

# Rapid Reference: Introduction to Audacity



## Getting Started

### Downloading Audacity

1. Go to <http://audacity.sourceforge.net/>
2. To download Audacity, **click on the link** in the yellow box that matches your operating system.

**Download Audacity 1.2.6**

for Mac OS X

3. **Download** the **LAME MP3 Encoder** at this link: <http://spaghetticode.org/lame/>. (This will allow you to encode and export in an MP3 file format).

4. **Install** Audacity and the LAME MP3 Encoder.

### Recording Audio

When recording audio, you will want to make sure your internal mic is turned on or your external mic is plugged in. Audacity will detect the mic.

1. To **record audio**, **click** on the button with the red square (**record button**).



2. To **stop recording** audio, **click** on the **stop button** (button with yellow square).

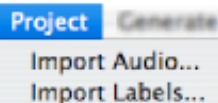


2. To **play back audio**, **click** on the **play button** (button with green triangle).



### Importing Audio

To **import an audio** file to edit and add as a second track, **click on Project**, then **Import Audio**.

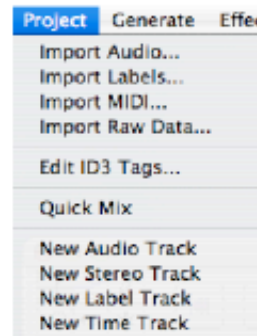


**Note:** Not all audio files can be imported into Audacity (like cda). If you can not import the file, try to save the file as an mp3 instead, then import to Audacity.




## Adding, Editing, and Deleting Tracks

### Adding Tracks


1. To **add a new track**, click on Project, **New Audio Track** (if you would like a **stereo track**, choose **Project**, then **New Stereo Track**).



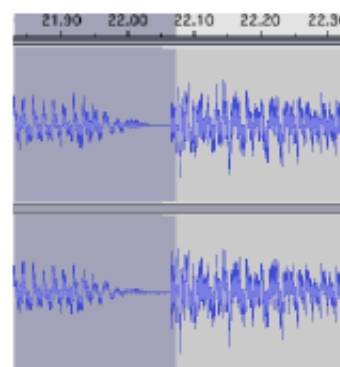
### Editing Tracks

1. To edit out part of your audio, first **select** the **Zoom tool**.  You can **zoom in** and **zoom out** of the track by using the **Zoom In**  and **Zoom Out**  buttons.


2. Use the **Zoom tool** to **zoom into** the part of the **audio track** you want to **edit**.

3. To **select** the audio piece, **choose** the **Selection tool**. 

4. **Click and drag** the selection with the Selection tool to highlight that selection of audio (selection is in pale gray-blue).




5. To **delete** the highlighted section of audio, **press** the **delete button on the keyboard**.


6. To **copy** the highlighted section of audio, **press** the **copy button**. 


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## Editing Tracks (Cont.)

7. To **paste** the highlighted section of audio, **press the paste button**. 

8. To **delete everything but the highlighted section** of audio, **press the trim button**. 

9. To **convert the highlighted section** of audio to **silence**, **press the silence button**. 

**Note:** To ever undo or redo an action you performed in Audacity, use the **undo button**  and the **redo button** 

## Deleting Whole Tracks

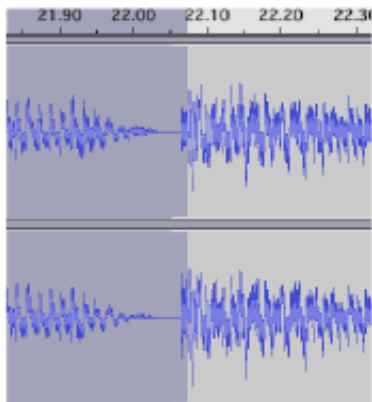
1. To **delete an entire track** from your Audacity project, **click on the X button next to the track name**. 



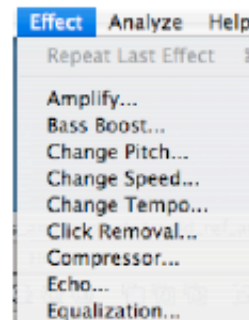
## Adding Effects to Your Audio

In Audacity, you can add multiple effects to a section of audio, or to the whole track.

1. To add an effect, **highlight the section** or whole track you want to **apply the effect**.



2. Click on **Effects** in the menu and **choose an effect** you want to apply.



## Playing Back Audio

1. To **play** your audio track, click the **Play button**.



2. To **pause** your audio track, click the **Pause button**.



3. To **stop** your audio track and **return to the beginning of the track**, click the **Stop button**.



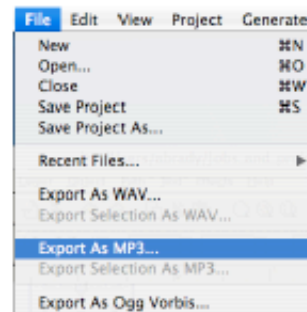
## Editing ID3 Tags (MP3's)

ID3 tags are tags that describe the artist, genre, title, album, etc of the audio file. This is a great way to organize any audio you create in Audacity that you want the public to download (podcast). **To create ID3 tags**, go to **Project, Edit ID3 Tags**. Fill in the appropriate information for your mp3 file.

## Export a File

1. To **export a file** in Audacity, go to **File**.

2. Choose, **Export as MP3, Export as WAV, etc.**



3. Choose **where on your computer** you want to **save the files**.

4. Click **Save**.

**Note:** You need to have the LAME MP3 Encoder installed to export as an mp3.

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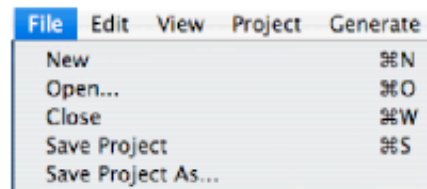
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## **Saving a Project**

You can save your project in Audacity so you can edit it later or add any new changes.

1. To save a project go to **File** in the **main menu**.



2. Choose **Save Project** or **Save Project As**.

3. **Choose** on your **computer where** you want to save the file.

4. Click **Save**.

**Note:** Only Audacity can open Project files, no other program can open these .aup files.

## **Help**

If you have questions about **Audacity in general** (how to use in classroom or podcasting, etc), please feel free to contact Instructional Technologies at **x7489**. For **Audacity Support Issues**, contact Audacity at: <http://audacity.sourceforge.net/contact/>