Audacity Tutorial

AUDACITY

Audacity is a free, easy-to-use and multilingual audio editor and recorder for Windows, Mac OS X, GNU/Linux and other operating systems. You can use Audacity to record live audio, convert tapes and records into digital recordings or CDs, edit Ogg Vorbis, MPS, WAV or AIFF sound files, cut, copy, splice or mix sounds together, and also change the speed or pitch of a recording.
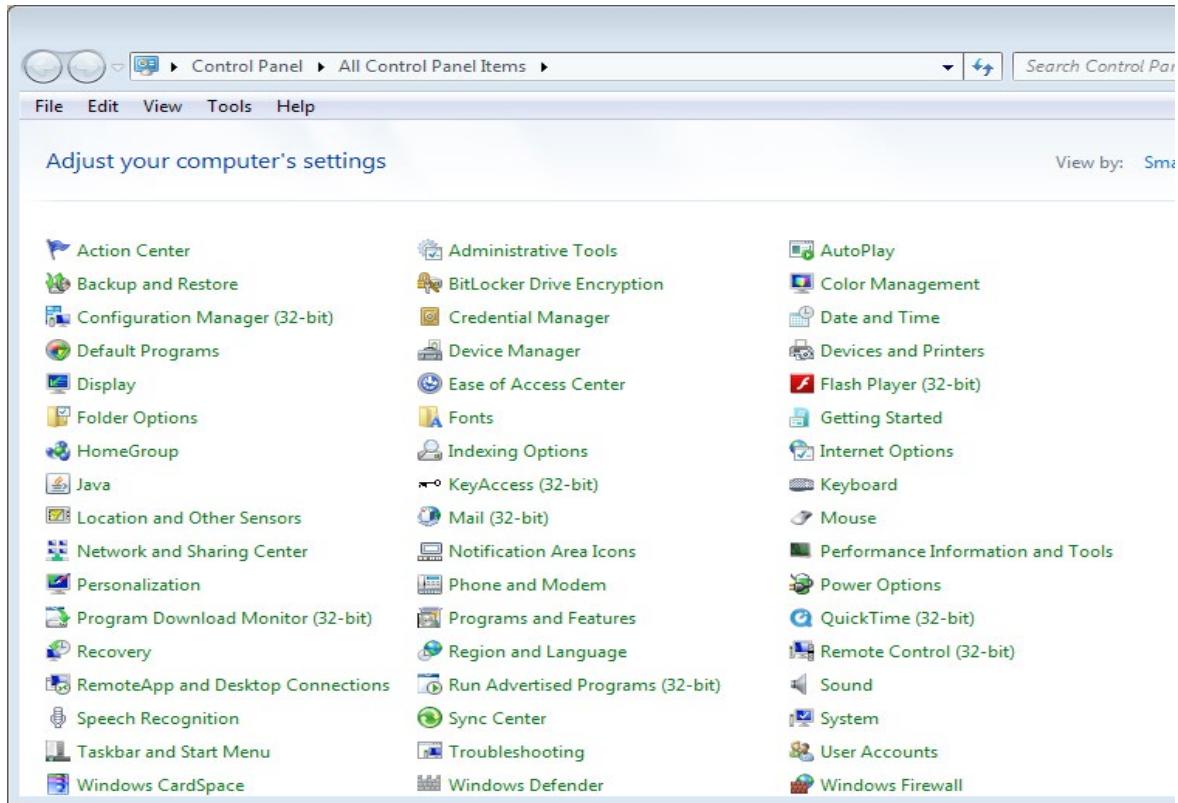
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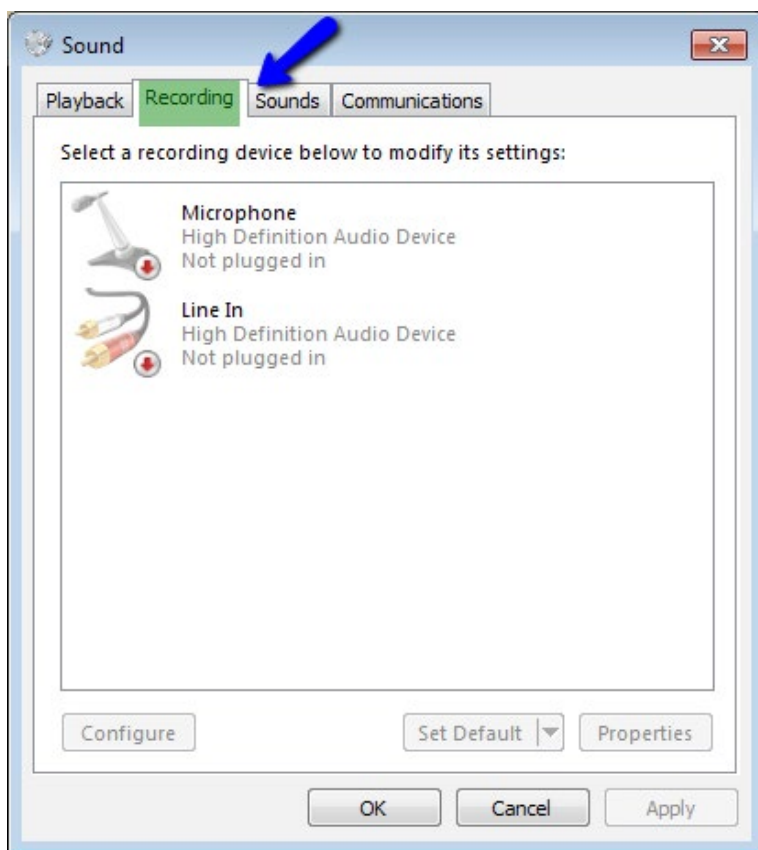In this tutorial, you will learn the following:

1. Before opening Audacity, go to start in the bottom left-hand corner of the desktop.
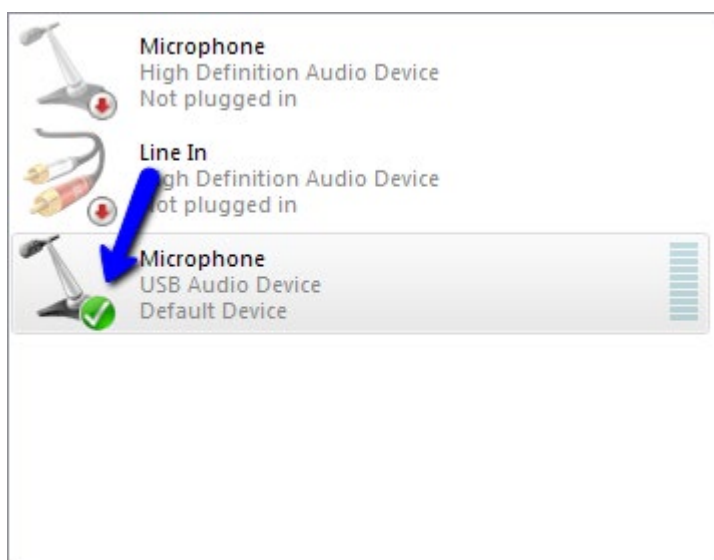
2. From the start menu open the Control Panel.

3. Inside the control panel scroll down to SOUND and double-click to open.

4. Click on the RECORDINGS tab.

5. Under RECORDINGS make sure the microphone has a GREEN check mark next to it.

2. GETTING STARTED

1. When first opening Audacity, a window will appear that will display several links and resources for both troubleshooting and learning some of the beginning and advanced techniques if you need assiantance.

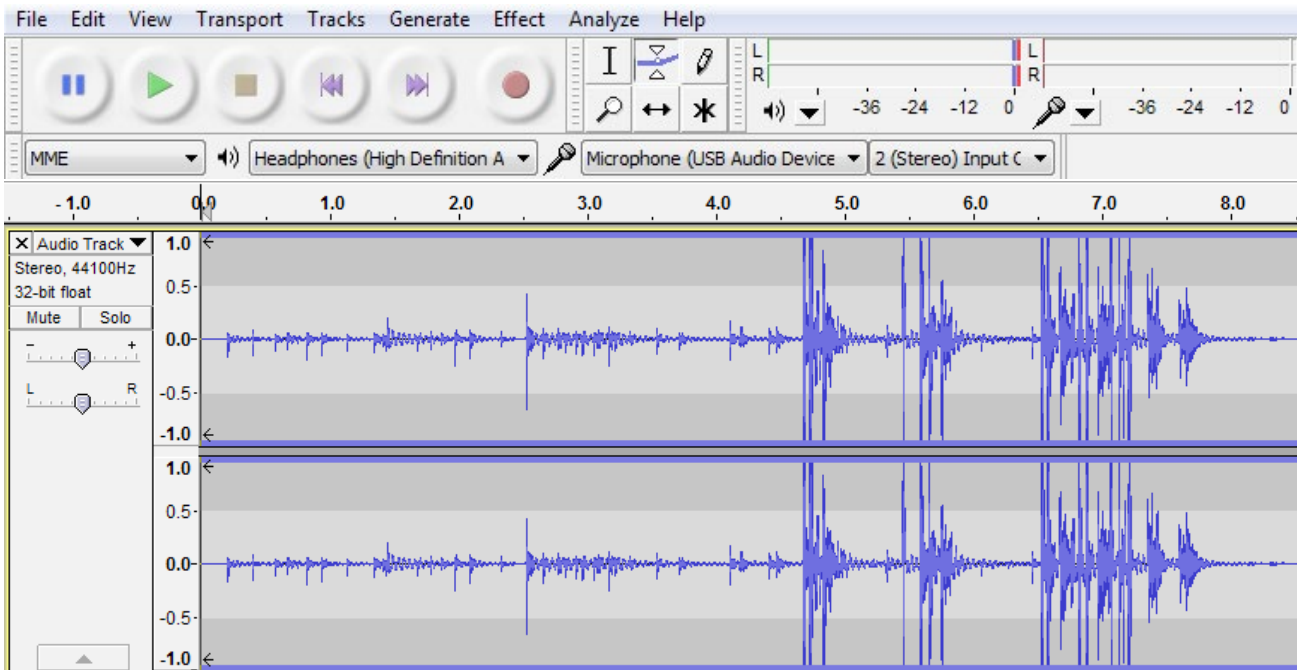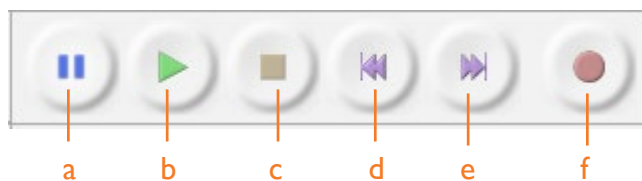2. After clicking OK, you'll see your workspace, and the tools that are available for you (Fig. 1).
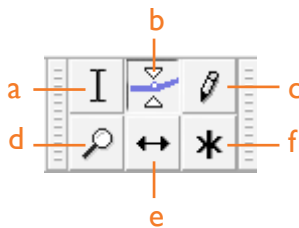

Fig.1

3. USING THE TOOLS

1. As you can see from Fig. 1, there are several tools at your disposal such as:

The Playback Buttons - standard controls that allow you to record and play your project.
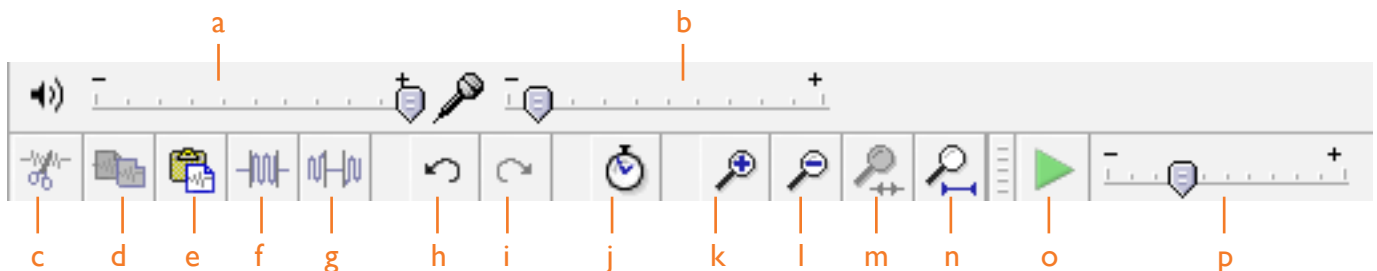

a   b   c   d   e   f

a - **Pause**: pauses your audio
b - **Play**: plays your audio
c - **Stop**: stops the replay of your audio or stops your current recording
d - **Skip to Start**: moves scrubber to the beginning of your project
e - **Skip to End**: moves scrubber to end of your project
f - **Record**: records audio from your microphone

Audacity Tools Toolbar - controls that allow you to manipulate and adjust your audio.

a - **Selection**: make selections in your project

b - **Envelope**: change the intensity of your sound

c - **Draw Tool**: modify pitch and tone in more detail

d - **Zoom Tool**: zoom in on your project

e - **Time Shift Tool**: moves your whole or selected portion of your project

f - **Multi-tool Mode**: a combination of the selection, envelope, and time shift tools

Audacity Edit Toolbar - controls that allow you to make basic edits to your project.

a - **Output Volume**: changes how loud or quiet your volume is through your output device

b - **Input Volume**: changes how loud or quiet your volume is through your input device

c - **Cut**: cuts out a section of audio

d - **Copy**: copies a section of audio

e - **Paste**: inserts a section of audio that was cut or copied

f - **Trim Audio**: isolates a selected section of audio

g - **Silence Audio**: mutes a selected section of audio

h - **Undo**: undoes the last recent change

i - **Redo**: redoes the last undone change

j - **Sync-lock Tracks**: keeps multiple tracks from moving out of the set order

k - **Zoom In**: zooms in on your project

l - **Zoom Out**: zooms out on your project

m - **Fit Selection**: isolates a section of audio

n - **Fit Project**: loops your selection throughout your project

o - **Play-at-Speed**: plays your audio at the selected speed

p - **Playback Speed**: allows you to change your audio speed

a - **Audio Host**: selects your audio driver preset

b - **Output Device**: selects which device you'll use for your output audio

c - **Input Device**: selects which device you'll use for your input audio

d - **Input Channels**: lets you switch from mono/stereo channel

4. CREATING A PROJECT

1. First you'll have to click the Record button to capture your audio (Fig. 2).

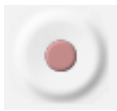
Fig. 2

2. After you've captured your audio, click the Stop button (Fig. 3) to stop your microphone from recording.
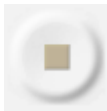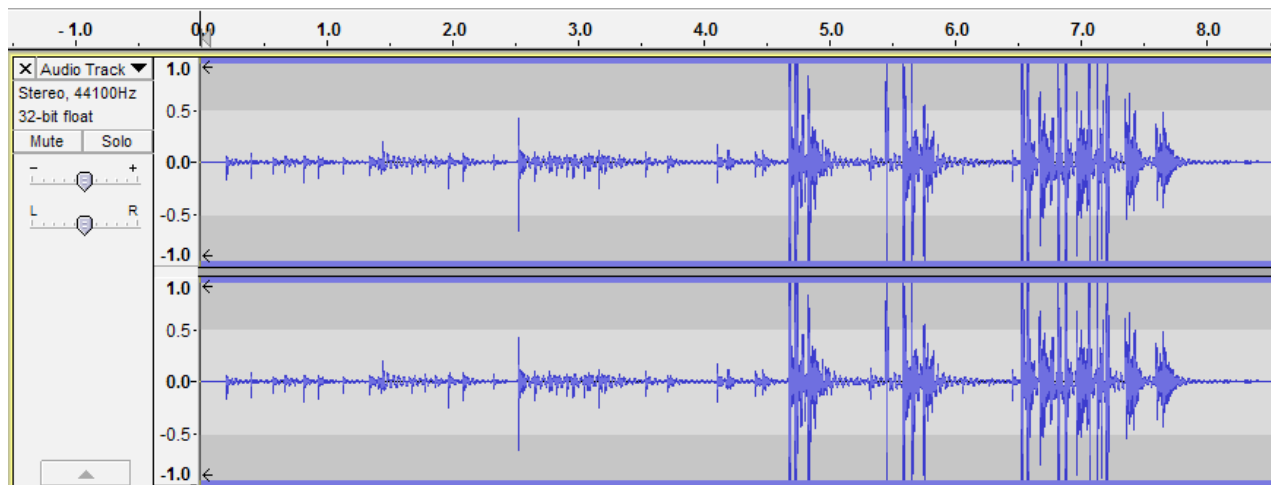

Fig. 3

Fig. 4

3. You'll see your audio appear in your timeline once you've recorded your audio (Fig. 4). Once you've finished your recording, you can edit your tracks using the tools found on page 4.

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5. EXPORTING YOUR PROJECT

1. Once you're done editing, you'll need to export your project. To do so, go to File > Export, and the export window will come up (Fig. 5).
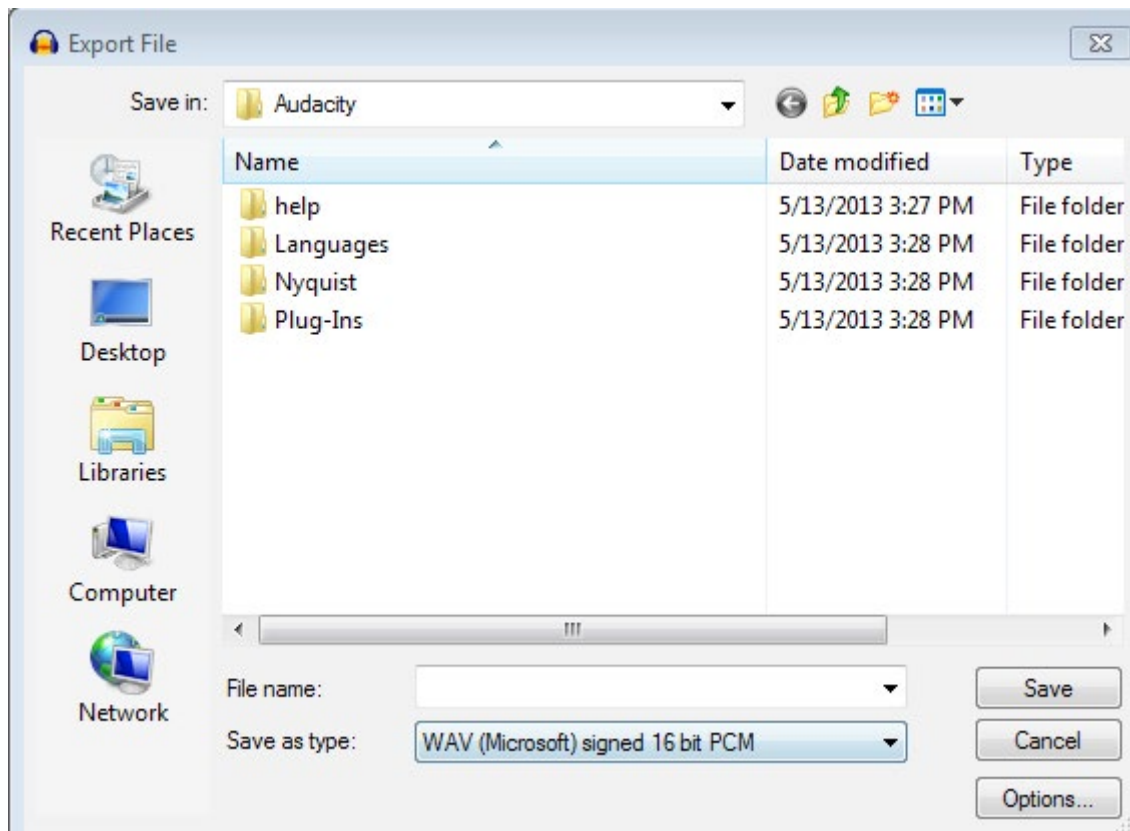

Fig. 5

2. Choose a file type to save your project as (WAV, AIFF, MP3, M4A, etc.) and hit Save. You have now successfully saved your audio track.