

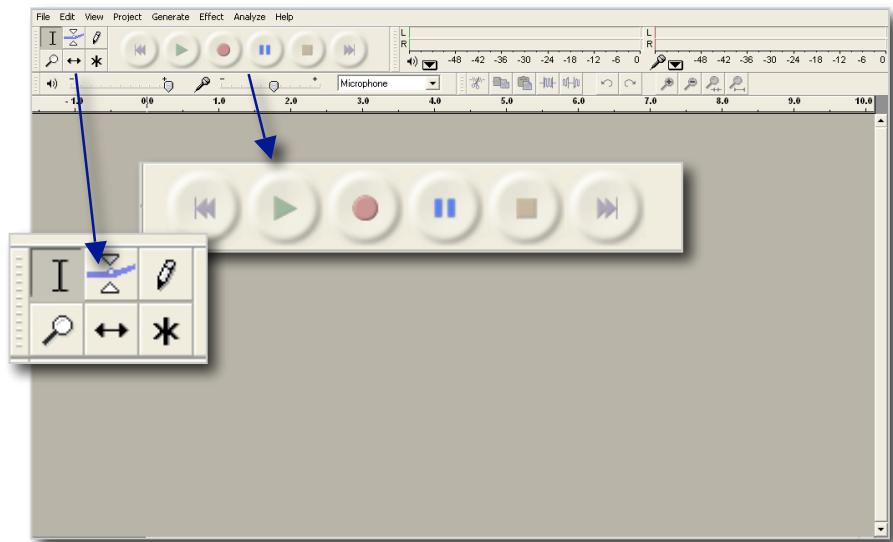
Audacity

Audacity is a free tool that can be used to create and edit audio files. Audacity can be downloaded from <http://audacity.sourceforge.net>. Audacity can work with the following kinds of files:

- AUP – Audacity Project
- WAV – Windows Wave
- AIFF – Audio Interchange File Format (Macintosh)
- Sun Au / NeXT – SUN and NeXT computers
- MP3 (MPEG 1, Layer 3) Note: Requires Lame_enc.dll to export to MP3. On a Macintosh it requires LAMELib
- Ogg Vorbis – Free alternative to MP3

When Audacity opens it looks like:

Notice the buttons that look like an audiocassette recorder, the **Control Toolbar**. And to the left of those buttons are the **Editing tools** for editing audio.



The Control Toolbar

These two buttons moves the cursor to the beginning of the recording or to the end.



This button will **Play** what is recorded.



This is the **Record** button.









This is the **Pause** button.



This is the **Stop** button. The **Stop** button needs to be pressed before editing can occur.

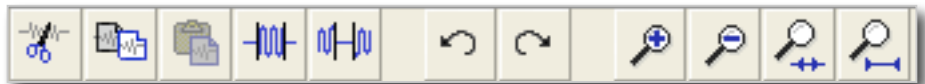













Editing tools include

<p>The Selection tool is used for selecting audio to be edited or deleted.</p>		<p>The Zoom tool is used to zoom into very minute details or out to larger pieces of audio.</p>	
<p>The Envelope tool is used for changing the volume over time.</p>		<p>The Timeshift tool is used for sliding tracks of audio to the left or right.</p>	
<p>The Draw tool is used to modify individual audio samples.</p>		<p>The Multi Tool is used for switching between the functions of the other tools depending on where the cursor is on the screen and other keystrokes.</p>	

Edit Toolbar

The **Edit Toolbar** includes:

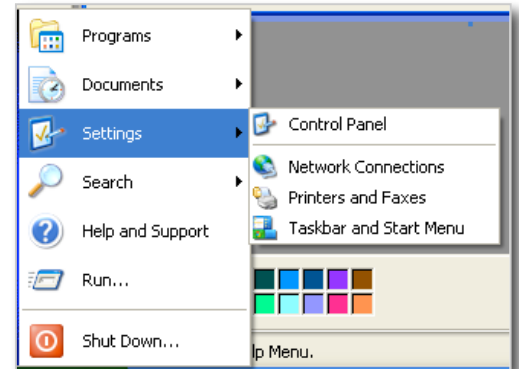


<p>Cutting audio</p>		<p>Undoing what was done</p>	
<p>Copying audio</p>		<p>Redoing what was undone</p>	
<p>Pasting audio</p>		<p>Zooming in</p>	
<p>Trimming the Outside Selection of audio</p>		<p>Zooming out</p>	
<p>Silencing a piece of audio</p>		<p>Fitting a selection of audio into the window or zooming into a selection</p>	
		<p>Fitting the project in the window or zooming until the entire project fits into the window.</p>	

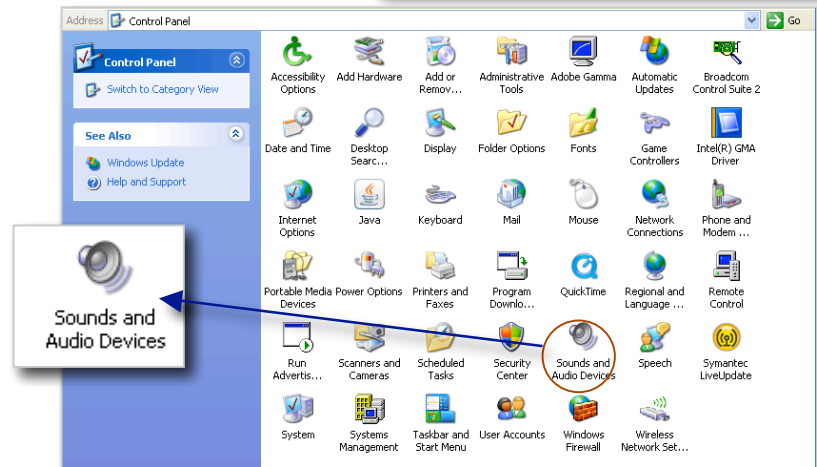
Before starting

Before starting to create and edit audio check the **Control Panel** to make certain that the settings for recording and playing audio are on. To check the **Control Panel** do the following.

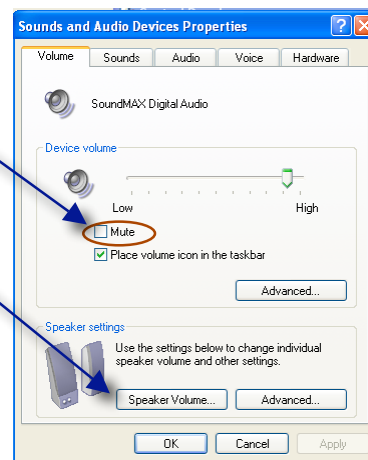
Click on **Start** and select **Settings**, then the **Control Panel**.



Next, click on the icon that looks like a speaker.



Make sure the **Mute** box is NOT checked, and check the speaker volume.



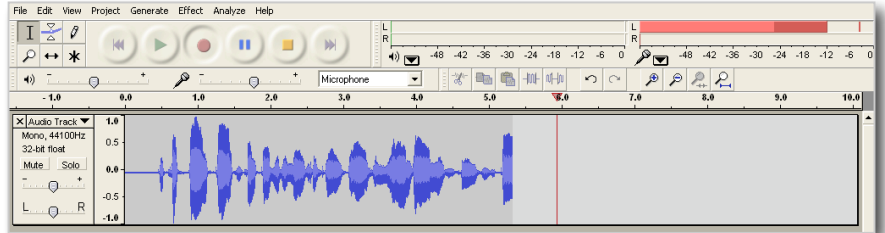
Recording audio

The script is written and introductory and closing music is selected. Recording begins by opening Audacity and checking audio levels.

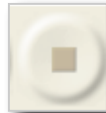
Click on the **Record** button and Audacity will start recording.



Audacity will start recording showing the Audio levels at the top right and what is being recorded in the **Audio Track**.



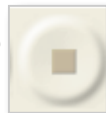
After recording, click on the **Stop** button



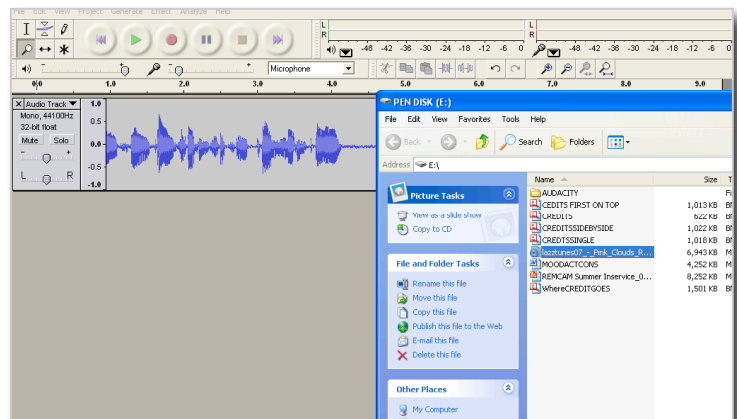
Play the recording by clicking on the **Play** button.



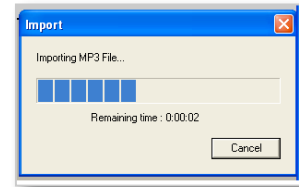
After playing the recording, click on the **Stop**



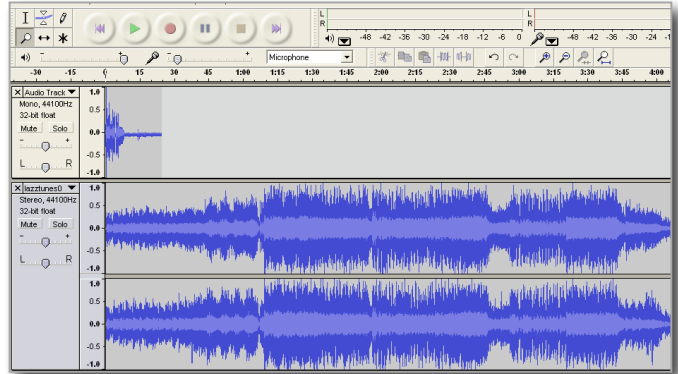
After recording your audio and making sure it recorded well, select the intro music and drag the file name to Audacity.



The audio will be imported and a box appears indicating that it is being imported.



If the audio is in stereo, Audacity will add the two tracks.



Click on the left back arrows to move the cursor to the beginning of the audio.



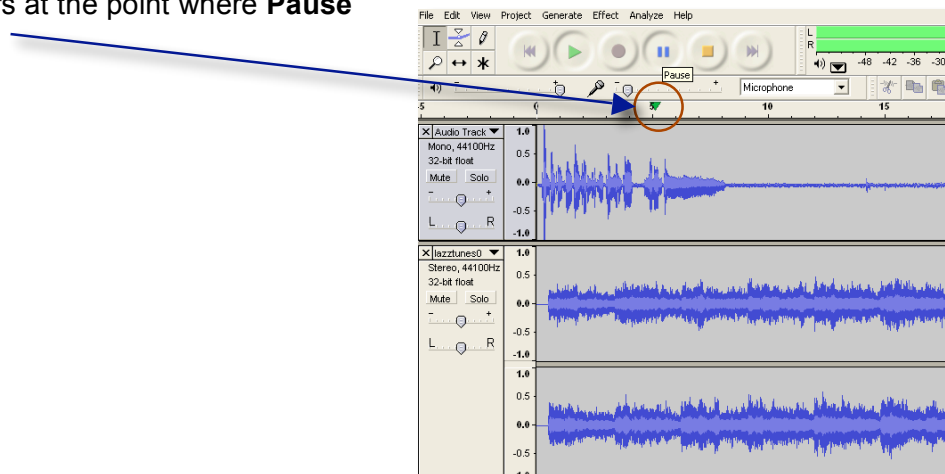
Zoom into the audio to see more detail of what is recorded by clicking on the zoom key. The default is a magnifying glass with a plus so that the user is able to zoom in. Holding the shift key down while using the magnifying glass will make it a minus to zoom out.



For this practice, only the first part of the imported music will be needed for the introduction. Play the recording until it reaches the point where the music is to end then click on the **Pause** button.



A marker appears at the point where **Pause** was pressed.

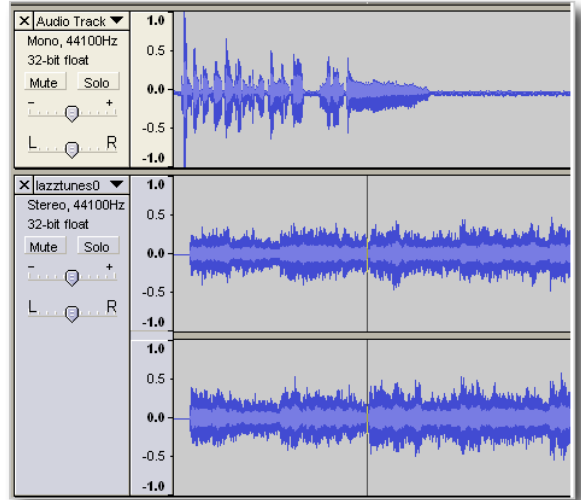


Click on the imported audio at the point of the marker.

Click on the **Stop**

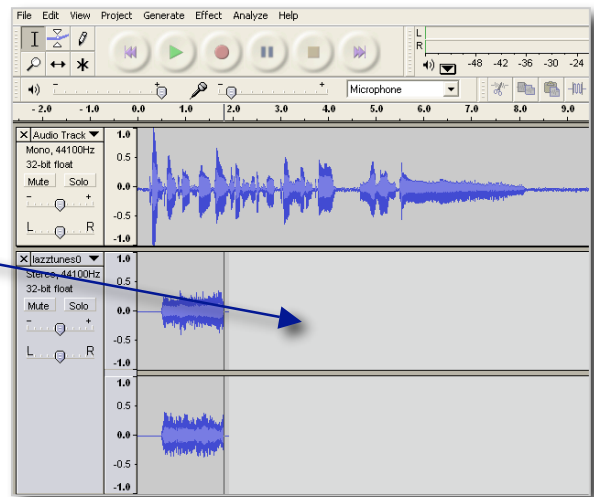
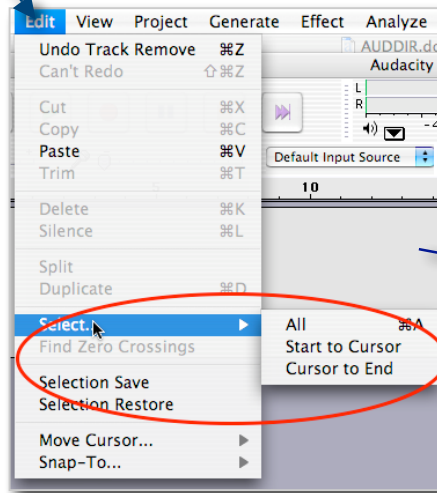


button.

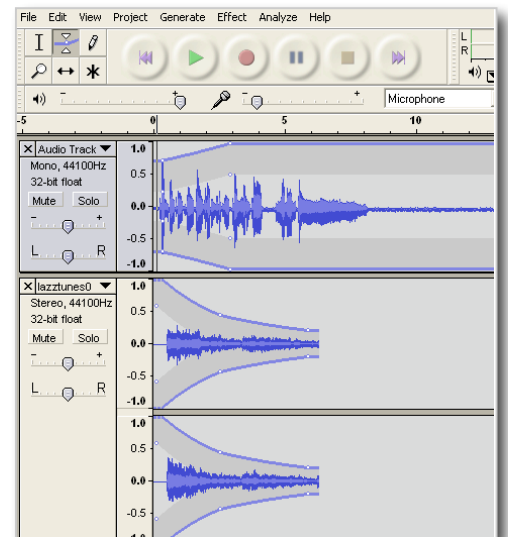


Go to the **Edit** pull down menu and click on **Select** then **Cursor to End**.

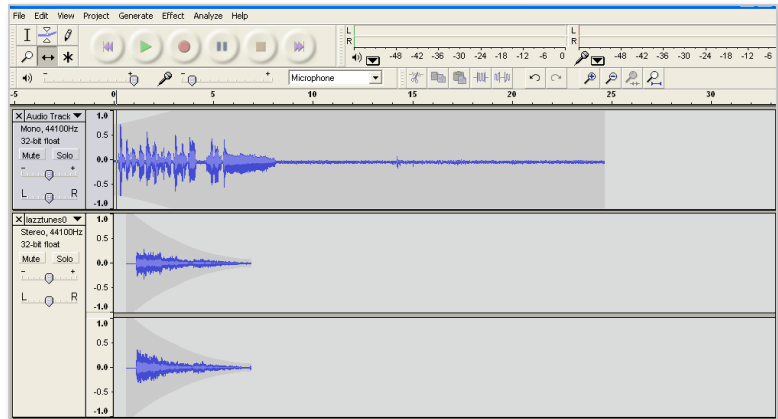
This will highlight the audio to the right. Press the **Delete** key and the highlighted audio is deleted.



Use the **Envelope tool** to quiet the beginning part of the top track (the recording) and the end of the music intro by clicking on the dots and moving them up and down.



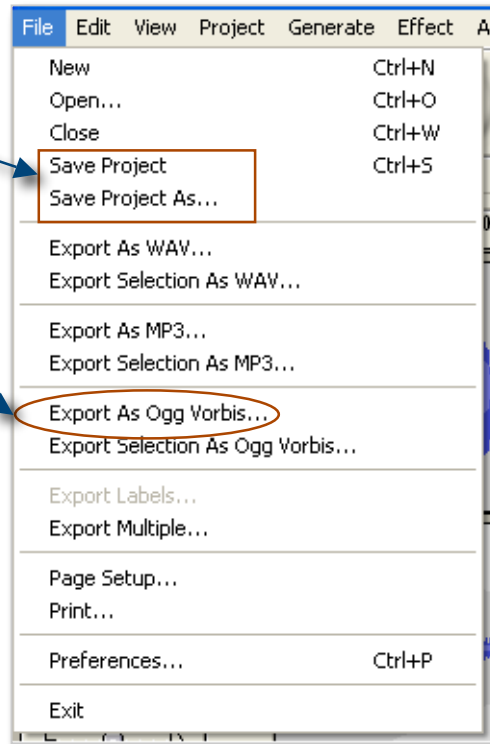
Use the **Timeshift** tool to move the music to the right so that the music fades in a couple of seconds after the recording starts.



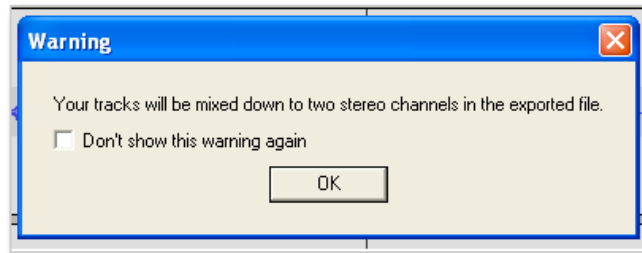
Saving the file for MP3

First use **Save Project** and name the file. This will save the audio as an Audacity file.

Next, use **Export As MP3**

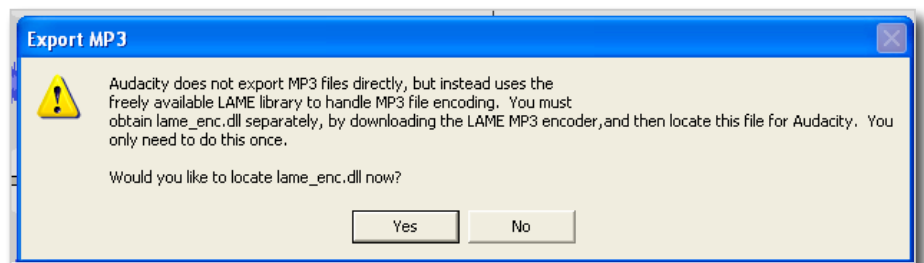


A warning appears indicating that the Tracks will become one track.



If this is the first time using Audacity, a message will appear noting that Audacity does not export to MP3 unless it works with the LAME encoder.

Find the LAME Encoder; it is **lame_en.dll**



A form will appear asking for information about the recording.

Format:
 ID3v1 (more compatible)
 ID3v2 (more flexible)

Title:

Artist:

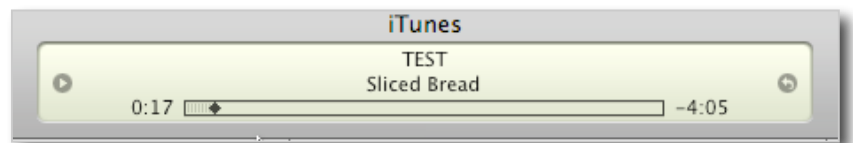
Album:

Track Number: Year:

Genre:

Comments:

If the form is completed when it plays on iTunes the information is used to show the user the name of the file, who created it, if it is in a set (Album) and when the audio was recorded.



Or with Windows Media Player,

Or, just getting information from the file.

