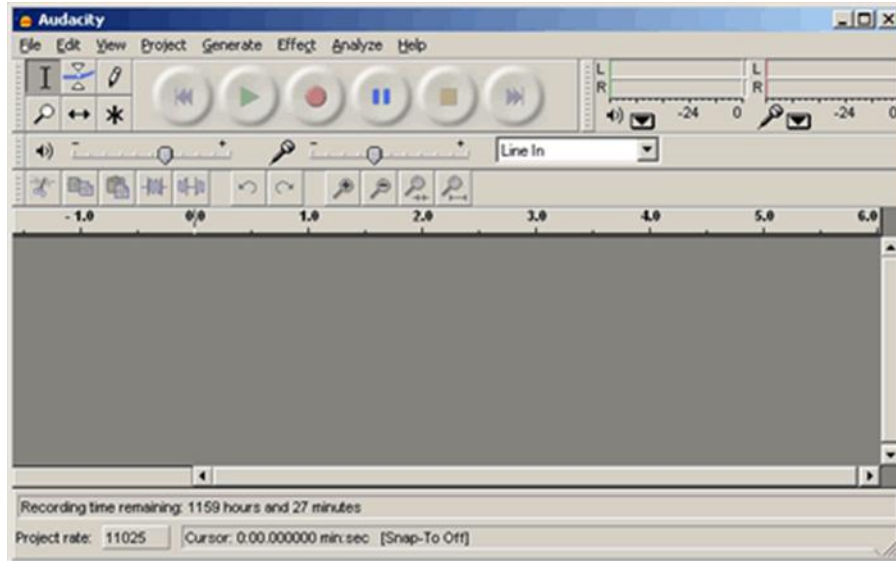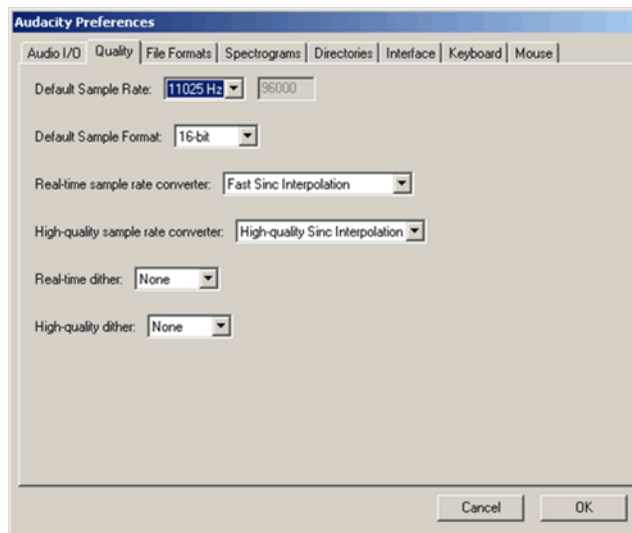# Audacity Quick Start Tutorial

Preparing to Record

1. Open Audacity (PISD Apps\Multimedia).

2. In the Audacity main window, select **Edit** > **Preferences** and click on the **Quality** tab.

   Set the Default Sample Rate to **11025 KHz**.

   Set the Default Sample Format at **16 Bit**.

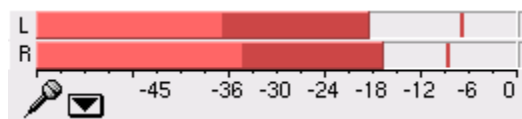3. Click on the **Interface** tab and select **Enable Meter Toolbar**.

4. When done with the settings, click the **OK** button to close the Audacity Preferences window.

Recording

1. Plug your microphone into the pink microphone port on the front of the computer. If you are using a microphone that has an on/off switch, make sure it is in the "on" position.

2. To begin recording, click on the Record button (red circle) on the control toolbar located at the top of the Audacity window.

3. Watch the sound intensity meter at the top of the window while you are recording. Try to keep the fluctuating red level from hitting the right side of the Meter Toolbar too much. If it does, you will need to re-record your sample with the microphone a little further back from the source of the sound or reduce the input slider volume.

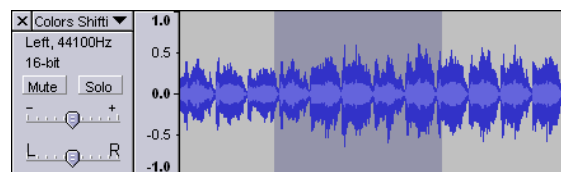*Meter Toolbar*   *Input Volume Control*

4. When you are finished recording, click on the Stop button (yellow square) on the control toolbar.


5. When ready to listen, click once at the beginning of the blue sound clip, and then click the Play button (green arrow) on the control toolbar.

Note: You can start the playback of a sound file from any position along the sound wave. Just click your mouse at the point you want to start listening from. Also, you may want to hear only a certain portion of your sound clip. Do this by highlighting (click and drag) the portion of the sound wave you wish to hear and then clicking the play button.
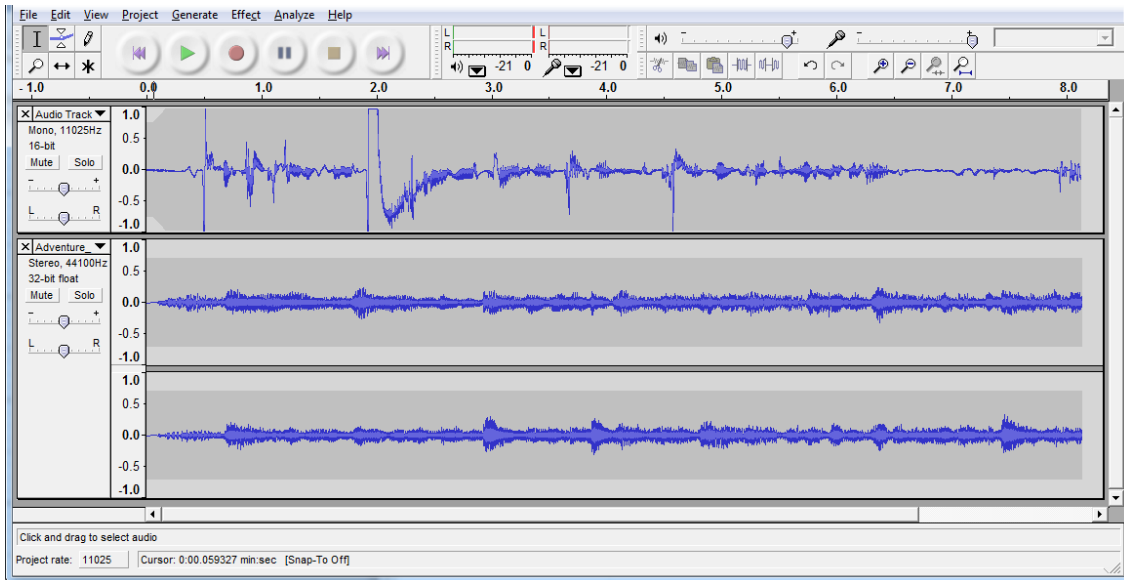

Delete Unwanted Audio

Delete unwanted audio by using the selection tool [I] to select the portion you wish to delete and press the **Delete** key on your keyboard.

Importing Music into Audacity

In order to import music clips into Audacity, you must first find the music you want to use, and then save it in an appropriate format.

1. In Audacity, select **Project > Import Audio**. Locate your music file by browsing to the location where you saved the audio file. Select **Open**. Your screen might look similar to the image below. (The first audio track is a voice recording; the second is imported audio.)
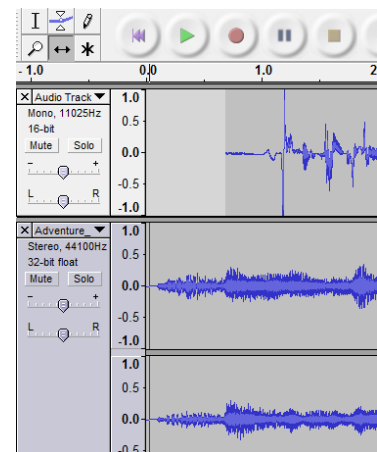

2. To listen, press the Play button (green arrow). To stop, press the Stop button (yellow circle).

Fade-In & Fade-Out

1. Using the selection tool highlight the first few seconds of the track. From the menu, select **Effect > Fade In**.

2. Highlight the last few seconds of the track and select **Effect > Fade Out**.
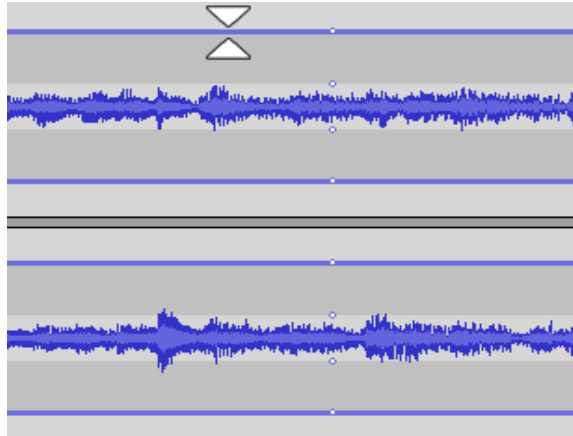
Shift Tracks on Timeline

1. Use the Time Shift Tool to slide tracks around on the timeline.

2. In the example here, the voice recording is moved slightly to the right so that the second audio track (background music) will start playing briefly before the narration begins.

Track Volume

The volume of a track can be reduced or increased by using the volume control ![icon] for the specific track. One the tool is selected, the blue lines above and below the track can be decreased to reduce the volume level.

Saving and Exporting

Audacity projects are stored with an .AUP file extension. You will **save** the file in order to be able to work with it later. You will also need to **export** the file so that it can be played with any device that recognizes MP3 files.

Save Audacity Project Files

1. Select **File > Save Project As…**

2. Give it a name and click **Save**.

Export as an MP3

1. Click **File > Export as MP3**

2. Choose a destination. Be sure to remember where you saved your exported sound file to so you can find it later.

3. Click **OK**.

4. You may choose to enter the requested information about the file, but you don't have to.