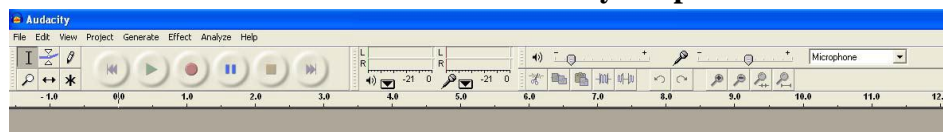# AUDACITY TUTORIAL

Audacity is a free, open source, cross-platform software for recording and editing sounds. Audacity lets you create, edit, and save audio files in multiple formats. It is available for both Mac and PC, and can be downloaded from here, for free: http://audacity.sourceforge.net/ **NOTE:** you will also need to download off this site, and install the LAME MP3 encoder if you want to produce MP3s: Click Download, on left menu click Plug-ins, scroll to Libraries, click on LAME FAQ – follow directions from there.
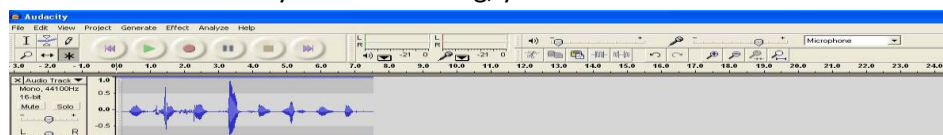
AUDACITY QUICK START

1. Double click on the Audacity icon

2. Click on the Record button

4. Press Pause. This will pause the recording and allow you to catch your breath and

compose your thoughts. Pressing pause also means that you will still be recording in a single

Audio Track.

5. Press Pause again and continue talking. Repeat as needed. Remember: you will stay in the

same audio track as long as you are using the pause button. As soon as you hit the stop button

you will create a new track.

6. Press Stop when you are done.

7. Edit and Save. Export as mp3 when you are done.
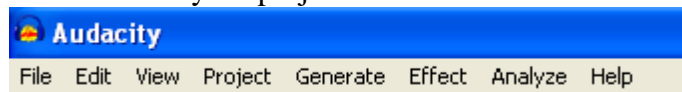
AUDACITY BASIC CONTROLS:

The software interface looks like this when you open it:

Audio Track: When you are recording, your audio file will look like this.
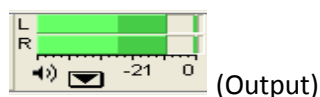

Pull Down Menus: Contains familiar controls, such as new, save and open under the "File" menu. You will also find copy, paste, and cut under the "Edit" menu. Use the "Project" menu to import background music. The "Effect" menu let's you add professional sounding fades, reverb and echoes to your project.
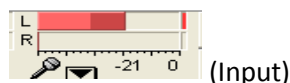

The Control Pad: Contains "Record," "Play," "Pause," "Stop," "Rewind" and "Skip Forward."

Output/Input Volume Meter: Provides visual feedback on how loud your file is.

 (Output)

 (Input)

Output/Input Volume: Controls the volume of your recorded file.

 (Output)

 (Input)

Time Shifting

 Move an entire track.

 Move two parts of a single track with respect to each other.