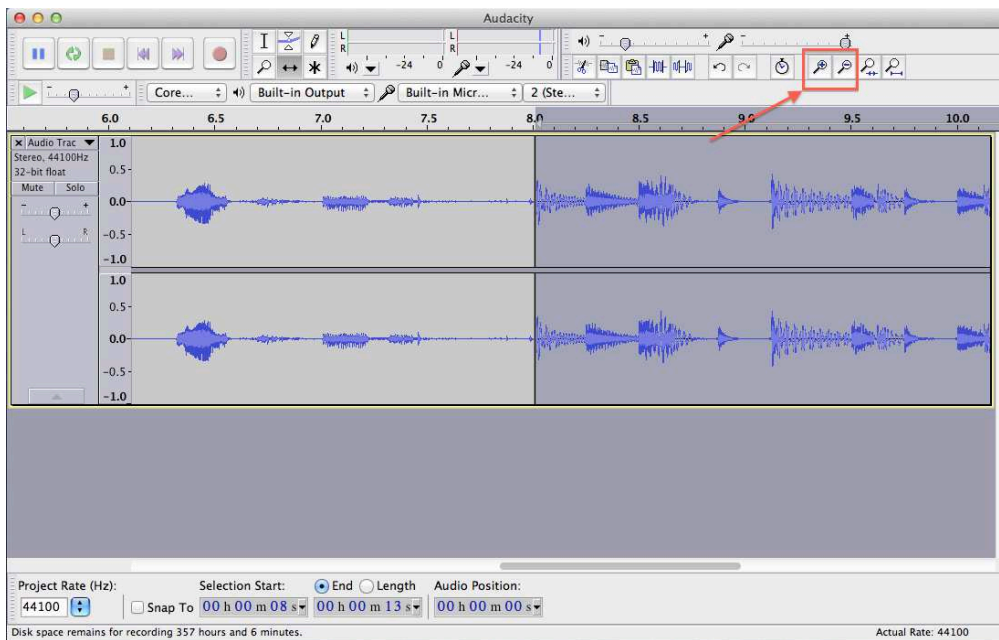
Rearranging audio position

- Click on the “Time shift” tool
- Drag the audio to where you want it to be



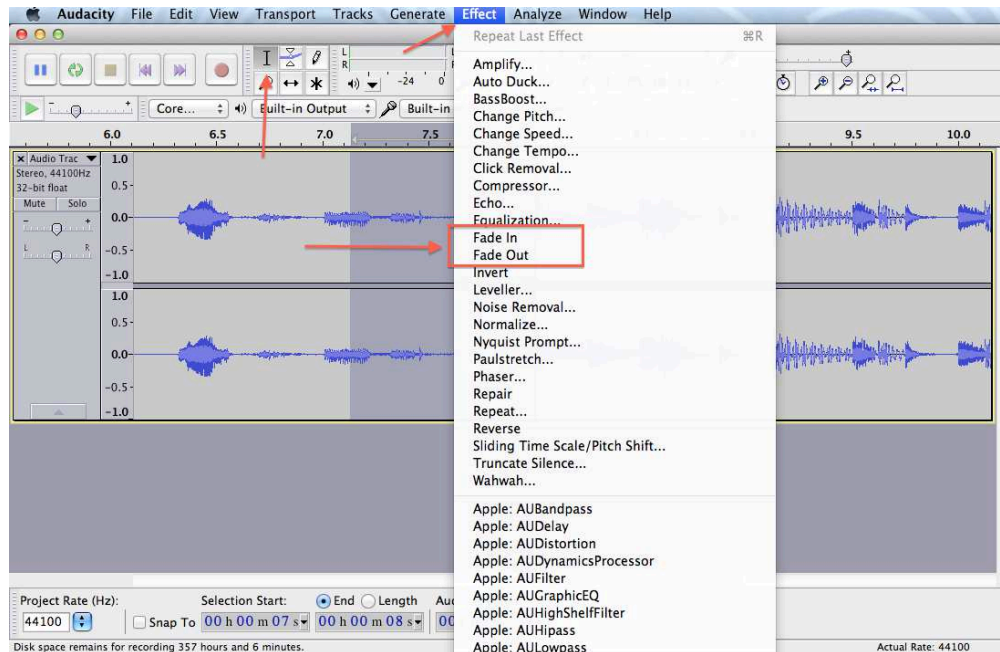
Zooming in and out

- Use the icons to zoom in or out of the soundtrack



Fade in/fade out Effects

- Used to make transitions smoother
- Use the “Selection Tool” to select the end of the first audio track/beginning of second track
- Click on “Effect” > “Fade Out”/ “Fade In”



Saving a project in progress

- Go to the “File” menu, and “Save as”

Once the project is ready

- If you have the LAME MP3 encoder:
 - Go to the “File” menu, click on “Export” and choose MP3 as the Format
- If you do not have the encoder, and do not wish to download it:
 - Go to the “File” menu, click on “Export” and choose .WAV as the Format
 - Go to <http://media.io/>
 - Upload the .WAV file you wish to convert
 - Select MP3 (mp3 files) > High quality
 - Click “convert”
 - Click “download” and save the file.

Want to learn more? Check out the Lynda.com Audacity resources.
Follow the link and log in with your HawkID and password.

<http://www.lynda.com/sdk/Audacity-tutorials/Up-Running-Audacity/111697-2.html>