

# Audacity Tutorial

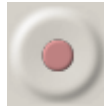
## *Recording with Audacity*

### 1. Create a new project

Save an empty project to your home folder. Remember, that if you don't save your project before you start recording or importing, that all recordings, edit and other files may not be saved where you expect them to be saved.

### 2. Hit Record

Click on the red **Record** button



to begin recording.

Click on the blue **Pause** button



to pause the recording. Press it again to continue.

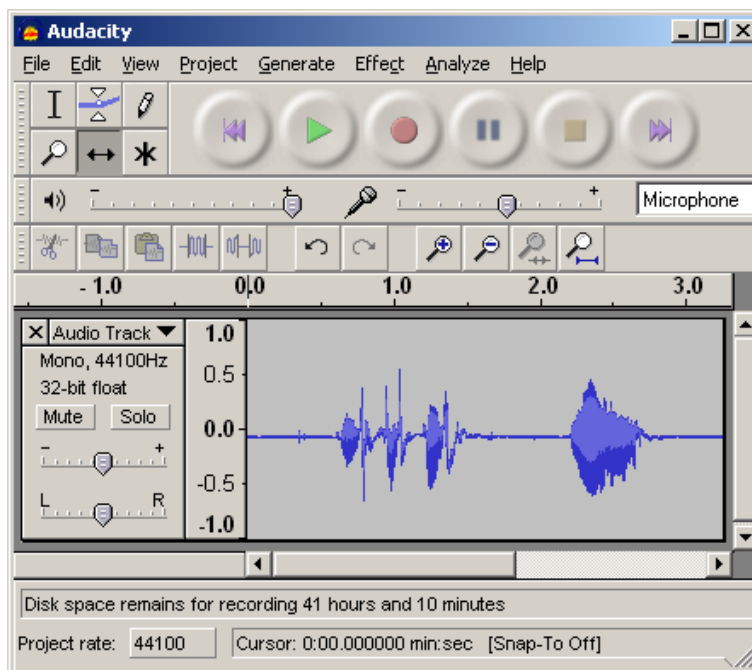
Click on the yellow **Stop** button




to cease recording. The cursor will return to its previous position, before the recording was started.

## The View

### The Audacity Window




As you can see by the graphics above, the time shift tool  is selected. It is used to move the entire audio clip around inside its track.

The cursor (little blinking line across a track and the timeline) will remain at its position, so effectively you'll be sliding your audio material underneath the cursor.

Let's say we want to cut out that bit in the middle then. First we've got to **select it**.

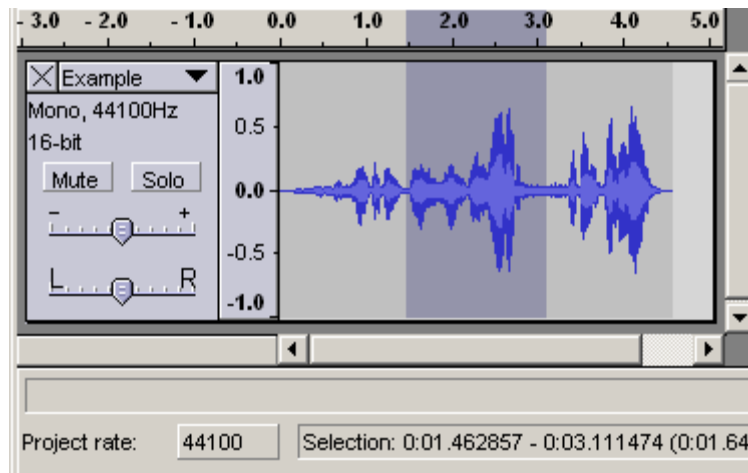
## Making a selection

To select the part you wish to cut, copy or paste to, use the selection tool . If it's not activated, do so now by clicking on it in the toolbar.

Now press and hold the left mouse button while you drag the mouse to mark an area.

This area is darker than the surrounding area of the clip. Note, that even though you can mark an area larger than or extending beyond the actual audio clip in the track, the operations will only work on the actual clip. Playback however will work outside the clip.

Press the space bar to listen to the audio in the marked area.



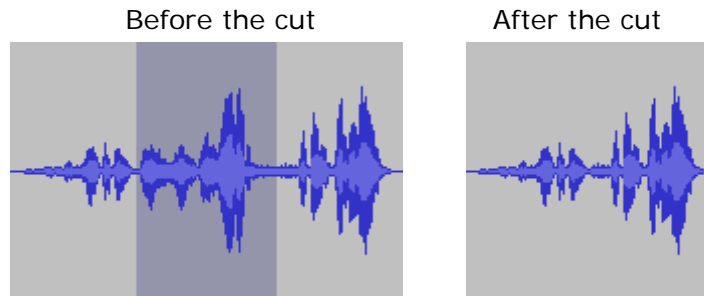
To **extend** or **contract** your selection, hold down the SHIFT button and click on the area you wish your selection to extend or contract to.

If you click at a spot that is on the right hand side from the middle of the current selection, you will set the right hand boundary of your new selection.

Check out the Effect Tools to change sound qualities (applied to area selected)

## Cutting the selection

Cut the selection by selecting "**Cut**" from the *Edit menu ...* or press CTRL+X.



To undo this operation, select Undo in the Edit menu or press CTRL+Z

**Copy** will copy the selection to the clipboard.

You can then **paste** that data back in to any track by clicking where you want this audio to be inserted and select Paste in the Edit menu, or press CTRL+V.

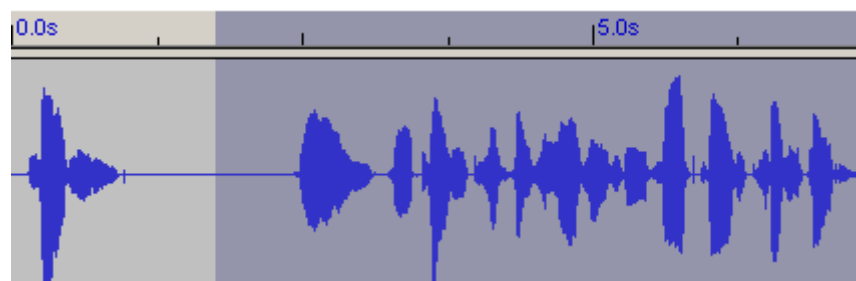
Thus pasting is the opposite of cutting. You can also copy material, make another selection with the mouse and then paste. This will replace the selected material with the contents of the clipboard, no matter how short or long either of them are.

## Moving bits of an Audio track

In all projects you'll be pushing your audio around at some point.

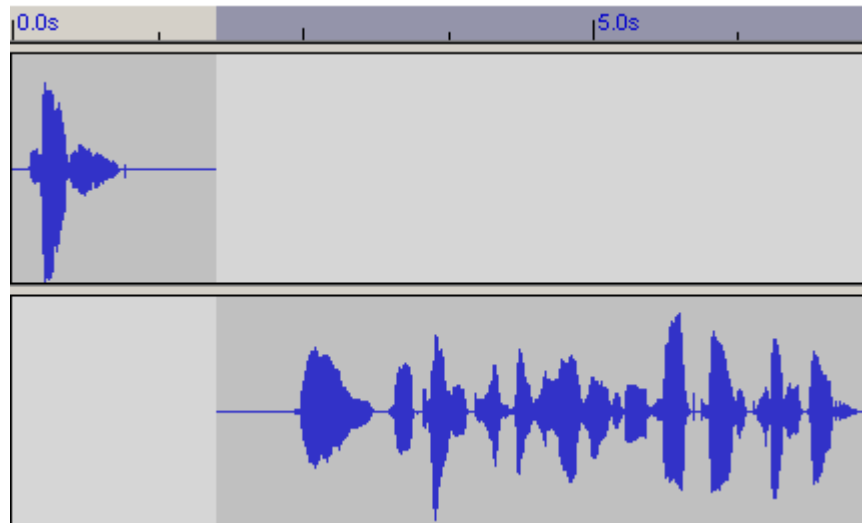
There are techniques, easily achievable with Audacity, to cover almost any kind shifting you'd want to do. In our example, we have a small sentence of speech, where the speaker made a pause after the first word. We'd like to eliminate that pause.

The part after the pause is selected




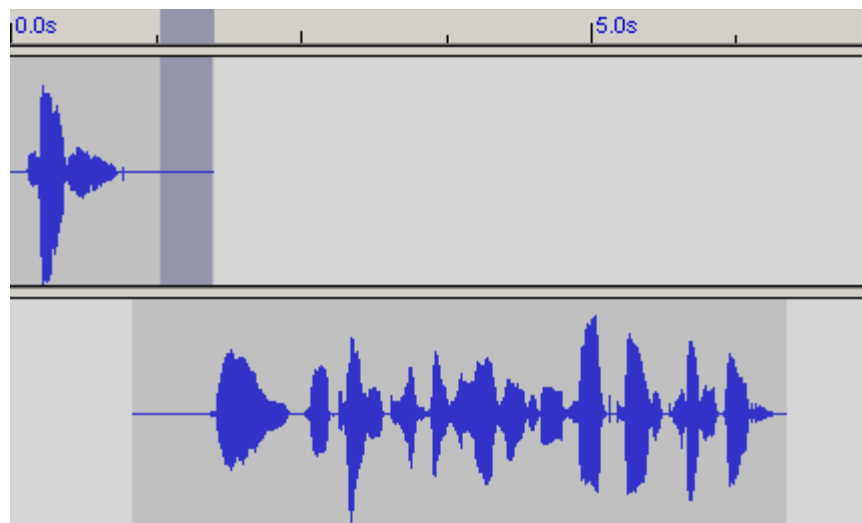
**Select**

Then the split function is used to pop the selected audio to a new track (Choose Split from the Edit Menu)



**Split**

The Time Shift Tool  is selected and the audio on the lower track is moved left.



**Move Audio and select for fading**

## Saving

Use File->Save to save and allow for future edits/re-editing.

After all editing, etc is completed. Choose File -> Export as MP3  
Give your file a name and click "Save"