AUDACITY GUIDE

1. CREATE A NEW PROJECT

Open Audacity then **SAVE IT** before recording or importing audio!

Recommended: Create a folder on your computer 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.

2. RECORD YOUR VOICE

a. Click on the red **RECORD** button to begin recording.

b. Click on the blue **PAUSE** button to pause the recording. Press it again to continue recording from where you left off.

c. 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 playback.

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 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. IMPORT AN AUDIO FILE

    a. Simply drag and drop the audio file into the Audacity window *or*

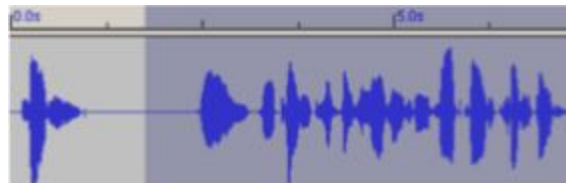   b. Select **Import Audio** in the Project menu.

5. MOVE 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.
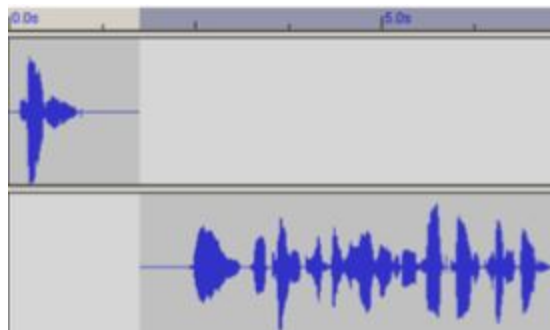
6. SPLIT A CLIP FOR EDITING

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):
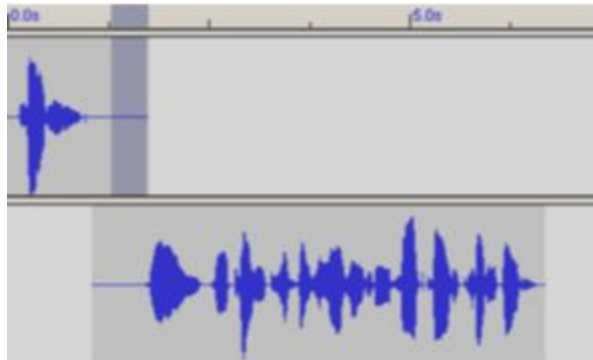
    1. Select the area you want to "split". Just click/drag over the area:

    2. Use the **Split** function (Edit > Split) to remove the selection area from the original track and move it to a new track as shown:

3. Now, use the **Time Shift** tool to grab the bottom audio clip and move it to the left as shown:

With this edit the audio now doesn't have as long a pause.

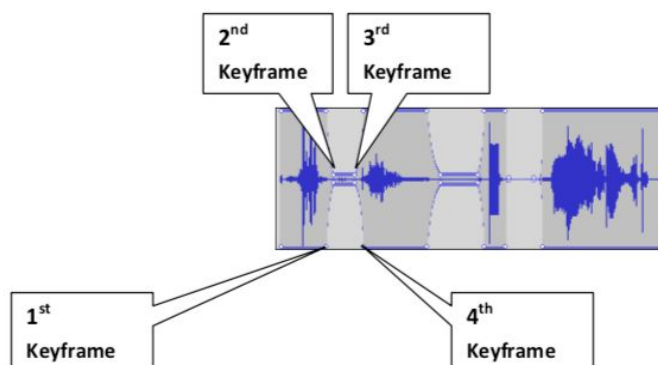## 7. FADE AUDIO VOLUME DOWN/UP IN THE MIDDLE OF A CLIP

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 2nd Keyframe then drag down to reduce the volume level.
4. Click again to the right of the second keyframe to create a 3rd keyframe that will lock the volume to the level of the 2nd keyframe
5. Finally, click to the right of the 3rd keyframe to create a 4th keyframe then drag the envelope to up to increase the volume level.

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

8. EXPORT YOUR FINISHED "AUDIO" AS AN MP3

Just click on **FILE** > **Export As MP3**. The MP3 file you EXPORT is the file you want to upload in Canvas. **DO NOT UPLOAD** the Audacity Project file (the one with an .aup extension. 1st Keyframe 2nd Keyframe 3rd Keyframe 4th Keyframe)