

# Audacity Basics

## Download and Install Audacity

### Windows and Mac

- Go to <http://audacity.sourceforge.net/>
- Download Audacity and run the installer.

## Download the LAME MP3 encoder

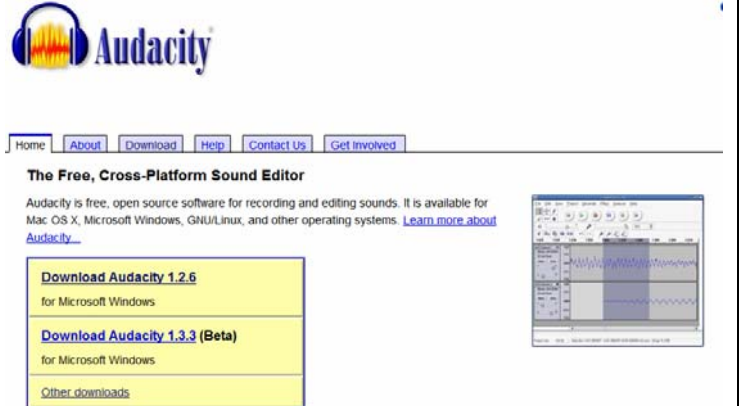
LAME is a library that allows some programs to encode MP3 files

### Windows

- From that same page, you also have to download the LAME MP3 encoder.
- This will download as a zip archive. Unzip it and save the file lame\_enc.dll anywhere on your computer.
- The first time you use the "Export as MP3" command, Audacity will ask you where lame\_enc.dll is saved.

### Mac OS9 or X

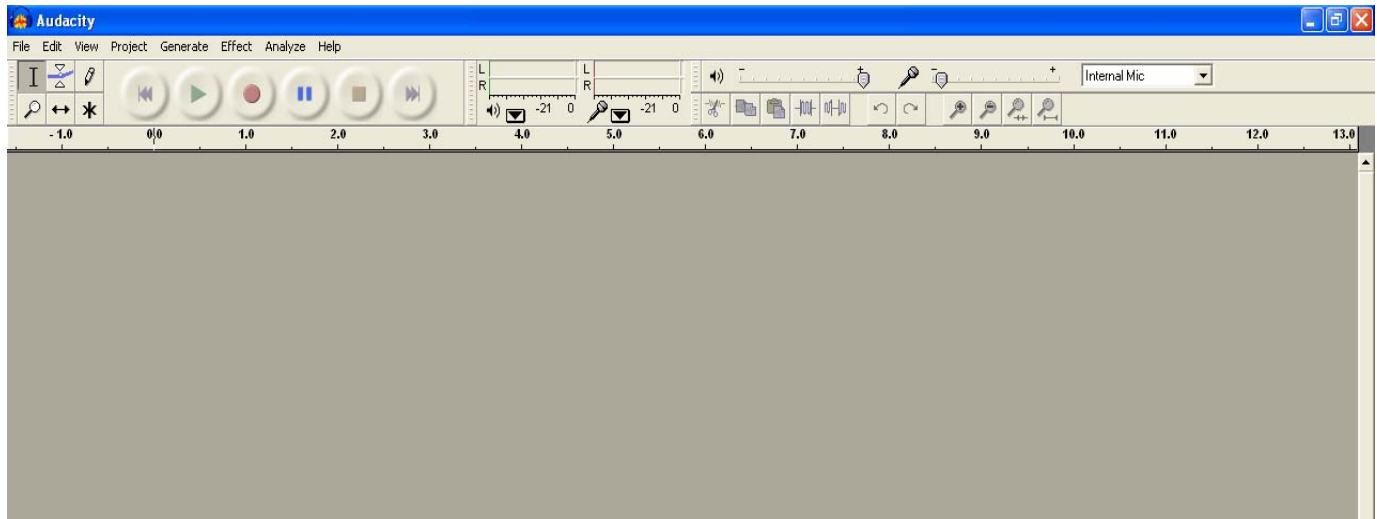
- From that same page, you also have to download the LAME MP3 encoder.
- Download either libmp3lame or the version of LameLib for your operating system.
- When you have finished downloading, use Stuffit Expander to extract the files. (This may happen automatically.)
- Save the file called "LameLib" or libmp3lame.dylib anywhere on your computer.
- The first time you use the "Export as MP3" command, Audacity will ask you where LameLib or libmp3lame.dylib is saved.



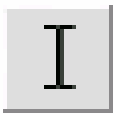
The screenshot shows the Audacity website homepage. At the top left is the Audacity logo, which consists of a stylized flame or sound wave icon next to the word "Audacity". Below the logo is a navigation menu with buttons for "Home", "About", "Download", "Help", "Contact Us", and "Get Involved". The main heading is "The Free, Cross-Platform Sound Editor". Below this is a paragraph of text: "Audacity is free, open source software for recording and editing sounds. It is available for Mac OS X, Microsoft Windows, GNU/Linux, and other operating systems. [Learn more about Audacity.](#)" To the right of this text is a small thumbnail image of the Audacity software interface. Below the text and image is a yellow box containing three links: "Download Audacity 1.2.6 for Microsoft Windows", "Download Audacity 1.3.3 (Beta) for Microsoft Windows", and "Other downloads".

# Audacity Basics

## Audacity Work Space



## Editing Tools



Selection Tool – For selecting the range of audio you want to edit or listen to.



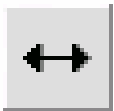
Envelope Tool – Change the volume over time.



Draw Tool – Modify individual samples



Zoom Tool – Zooming in and out.



Timeshift Tool – Slide tracks left or right



Multi Tool – Lets you access all of these tools at once depending on the location of the mouse and the keys you are holding down.

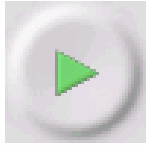


# Audacity Basics

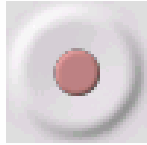
## Audio Control Buttons



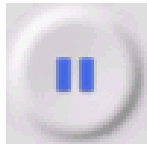
Skip to Start – Moves the cursor to time 0



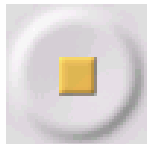
Play – Starts playing at cursor position



Record – Starts recording audio at the cursor position



Pause – Temporarily stops play until you hit pause again



Stop – Stops recording or playing

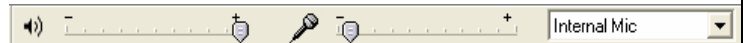


Skip to End














## Mixer Tool

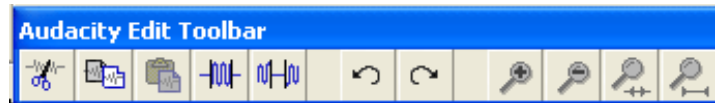
- Output Volume
- Microphone Volume
- Microphone



# Audacity Basics

## Edit Toolbar

-  Cut
-  Copy
-  Paste
-  Trim away the audio outside the selection
-  Silence the selected audio
-  Undo
-  Redo
-  Zoom in
-  Zoom out
-  Fits selection in the window
-  Fits project in the window



## Recording an Audio Track

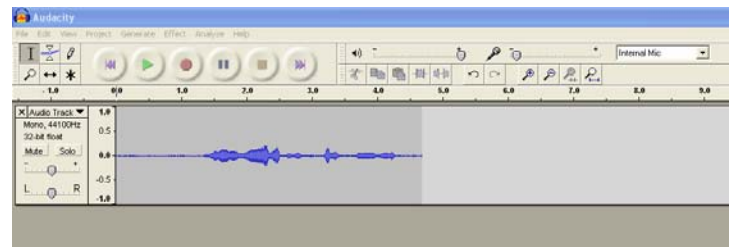
Record your voice by clicking the record button and speak into the microphone



When you are finished recording press the yellow stop button.



Rewind and listen to your recording by pressing the rewind key and green play key.



# Audacity Basics

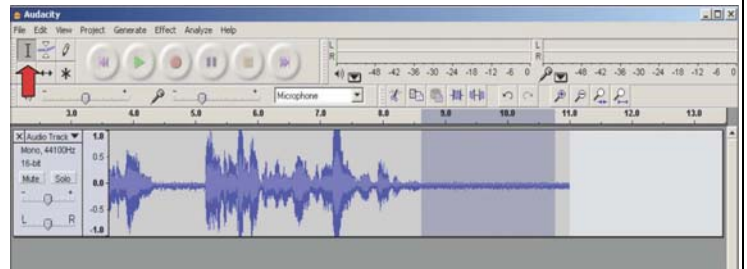
## Edit Tracks

Edit out any gaps or mistakes in the audio by using the "Selection Tool".



Highlight the segment of the sound file that you do not want and hit the delete key on your keyboard.

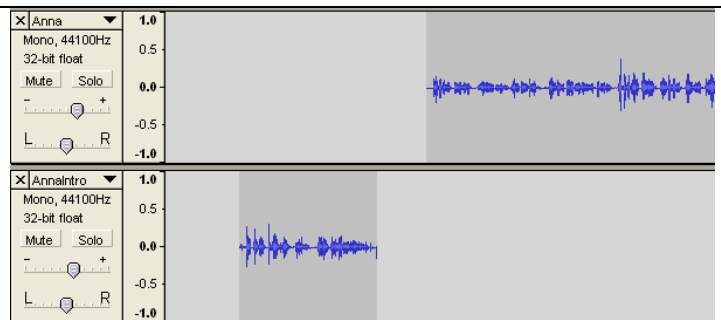
You can also cut the segment so that you can paste it on another track.



## Audio Tracks

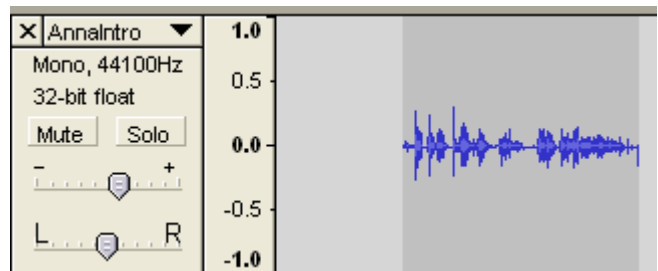
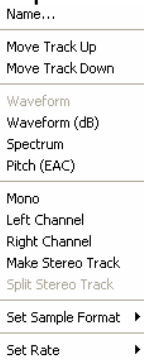
Each time that you begin a new recording it will create a new audio track.

You can also add an existing audio file.  
Project → Import Audio



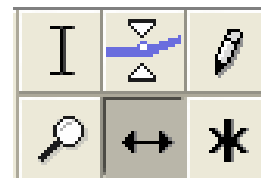
## Naming Tracks

You can name each track by clicking on the drop down arrow and choose Name.



## Moving Tracks

You can move your audio tracks to a desired location by using the Time shift tool button



Click on the Time Shift tool and then click and drag the audio clip where you want it.

# Audacity Basics

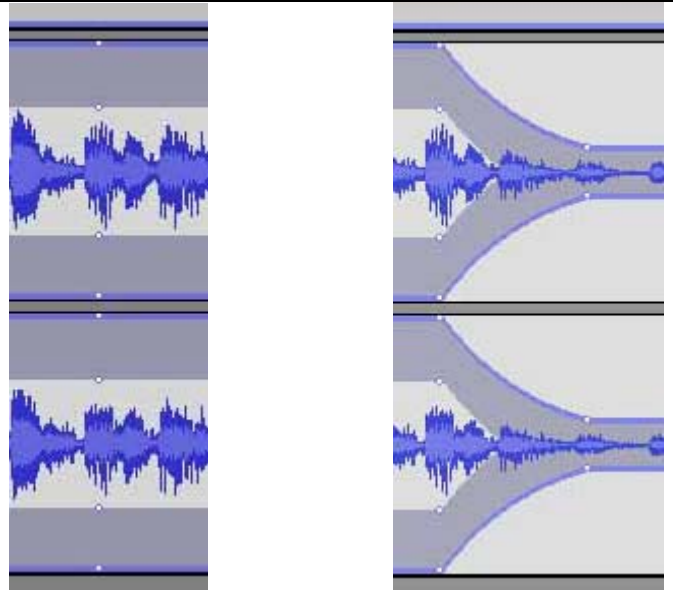
## Envelope tool

Select the Envelope tool and click at the very top of the audio track.

A white dot will appear at the top and bottom of the track. If you place the white dot between the two triangles of the envelope cursor you can click and drag to increase or decrease the volume.

Now at about one second later create another series of white dots.

Click on one of the white dots on the blue line, to adjust the volume in the section following.



## Quick Mix

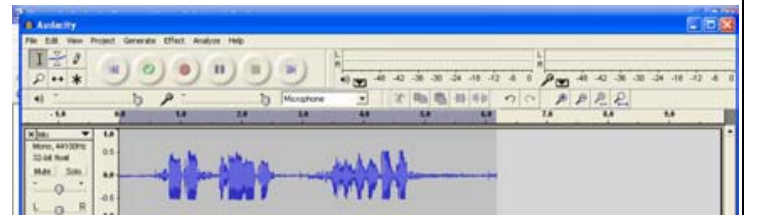
Once you have recorded all of your segments, and you have edited out the unwanted segments, you can combine all of your tracks into one track using the quick mix function.

- Edit → Select All to select all tracks.
- Go to **Project** → **Quick Mix**.
- All of the tracks will be combined into one.

## Before



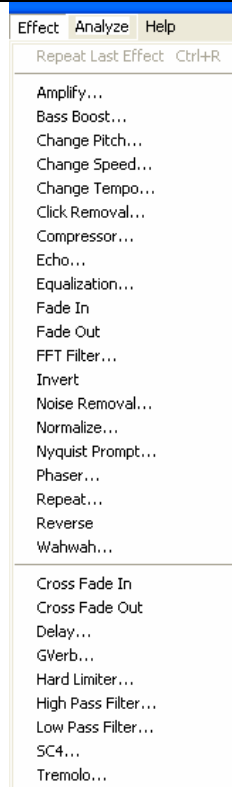
## After



# Audacity Basics

## Advanced Editing Options

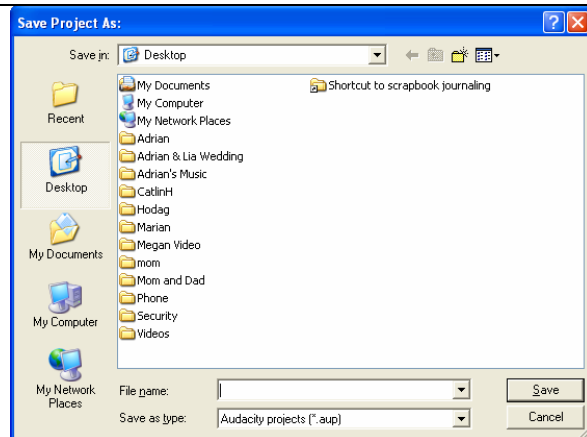
- Select the segment of the file you wish to edit.
- Click Effect on the Menu bar.
- Select the Effect you wish to apply.
- Make any adjustments that might be required if a control panel appears. Click Ok to apply the effect.



## Saving a Project

File → Save Project.

You can continue to edit this audio file at a later time.



## Exporting a Project

When you are ready to export it you can export it to a wav file or mp3.

- File → Export as MP3

You may get a warning that informs you that the tracks will be mixed down to two stereo channels in the exported file. Click OK



## *Audacity Basics*

Name the file and save it to the location that you want.

You will now be given the opportunity to provide some information about the file.

Leave the format at ID3v2 and fill in any desired info. Click OK. The MP3 file will be saved.

**Edit the ID3 tags for the MP3 file**

Format:

ID3v1 (more compatible)

ID3v2 (more flexible)

Title:

Artist:

Album:

Track Number:  Year:

Genre: Blues

Comments:

Cancel OK