



Audacity is free, open source software for recording and editing sounds. Download at <http://audacity.sourceforge.net/> or <http://www.judgememorial.com/sloan/audacity/> You need a built-in microphone or one to plug in and use.

## Features

### Recording

Audacity can record live audio through a microphone or mixer, or digitize recordings from cassette tapes, vinyl records, or minidisks. With some sound cards, it can also capture streaming audio.

- Record from microphone, line input, or other sources.
- Dub over existing tracks to create multi-track recordings.
- Record up to 16 channels at once (requires multi-channel hardware).
- Level meters can monitor volume levels before, during, and after recording.

### Import and Export

Import sound files, edit them, and combine them with other files or new recordings. Export your recordings in several common file formats.

- Import and export WAV, AIFF, AU, and Ogg Vorbis files.
- Import MPEG audio (including MP2 and MP3 files) with libmad.
- Export MP3s with the optional LAME encoder library.
- Create WAV or AIFF files suitable for burning to CD.
- Import and export all file formats supported by libsndfile.
- Open raw (headerless) audio files using the "Import Raw" command.
- **Note:** Audacity does not currently support WMA, AAC, or most other proprietary or restricted file formats.

### Editing

- Easy editing with Cut, Copy, Paste, and Delete.
- Use unlimited Undo (and Redo) to go back any number of steps.
- Very fast editing of large files.
- Edit and mix an unlimited number of tracks.
- Use the Drawing tool to alter individual sample points.
- Fade the volume up or down smoothly with the Envelope tool.

### Effects

- Change the pitch without altering the tempo, or vice-versa.
- Remove static, hiss, hum, or other constant background noises.
- Alter frequencies with Equalization, FFT Filter, and Bass Boost effects.
- Adjust volumes with Compressor, Amplify, and Normalize effects.
- Other built-in effects include:
  - Echo, Phaser, Wahwah, Reverse

## How to Record Audio Instructions

1. Open **Audacity**.
2. Review the buttons and features of Audacity.

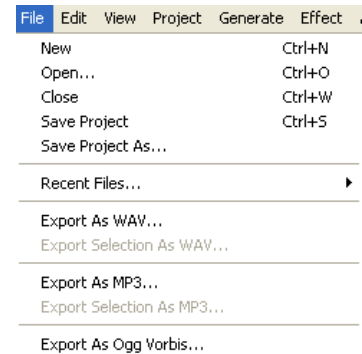
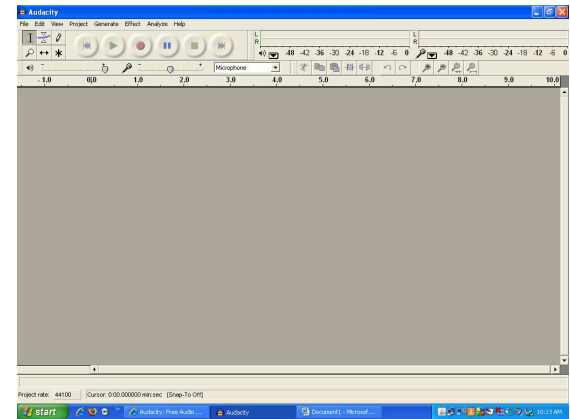


Skip to Start      Play      Record      Pause      Stop      Skip to End

3. Check the Volume settings on your computer; see bottom notification area of your screen.



4. Press the **Record** button to start recording. Read your script or information.
5. Click the **Stop** button. Go back and press **Play** to review your work.
6. When you are done, go to File and Export and select **Export As WAV...**
7. Save to your computer.



## Adding Effects

### Effects

1. Select your track before you can apply edits and effects. (*Select all of a track by clicking on it by the Track Panel – mute/solo buttons*). You can select part of a track by clicking in the track and dragging to left or right with your mouse, or with the left or right arrow keys.
2. Go to the **Effect** menu and select an effect. (i.e. fade the music in and out).

### Adding Music in the Background

1. Click the **Project** menu and **Import Audio** and select your music file. OR Drag and drop from your desktop to the Audacity work area.
2. Select your track audio track. (*Select all of a track by clicking on it by the Track Panel – mute/solo buttons*).
3. Go to the Edit menu, select **Snap-to...**, and **Snap-on**.
4. Save the File - **File** and **Export As WAV**. Save to your computer.

\*\* Soundzabound is a new FREE online resource available courtesy of the AEA. It provides students copyright safe music clips for videos, Power Point presentations, and other multi-media projects. Go to [www.Soundzabound.com](http://www.Soundzabound.com)

### Editing

1. Select your track before you can apply edits and effects. (*Select all of a track by clicking on it by the Track Panel – mute/solo buttons*). You can select part of a track by clicking in the track and dragging to left or right with your mouse, or with the left or right arrow keys.
2. Use **Edit** menu to do things like cutting pieces out of the music where you don't want it.

## Exporting

Once you have edited your recording in Audacity, you need to export it as an WAV to avoid losing audio data in the export, but you can still export as MP3 from Audacity if you want to keep the file size down (at the expense of some slight quality loss). iTunes will play MP3s. To export an MP3 from Audacity you need to add the LAME encoder to you computer.

Visit <http://wiki.audacityteam.org/index.php?title=Tutorials> for tutorials.