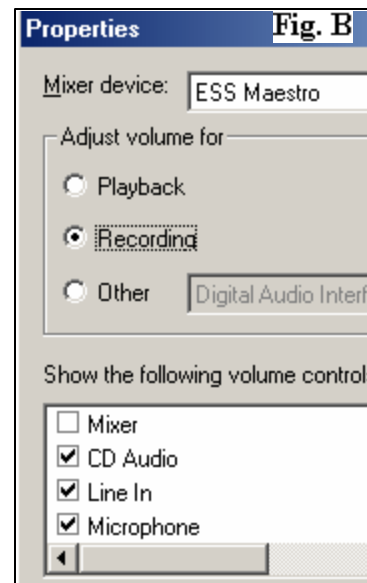# Using Audacity

Audacity is a *free* digital editing software program that allows user to record multiple or edit existing sound files.

Set up for Recording

1. Connect a microphone into the sound card on your computer
2. Check to make sure your microphone is set to record by right clicking on the volume control in the bottom right corner of your screen and selecting "Open Volume Controls" (Fig A)
3. In the "Volume Control" window select Options> Properties.
4. In the Properties box click "Recording" from the "Adjust volume for" box (Fig. B)
5. Make sure the "Microphone" box is checked and press OK.
6. Adjust the volume level by moving the bar up and down.
7. Minimize the Recording Control box

Live Recording in Audacity

1. Open Audacity by clicking on the Start Menu>All Programs> Digital Audio and Video> Audacity
2. Press the red Recording button and Audacity will immediately begin recording
3. Press the yellow Stop button when you are finished recording

4. To record another track push the record button again and Audacity will automatically begin recording in a new track
5. Go to the File menu> Save Project As and type in a name that uses only alpha-numeric characters with no spaces.

Importing Sound Files

1. In Audacity go to the Project menu and select Import Audio
2. Find the desired file and select "Open"
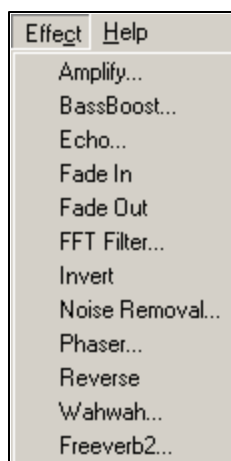
Tools

Selection Tool   Envelope Tool

Time Shift Tool   Zoom Tool

1. The selection tool allows you to highlight the portion of sound file with which you wish to work.
2. The Time Shift tool allows you to move the entire sound file in relation to time. This is helpful when working with multiple tracks
3. The Envelope tool allows you to change the volume of specific selections of the sound file.
   a. To use press the "Envelope Tool" button
   b. Click the mouse once near the new purple lines that appear at the top and bottom of the sound file.
   c. Drag the mouse near the center or away from the center of the sound file. The closer you drag the mouse to the center of the file, the softer it will sound. The more gradual the slope, the more gradual the change in volume. Play around with this tool until your desired effect is reached.
4. The Zoom Tool allows you to have a closer view of the sound file.
   a. Select the Zoom Tool
   b. Left Click to zoom in
   c. Right Click to zoom out
   d. Drag a box with the mouse to view a specific selection of the sound file

Editing Features

The effect menu contains all of the digital editing features of Audacity.

Effect Help
Amplify...
BassBoost...
Echo...
Fade In
Fade Out
FFT Filter...
Invert
Noise Removal...
Phaser...
Reverse
Wahwah...
Freeverb2...

Amplify --Increases or decreases volume without altering sound quality
BassBoost --Increases the volume of a specific frequency.
Echo—Allows you to choose how long you wish the delay time to be.
Fade in—Fades from silence to the present volume
Fade out—Fades from present volume to silence
FFT Filter—This feature is still under construction
Invert—Flips the audio samples upside down
Noise Removal—Allows you to remove background noise
Phaser—Original sound data is combined with phase-shifted data
Reverse—Allows you to play the selection backward
Wahwah—Adjusts the phasing of the left and right channels to give the 70s Wah-wah effect
Freeverb—Allows you to alter the reverb and the size of the room.

To use the effect tools

1. Click once on the selection tool if it is not already selected
2. Highlight the portion of the sound file you wish to alter by clicking the mouse once at the beginning of your selection and dragging it to the end of your selection
3. Select from the effect menu any of the desired effect tools
4. Press OK.
5. Listen to your changes to see if you wish to alter them any.

Amplify- A few hints about the more frequently used effect tools

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Fig. C   Fig. D   Fig. E

1. Fig. C is too soft
2. Fig. D is too loud and will sound distorted
3. Fig. E is a healthy size for a sound file
4. When Amplifying a selection check the "Don't allow clipping" box

Listening
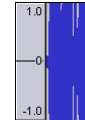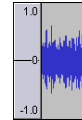
1. To listen to your sound file click your selection cursor $\mathbb{I}$ where you wish to begin listening.
2. Press Play or the Space bar

Other Useful Features

To generate silence:
1. Place the cursor where you wish to insert silence
2. Go to the Edit menu> Insert Silence
3. Type the number of seconds of silence you wish to insert and press OK

To change the file size:
If you do not need CD quality and wish to make a smaller file size, follow these directions.
1. Left click once on the track name
2. Select "Set Rate" from the menu
3. Choose desired quality

44100 Hz	CD quality
22050 Hz	Telephone quality

4. You will be prompted with a dialog box. Press OK. You must save your work before you can hear the changes you just made.

Saving

If you wish to be able to edit your work again in audacity you will need to save your work as a Project. If you want to save your work as a Wave or Mp3 you must export your selection.

To save as a Project:
1. Go to the file menu and select "Save Project As"
2. Select appropriate folder in which you wish to save your file
3. Type in a File Name using only alpha and numeric characters. Press Ok

To export selection:
1. Go to the file menu and select "Export as WAV" or "Export as MP3"
2. Select appropriate folder in which you wish to save your file
3. Type in a File Name using only alpha and numeric characters. Press OK
4. Follow the directions on the window prompt when trying to export as MP3

More Help

Use the Help menu to access the online tutorials and help.