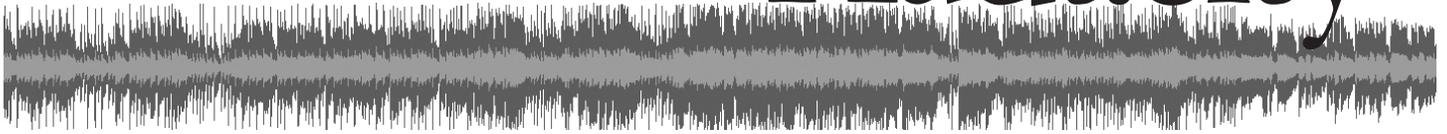


Audacity



Setup

Microphone Setup

Make sure that your microphone is plugged in and the computer is setup to record from the microphone.



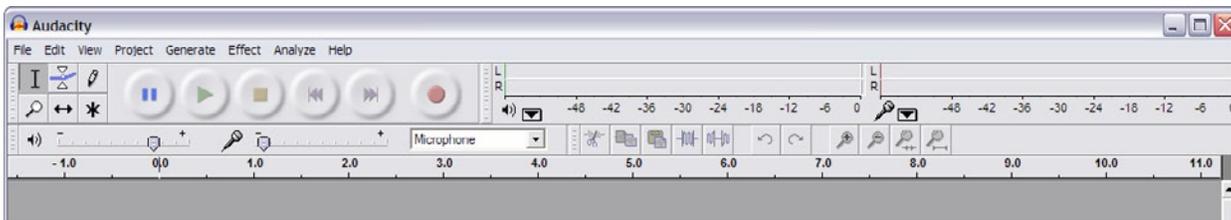
1. Click **Start – Control Panel – Sound**.
2. Click the **Recording** tab.
3. If the microphone picture does not show a green circle with a check mark in it, select the microphone and then click the **Set Default** button.

Find LAME

Before you can save a MP3 file, you must locate the LAME encoder for Audacity. There is a list of locations where you can download LAME and instructions for installation at <http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>.

1. Click **File – Edit – Preferences**
2. Click the **File Formats** tab, and then click the **Find Library** button.
3. Click the **Yes** button when prompted, and then browse to the **lame_enc.dll** file.
4. Select the **lame_enc.dll** file, and then click the **Open** button.

Recording



Press the Record button ; Audacity will create a new track and record until you push the Stop button .

Tools

Selection

Use the selection tool to select a section of audio you would like to modify or change. To select, move the cursor to the point where you would like to start, and then left click and drag to end of the section you wish to select.

Volume Envelope

The volume envelope controls the volume level of the track. The wider the envelope, the louder the volume. To adjust the volume, click on the blue line at the edge of the track, and then drag in towards the center of the track to decrease the volume. Every time you click on the volume envelope, a point is created which you can use to adjust the volume. To remove a point, drag it outside of the track edge.

Time Shift

Use the Time Shift tool to move sections of audio to a different time in a track. Just click and drag.

Zoom

The zoom tool is used to change your view of the audio. Left clicking on a track will zoom in; right clicking will zoom out. You can also use this tool to draw a box around a specific area of the audio to make it fill the window.

Draw

With the draw tool you can draw changes into the wave of a track, changing the sound.

Editing

The standard cut, copy, and paste commands work as you would expect in Audacity. Use the select tool to select a section of a track, cut or copy it, and then use the paste tool to put it in a different location. In addition to these standbys, Audacity includes several other editing functions useful when working with audio. They include:

- Trim: The trim function will erase everything except the selection.
- Split: Split will replace the selected audio with silence and move the selected audio to its own track.
- Duplicate: Like split, duplicate moves the selected audio to its own track, but it does not erase it from the original track.
- Silence: Silence replaces the selected audio with silence.
- Find Zero Crossings: Find Zero Crossings moves the selection to the next points (one on either side) in the track where the audio is silent.

Tracks

Tracks are organizational tools used to keep the different audio elements of a project separate and distinct, making them easy to edit, manipulate, and control. For example, if you were adding background music to your voice you would want a separate track for the music and one for your voice.

Creating

To create a track in your project, click **Project – New audio track**. Some functions of Audacity may automatically create a track, like split and duplicate.

Naming

To name a track, click on the track drop-down menu **Audio Track ▼**, and then choose name.

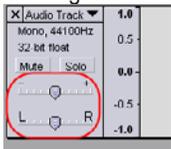
Reordering

To move a track above or below other tracks, click on the track information and drag the track to the desired location.



Adjusting Volume and Pan

You can use the slides on the right side of the track to quickly adjust the volume and the pan of the track. If you slide the knob towards the +, the track will get louder. If you drag the knob toward the R, the sound will pan to the right speaker.



Removing

To remove a track, select it, and then click **Project – Remove track**.

Cleaning Audio

There are techniques you can use to make the audio in your project sound better, but you will never be able to correct flaws to the point that it will sound as good as if you created a good quality recording. Cleaning takes a lot of time. It's almost always faster if you take your time to record a clean take.

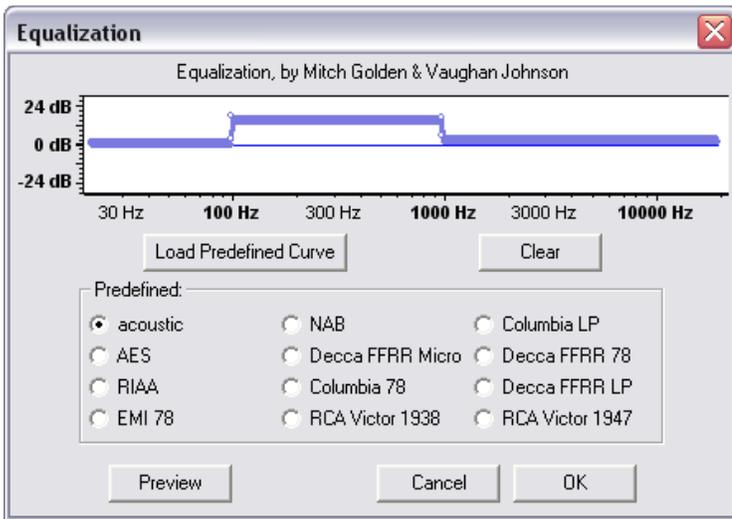
Normalize

Normalizing evens out the volume in a selection. The most common application of the normalize filter is to even out the volume when you combine audio from several different sources. Example: You want to combine recordings made by a group of students but the volume is different in each recording. Normalize averages the volume of the recordings and then increases them all. Normalize can be found under **Effects – Normalize**.

Equalization

You can use the graphic equalizer in Audacity to adjust the bass, midrange, and treble of sound by adjusting certain frequency ranges. Use the equalizer to reduce noise and enhance quality.

To start the equalizer, select the area of audio you want to equalize then click on **File – Equalization**. When the equalizer starts, it will display a graph of a blue line. The X-axis is frequency, and the Y-axis is decibel, or volume. Click on the blue line to adjust the volume.



Here is a list of frequencies for common sounds:

- Adult female voice: 165 to 255 Hz
- Adult male voice: 85 to 155 HZ
- Low frequency noise: 40 to 60 HZ
- High frequency noise: 3600 HZ and above

These are just guidelines. You should experiment with the audio you are working with to get the ideal adjustment.

Saving

Audacity project

When you save a file in Audacity, it saves as an Audacity project that can only be opened in Audacity. This format is useful because it saves all your tracks separately for future editing. Audacity creates a project file and a folder that contains all the necessary audio information. If you need to move an Audacity project to a different drive or computer, make sure you copy both the project file and the folder. To save the Audacity project click on File – Save.

Mp3

Mp3 files are the most common compressed file type. They can be streamed for Blackboard, used in podcasts, and in PowerPoint presentations. To save your project as an mp3 click on File – Export as MP3.