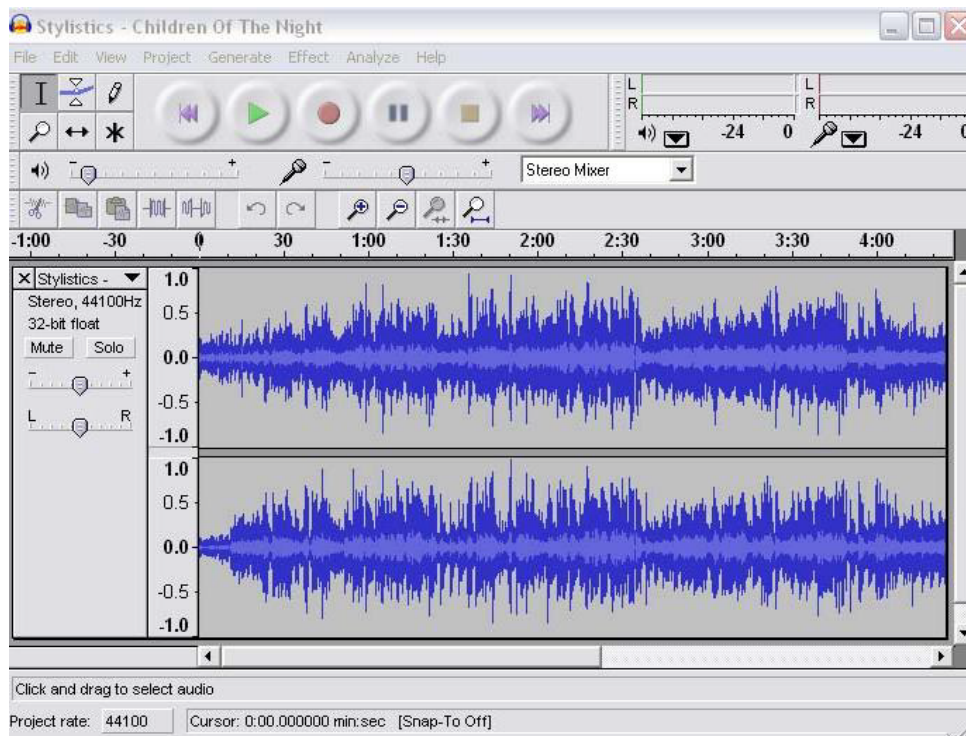


How to Use Audacity®

Introduction

Audacity® is recording and audio editing software that is free, open sourced, and generally easy to use. Audacity® can be used to record live audio, edit various sound files, convert from tapes and records to digital audio or CDs, and so much more! This software can be used for Windows, Mac OS X, GNU/Linux, and a variety of other operating systems.

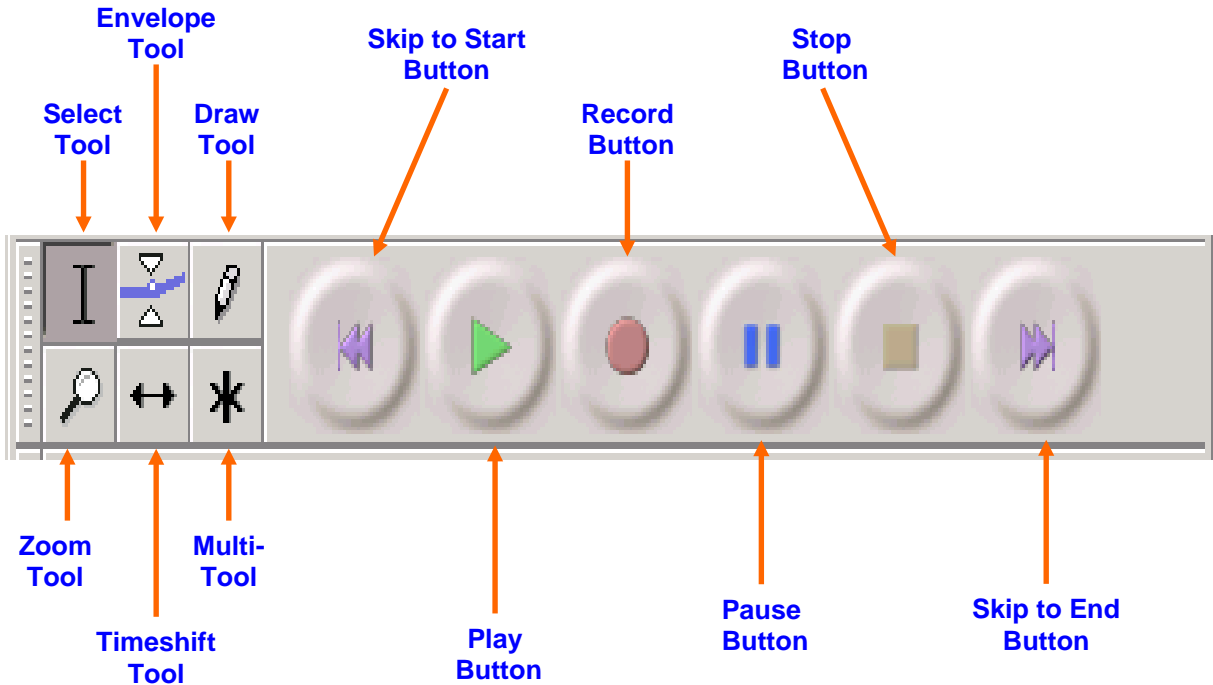
Audacity® User Interface



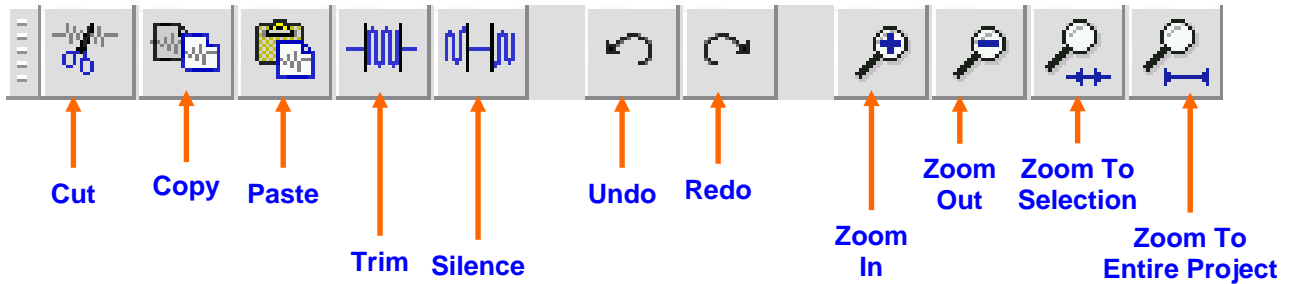
This is a screenshot of Audacity®. The next section of this How-To guide will introduce you to this user interface.

Audacity® User Interface: Toolbars

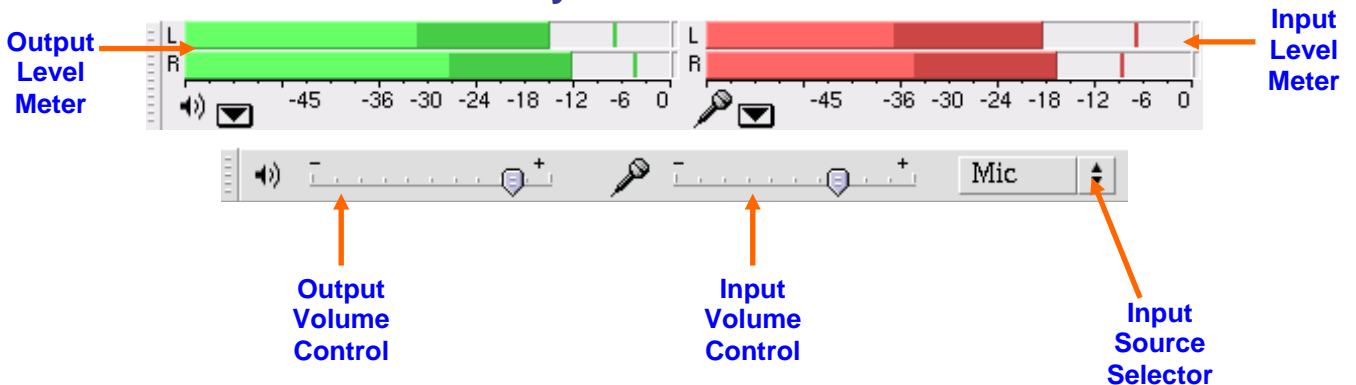
The Audacity® Control Toolbar



The Audacity® Edit Toolbar



The Audacity® Meter & Mixer Toolbars

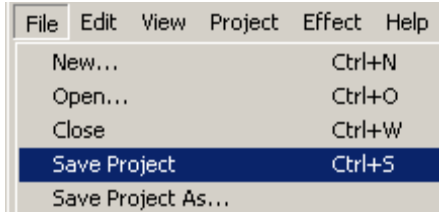


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Importing Audio with Audacity®

1. Create a New Project

This is an important step. Give your project a name & saving location prior to working in Audacity®.

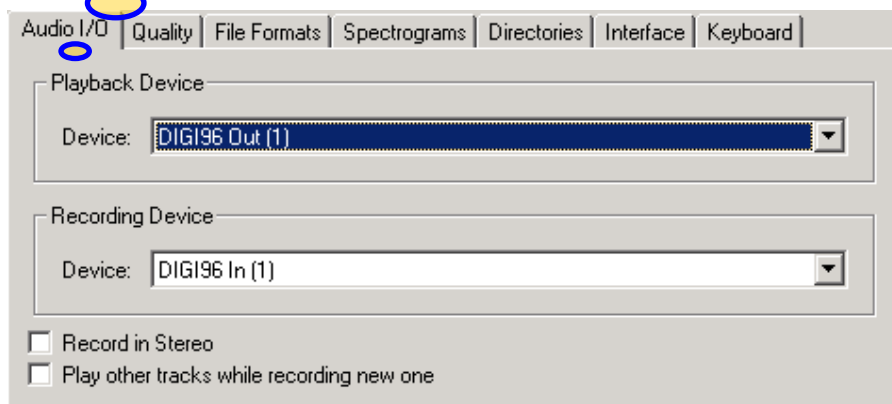
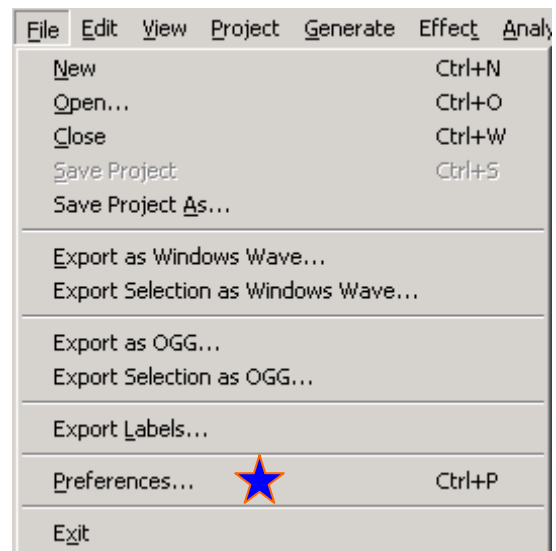
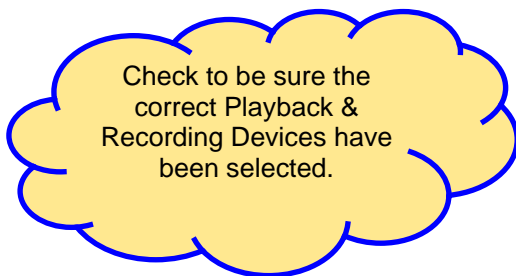


Select **Save Project** and choose a file name and location to save your project.

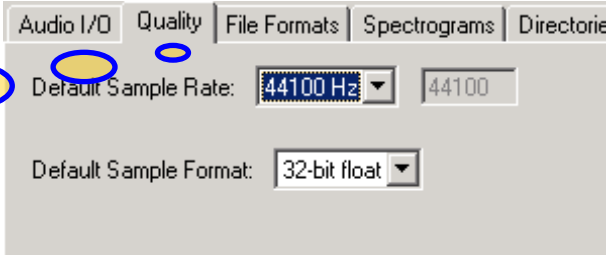
**Note when you initially begin Audacity® only the "Save As" function will be available.*

2. Check Preferences

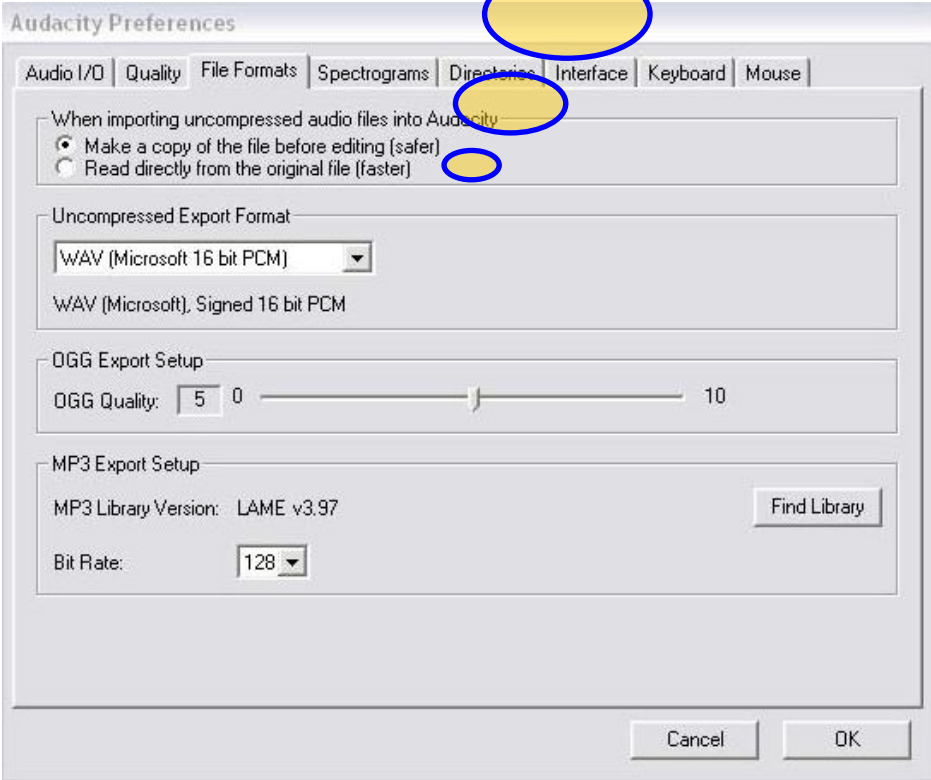
Click File > Preferences (Ctrl + P)



Set the sample rate of your choice. (44.1 kHz = default)



Here's a crucial screen. When importing uncompressed audio, it is best to use the "Make an original copy before editing" function. This allows Audacity® to copy the entire audio file that you imported in to its project data directory. The advantage of choosing this method is that you avoid trouble should anything happen to the audio file during manipulation. You'll always have your original file to fall back on.



3. Import an Audio File

There are three ways to perform this action:

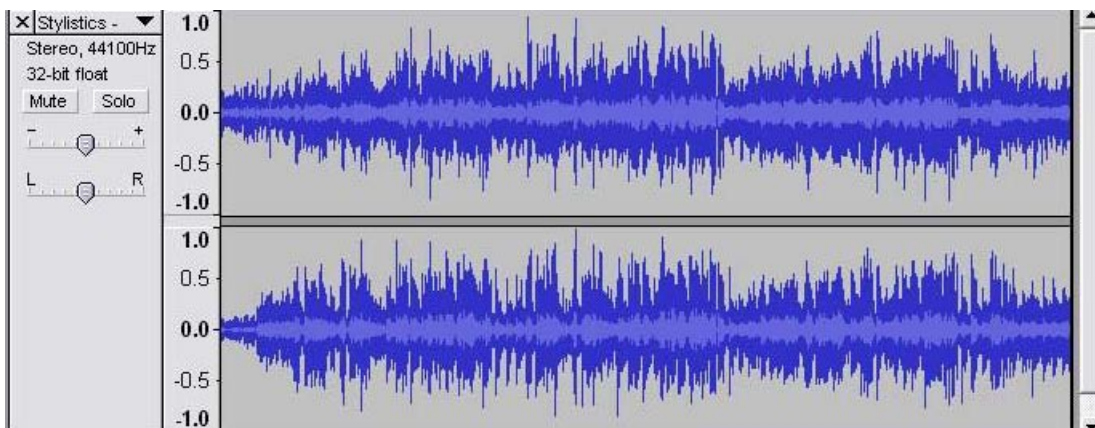
- a. Simply drag & drop the audio file into the Audacity® window (MAC OS 9/X drag the audio file to the Audacity icon® instead)
- b. Select Import Audio (located under the Project Menu)
- c. Use the keyboard shortcut: CTRL+I

*File formats that can be imported into Audacity®: [WAV](#), [AIFF](#), [IRCAM](#), [MP3](#) AND [OGG](#).

Audacity® **does not support WMA, AAC, RealAudio, or most proprietary formats, or any other kind of Digital Rights Management (DRM) protected files.

4. Playback

The imported file should now be displayed in an audio track. The track will look similar to this, depending on what you imported:



Now, simply click the **Play** button found in the Menu Bar and you should hear what you just imported.

Recording Audio with Audacity®

Recording with Audacity® is very simple.

1. **Create a new project (or add to an existing project)**
2. **Check preferences**
3. **Record your sound files**



Click on the **Record** button to begin recording.



Click the **Pause** button to pause the recording. Click again to continue recording.



Click the **Stop** button to cease recording. The cursor will return to its previous position, before the recording was started.

4. Playback Your Recording



Click the **Play** button found in the Menu Bar and you should hear what you just recorded.

Exporting MP3 Audio with Audacity®

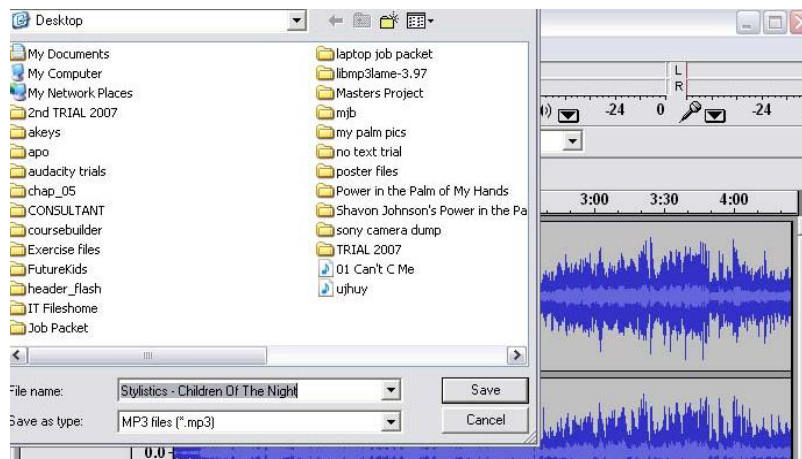
*Remember you must use an MP3 encoder to export MP3 files with Audacity®. You must have downloaded the LAME MP3 Encoder you must do so prior to performing the task below. (<http://lame.buanzo.com.ar/>)

1. After you've tested your sound file, save your project again.
2. Now you can export your sound file to MP3.

File > Export As MP3



3. Give your new MP3 a file name and save location



***Reminder:** The first time you try to export an MP3 file, Audacity® will ask you to locate your MP3 encoder.

More Audacity®

This guide gives you a brief introduction to the Audacity® software program. This freeware has many more bells and whistles. The following websites provide additional information, tips and tricks, and tutorials for this powerful sound editing software.

Audacity® Tutorials: <http://audacity.sourceforge.net/manual-1.2/tutorials.html>

Audacity® Online User's Manual: <http://audacity.sourceforge.net/manual-1.2/>

Audacity® Wiki: http://audacityteam.org/wiki/index.php?title=Audacity_Wiki_Home_Page

Audacity® Discuss Forum: <http://audacityteam.org/forum/>

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Audacity® How- to