



Audacity

What is Audacity?

Audacity is a free audio recorder with multi-track audio editor. The audios produced from Audacity can be saved as Mp3 files and easily uploaded into PowerPoints, videos and other multi-media platforms. Popular uses for audios include faculty introductions, course announcements, activity instructions and assignments.

What Software or Hardware is needed to use Audacity?

Audacity can be used in Windows, Mac OS X, GNU/Linux and other operating systems.

You will need to use the microphone on your computer or have an external microphone or webcam with microphone plugged into your computer.

There is no login account. But, Audacity does require two free separate downloads in order to work. *Please note, the following instructions are for Windows, not Apple-based computers.*

First download

- **Using Chrome Browser, go to <http://www.audacityteam.org/download/windows/>**
(If you are downloading to an Apple-based computer, please let your Instructional Designer know.)
- **Locate and Click “Audacity 2.1.3 installer”**
- Your .exe file download will appear in the lower left corner of your monitor. **Click the file download.**
- A small window will appear. **Click the “Run” button** in the small window.
- **Complete the installation by answering the following prompts:**
 - Language Setup? English> **OK**
 - Setup Wizard? **Next**
 - Information? **Next**
 - Program Files Setup? **Next**
 - Create a Desktop icon? **Checked and Next**
 - Click Install? **Install**
 - Install complete? **Finish**

Second download

- **Using Chrome Browser, go to <http://lame.buanzo.org/#lamewindl>**
- **Locate and Click “Lame_v3.99.3_for_Windows.exe”**
- Your .exe file download will appear in the lower left corner of your monitor. **Click the file download.**
- A small window will appear. **Click the “Run” button** in the small window.
- **Complete the installation by answering the following prompts:**
 - Setup Wizard? **Next**
 - Information? **Next**
 - Program Files Setup? **Next**
 - Click Install? **Install**
 - Install complete? **Finish**

How do I begin using Audacity?

Begin by clicking the Audacity shortcut icon that you created on your desktop.

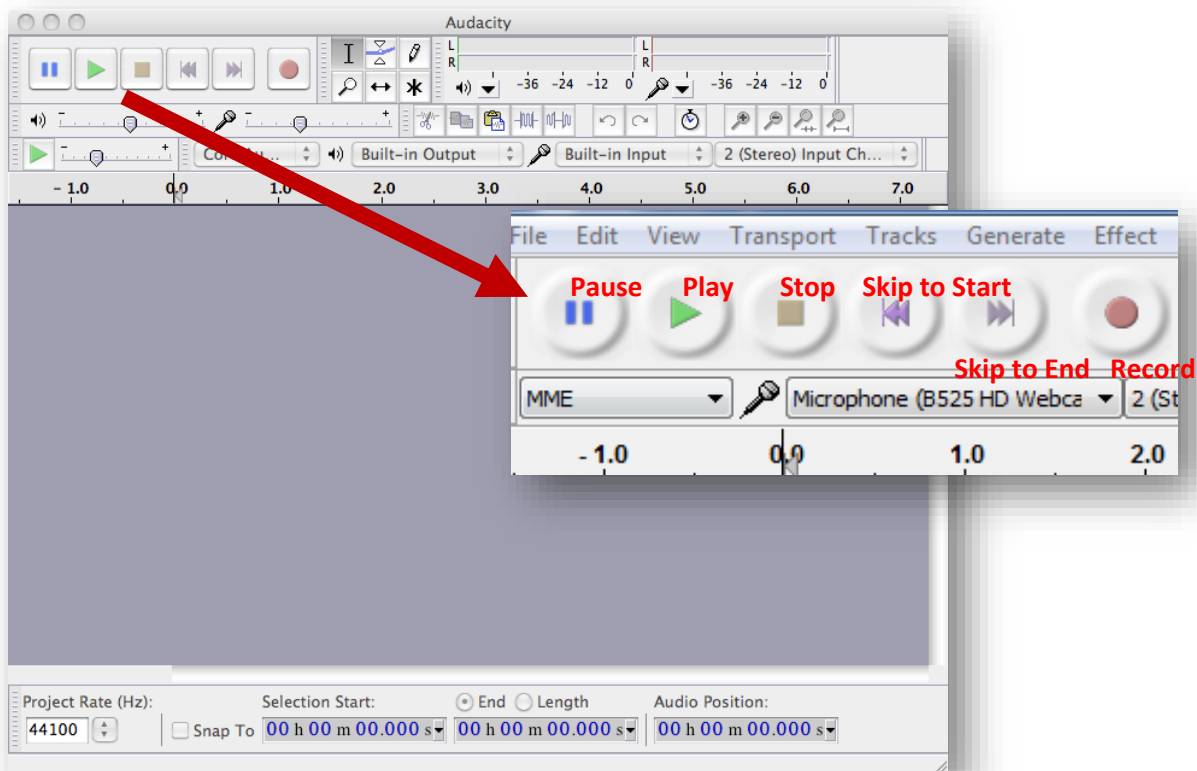
When the program opens, you may see a new window open with “How to get help” links. You are welcome to click those links and bookmark them or click “OK” to exit the window.

On Audacity, there are several buttons and editing options. Use the buttons at the top of the screen to record and play your recordings.

The instructions below explain the most important functions of Audacity and saving your work. I encourage you to play with the other controls and see what Audacity can do!

Recording and Editing with Audacity

Recording Tools



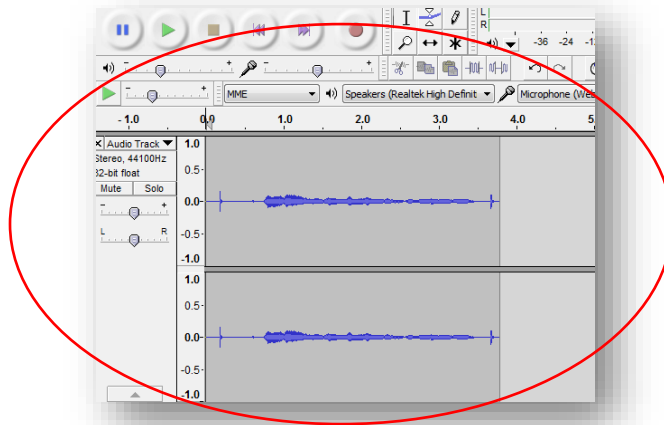
Recording Audio

- Click on the red **Record** button. As the wave form begins to move across the screen you can begin speaking.
- Make sure that you speak directly into the microphone built into your computer or into the microphone you have attached to your computer.
- Check the audio levels. The green level should take up most of the bar.


In this example the audio level is too low! The green should be at least to the blue line.

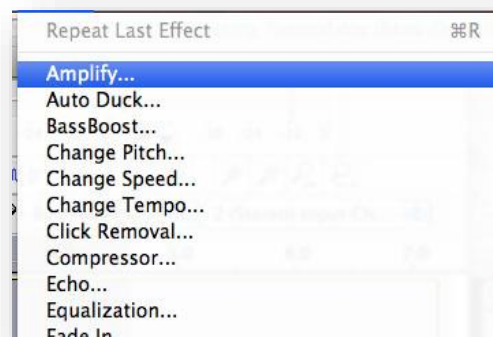
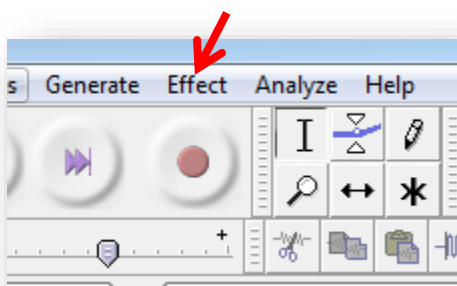


- When finished click the yellow-brown **Stop** button and the new audio track will appear in your Audacity window. If you don't want to stop the track, but simply need a pause to catch your breath or re-do an area of your recording, click the blue **Pause** button, then unclick when you wish to resume.

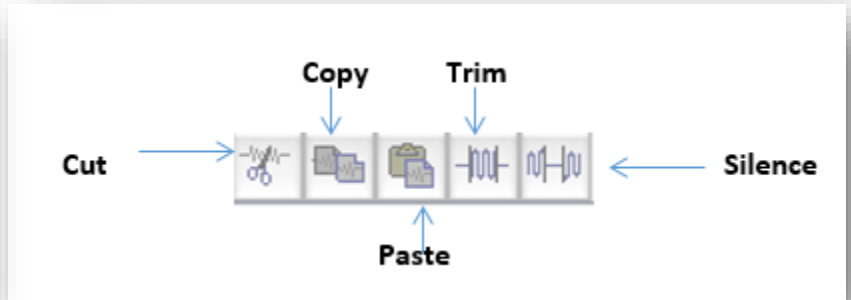
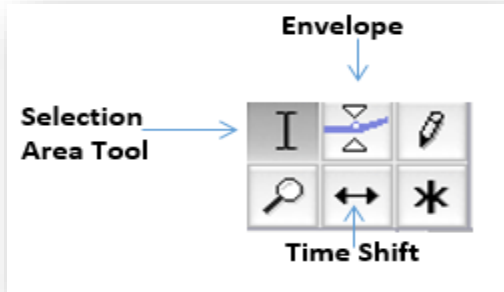


Editing Audio

- You may edit an entire track or sections of a track. To edit an entire track, press Ctrl+A or left-click the mouse while you drag across the entire track to highlight the waveform.
- You can also use the **Select** tool  to highlight sections of audio to edit.
- You can delete any highlighted area by clicking "delete" on your keyboard or by using the scissors icon.
- Want to try some Editing Effects? Some of the Effects that you may want to apply are Amplify or Normalize.
- Click on **Effect** on the menu item at the top of the page and select the effect you want to apply to the track.

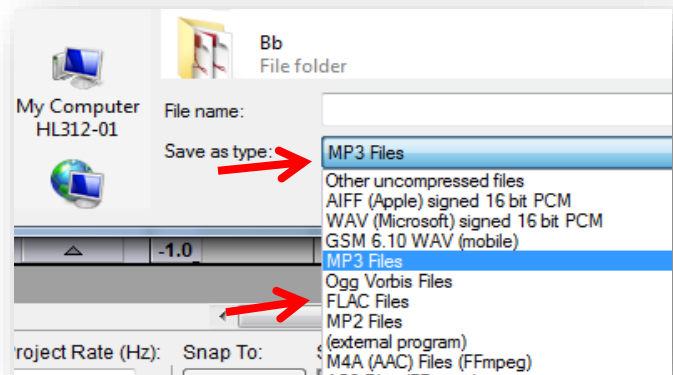


(Tip: To magnify an area, click the magnifier tool)



Save your Audio File

- In the upper left corner of your page, **click File** and **select Export**.
- Type your file name of choice and the file format. For the format, select **MP3 Files**.
- Click Save
- In the new pop up window, type in any Metadata that would be used for the identifying the MP3 and select **OK** (Unless it's copyright information, you can leave this area blank)

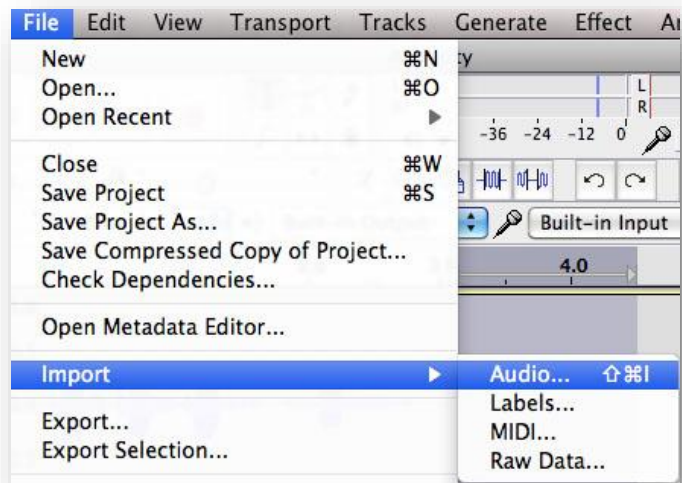


Importing Audio

You can import any audio (e.g. voice, music, sounds).

- **Click on File** in the upper left side of tool bar and **select Import > Audio**.
- **On your computer, locate your audio file.**
- Once your audio is located, **click the file name and click Open**.
The audio track will appear in your Audacity window.

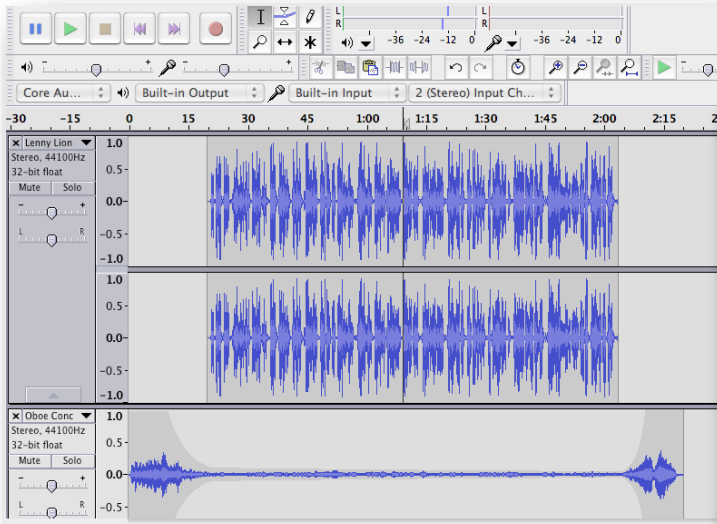
Alternate instructions: You can drag and drop the file into Audacity to import!



Editing Imported Audio Tracks

Editing imported Audio tracks is no different than editing recorded tracks. However here is a tip:

If you import a music track to play around your voice recording, you can edit the music track so that it does not interfere with your voice track by fading the music out and in on the ends and adjust the volume in the middle of the music track. Use the Fade effect to accomplish this.



Additional Resources

Use this beginner YouTube Video to see Audacity in action:

<https://www.youtube.com/watch?v=aCisC3sHneM>

Effects Defined:

http://manual.audacityteam.org/man/effect_menu.html