



# Audacity

**How To Have Fun With Sound**  
by "Audacitydemo"

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Theme by TEWM



# To Open Audacity

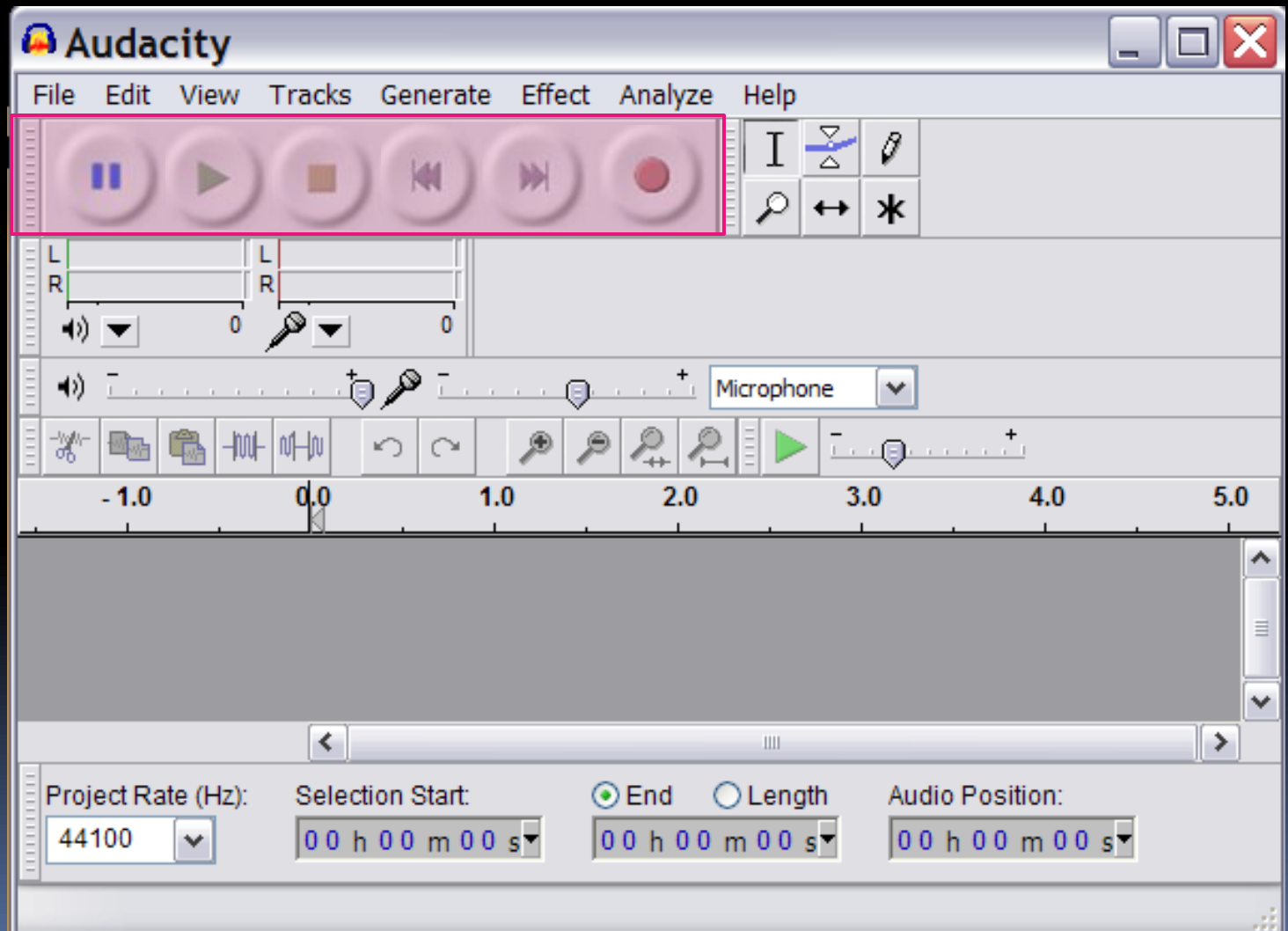
- Go to the folder where Audacity is installed. On Windows this is usually **C:\Program Files\Audacity**. On Mac, this is usually your Applications folder.
- Double-click audacity.exe (Windows) or Audacity.app (Mac) to launch Audacity.
- On a Windows Network, open Application Explorer
- Click All
- Launch Audacity





# Recording Sound

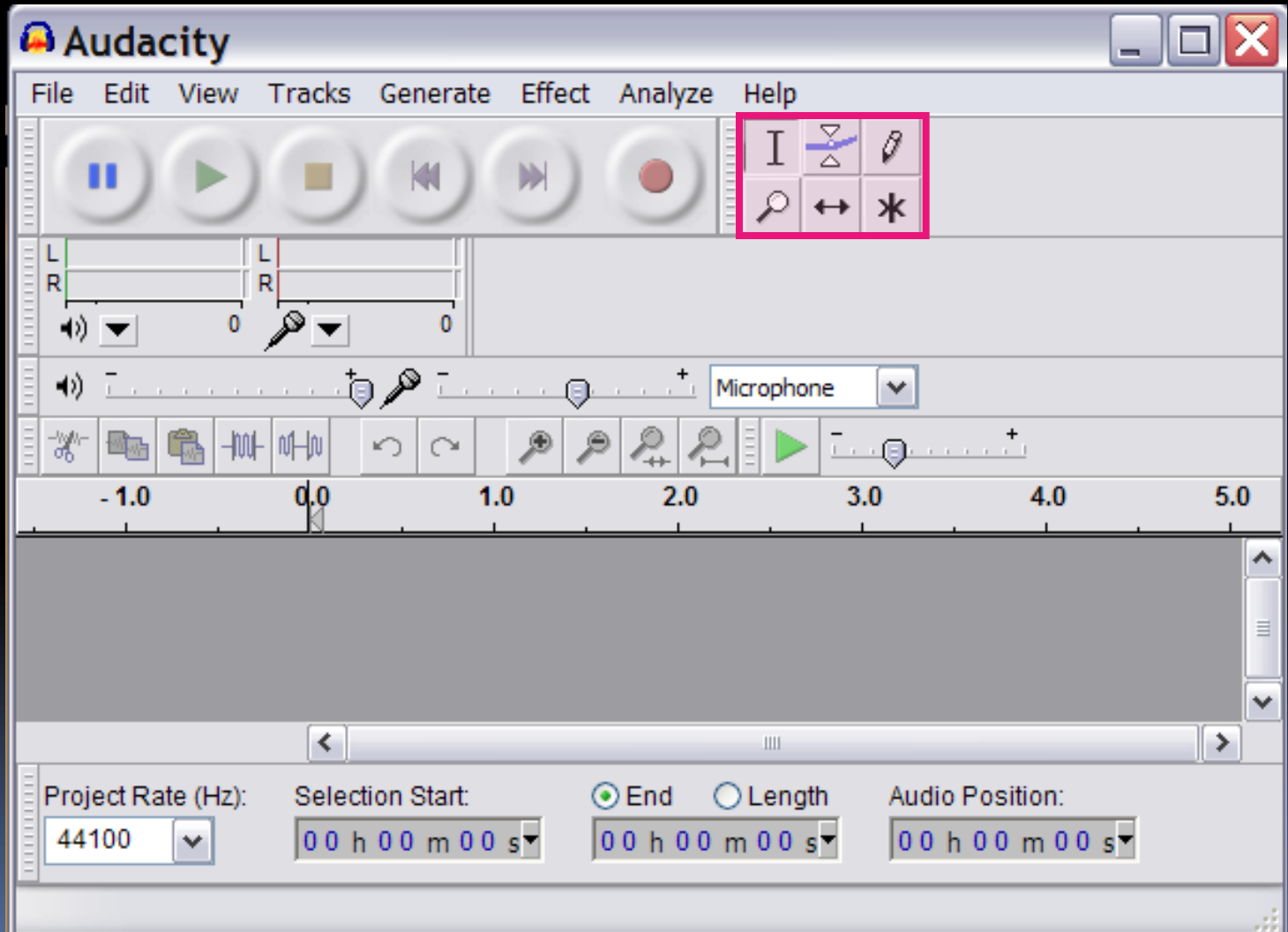
Click on the buttons inside the red box to find out what they do.





# Editing Sound

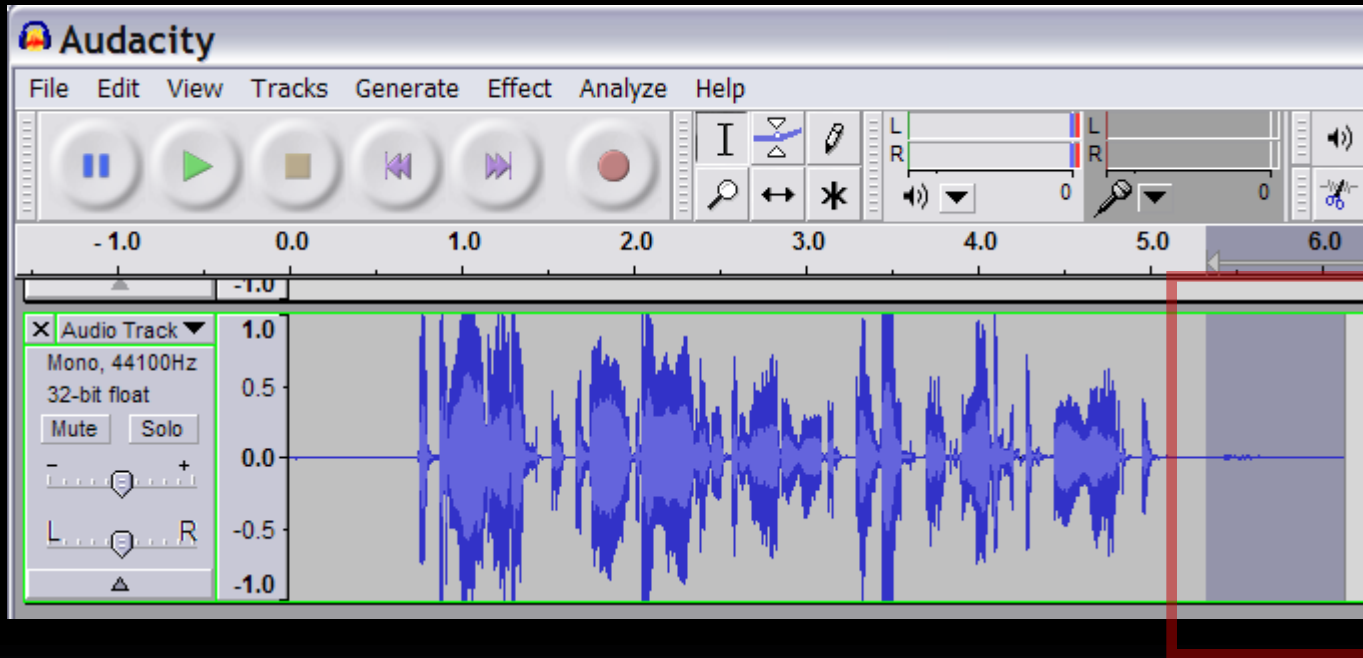
Click on the buttons inside the red box to find out what they do.



These tools are explained in more detail in the following slides.



# Selection Tool

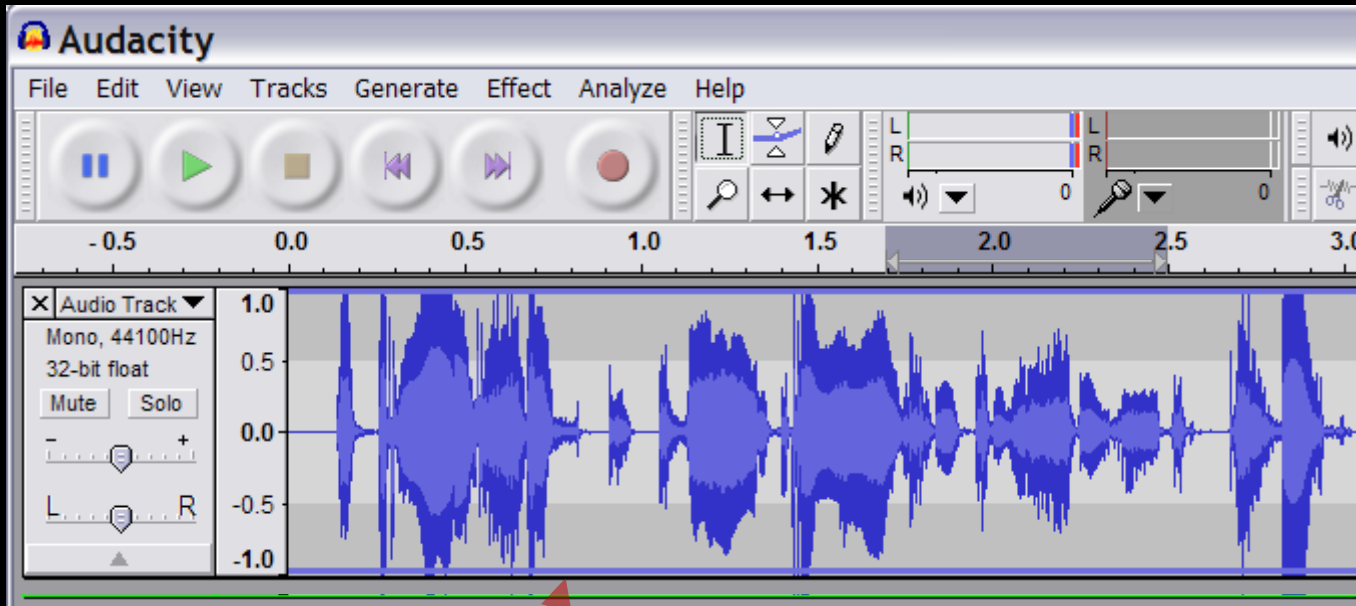


Highlighted Area

- Make sure the **Selection Tool** is selected
- Use the Mouse and highlight the sound on the track you want to edit or delete



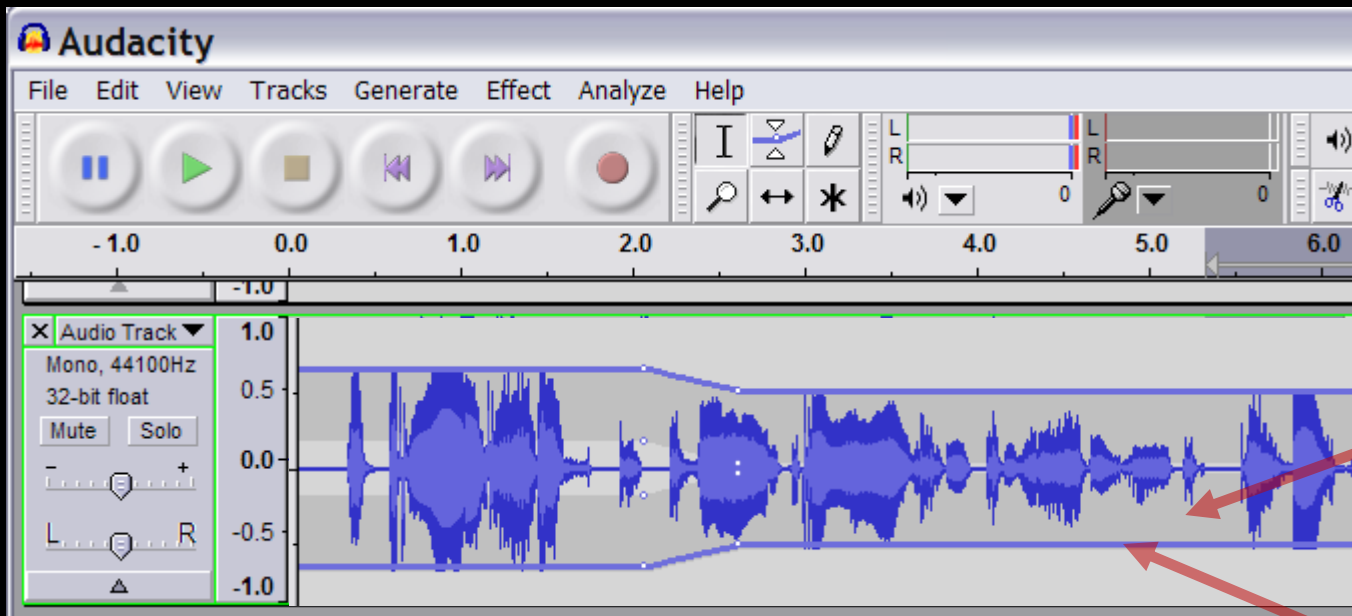
# Envelope Tool



- Make sure the **Envelope Tool** is selected – blue lines will appear
- Drag the Blue lines in or out to change the volume of the whole track



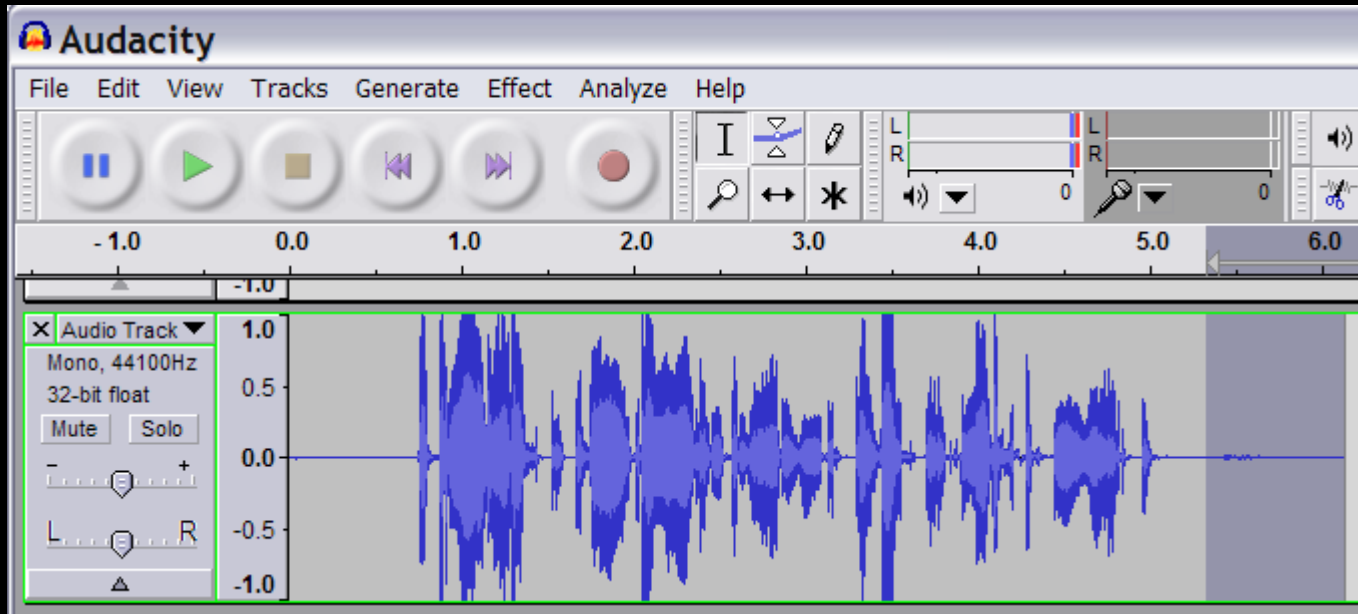
# Envelope Tool #2



- Where I clicked to move in the line, white circles appear
- Click inside the blue line near the white circle
- The volume will no longer be a straight line meaning the volume will change.



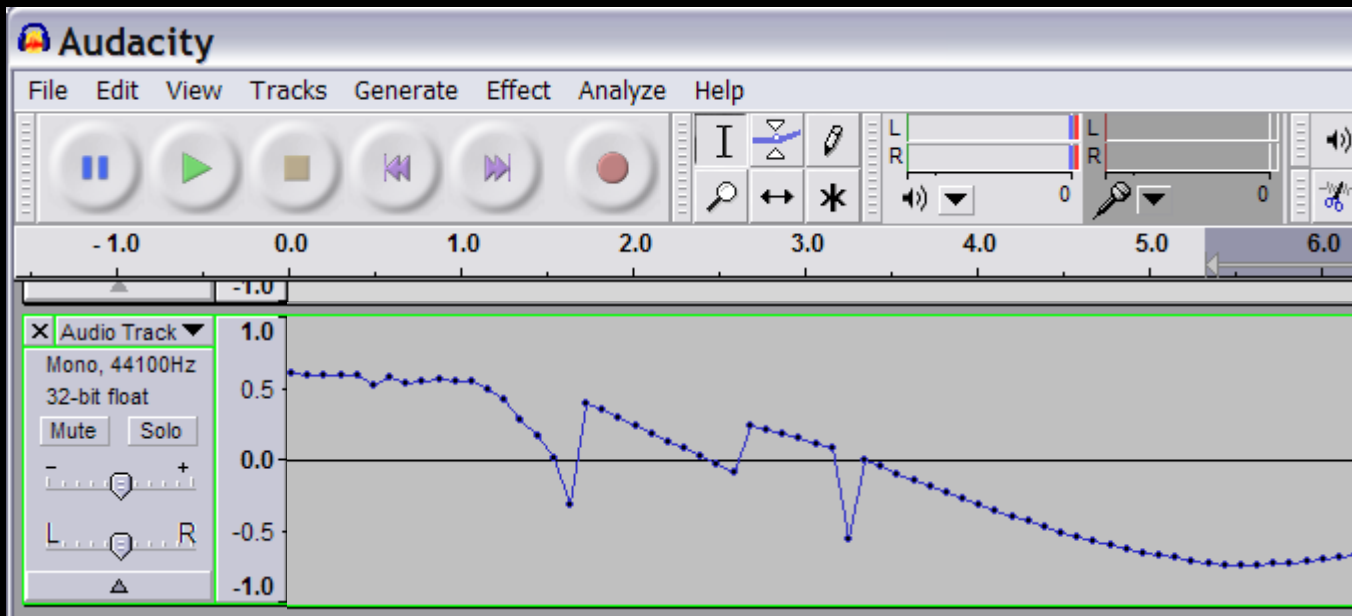
# Zoom Tool



- Make sure the **Zoom** tool is selected
- Click on the track with the magnifying glass
- Keep clicking until you are zoomed in as close as you want to be



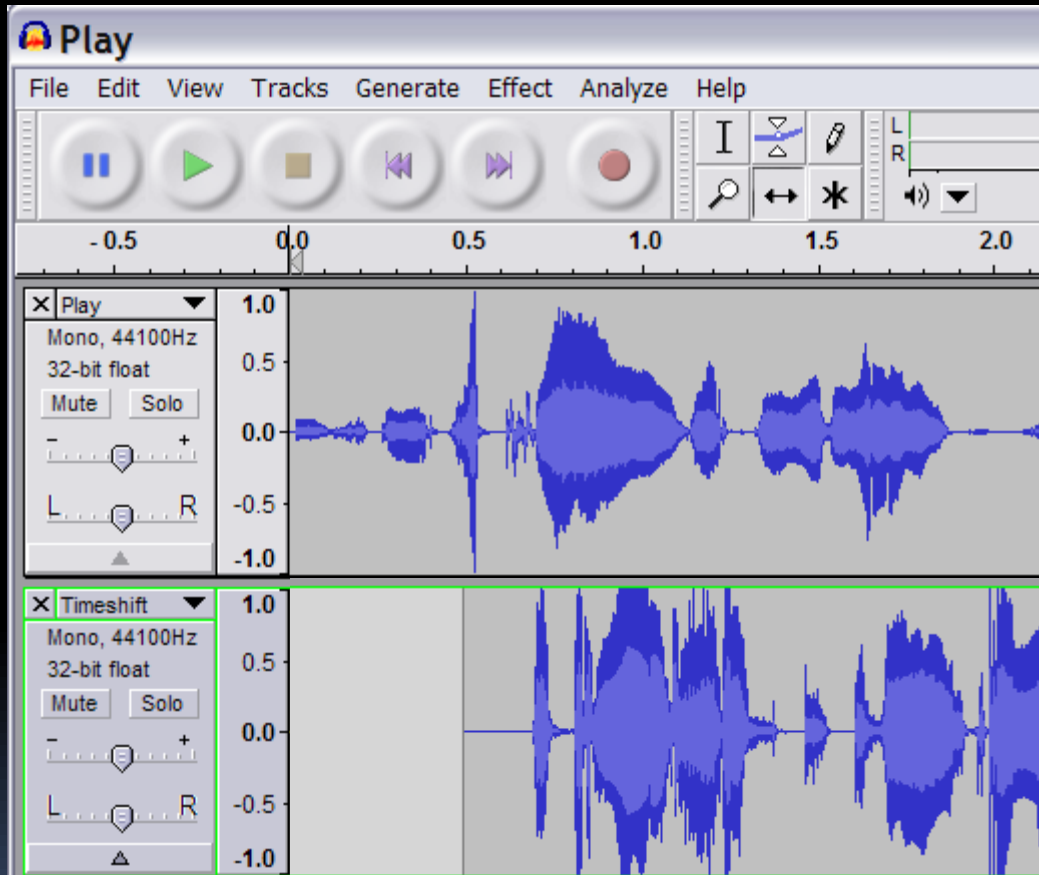
# Drawing Tool



- You need to have zoomed in very close. **Audacity** will let you know if you have zoomed in enough.
- Using the **Drawing** tool you can move the individual handles



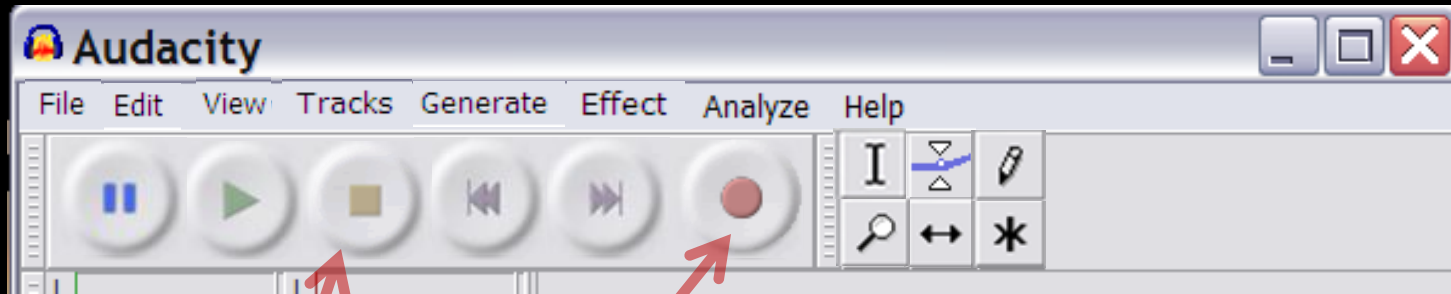
# Timeshift Tool



- The **Timeshift** tool is for when you have **more than one track**
- Make sure the **Timeshift Tool** is selected
- Move the track to where you want



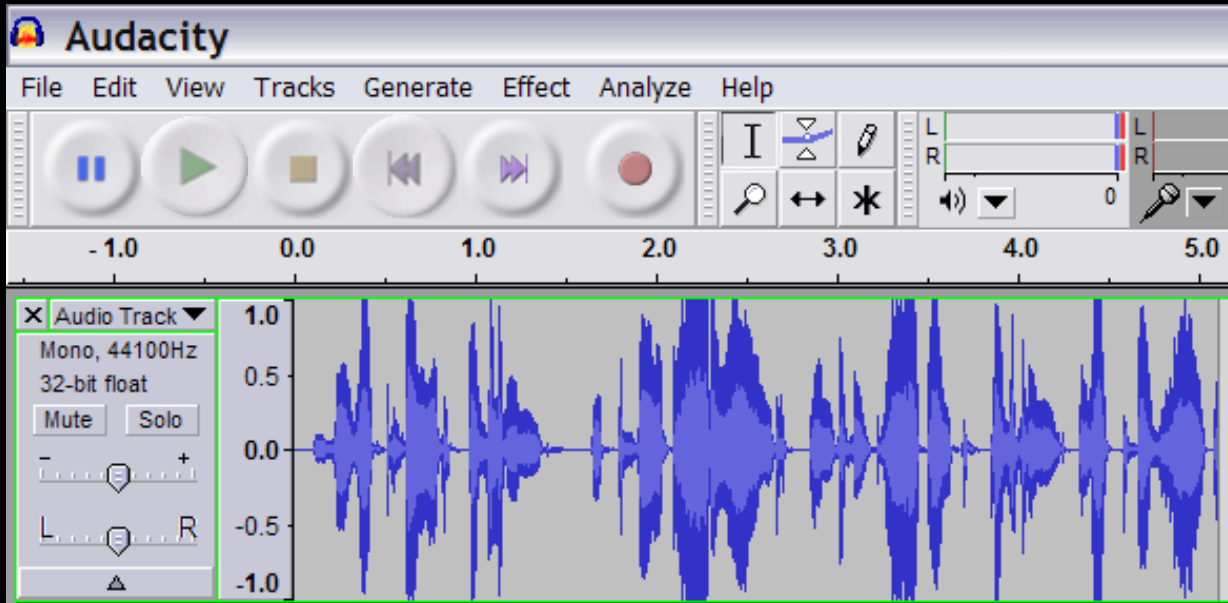
# Recording Some Sound



- Press **Stop** – to stop recording
- Press **Record** – to start recording



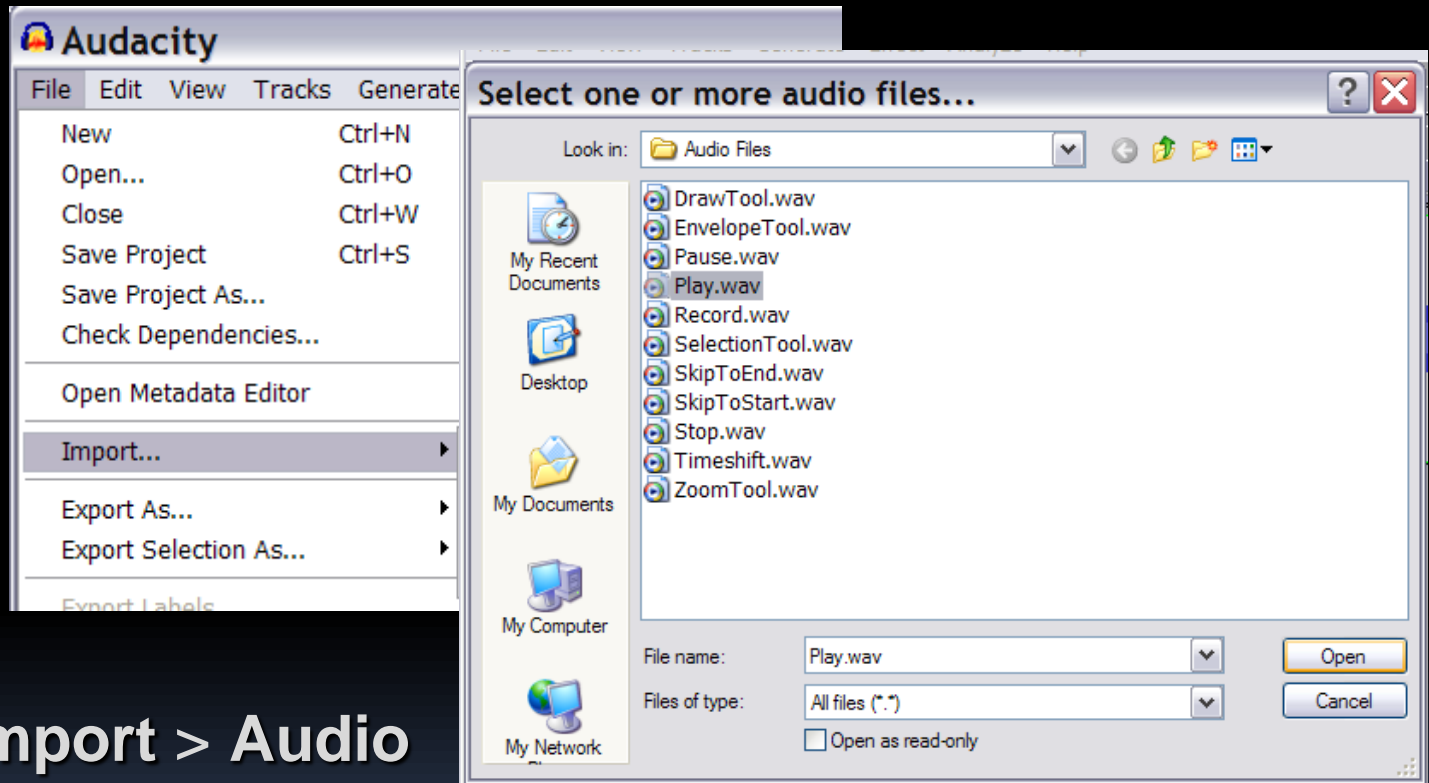
# Playing Sound



- Click **Skip to Start** – to put the cursor at the beginning of the sound or **click** where you want to start from
- Click **Play**



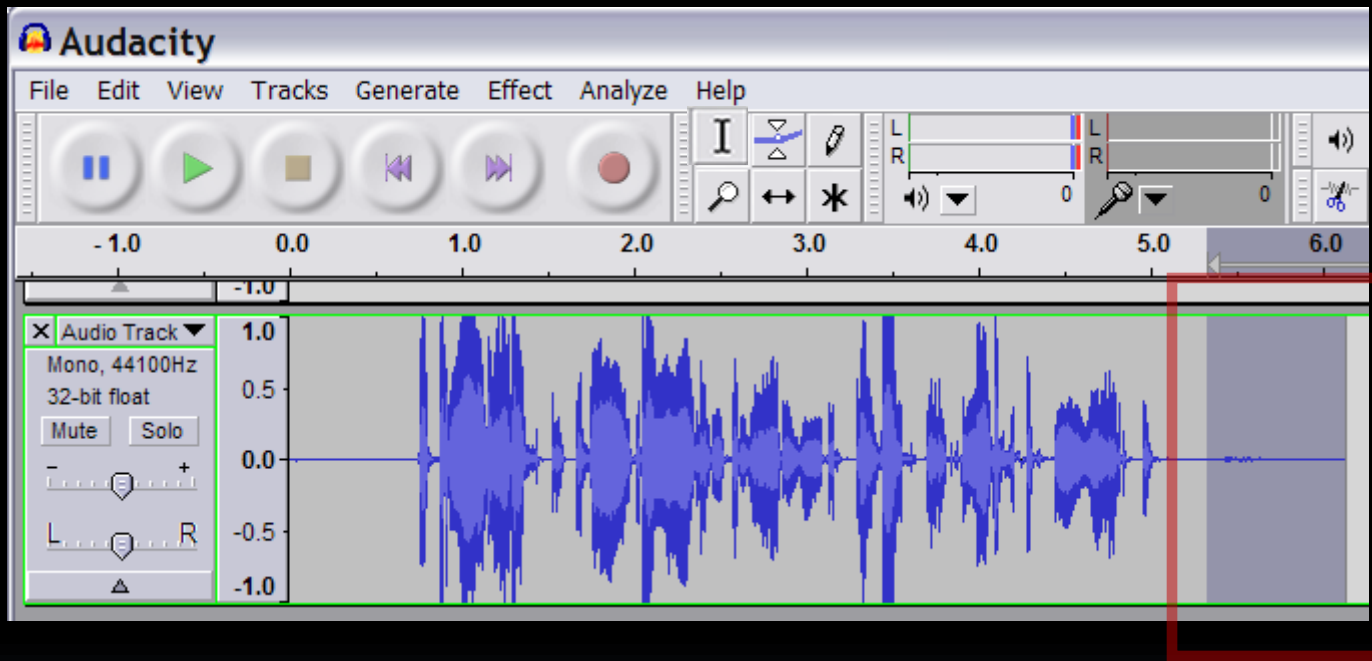
# Importing Sound



- **File > Import > Audio**
- Select the sound you want and **Open**



# Deleting Sound

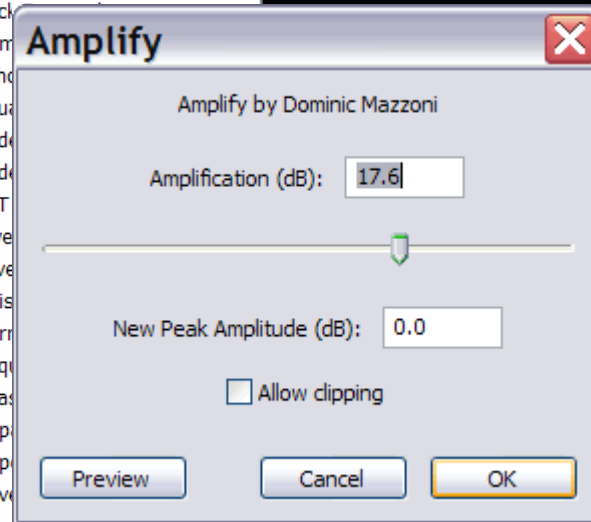
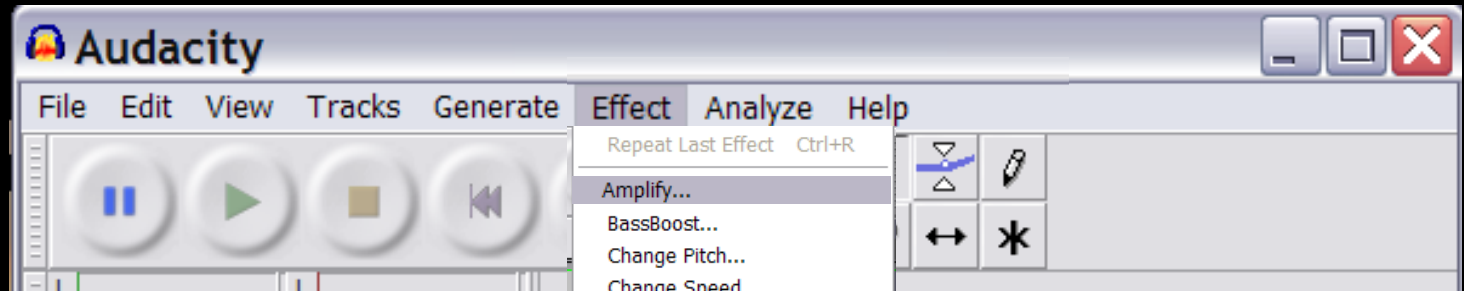


Selected Area  
that will be  
deleted

- Using the **Selection Tool** select the sound you want to delete
- Press the **Delete** key on your keyboard



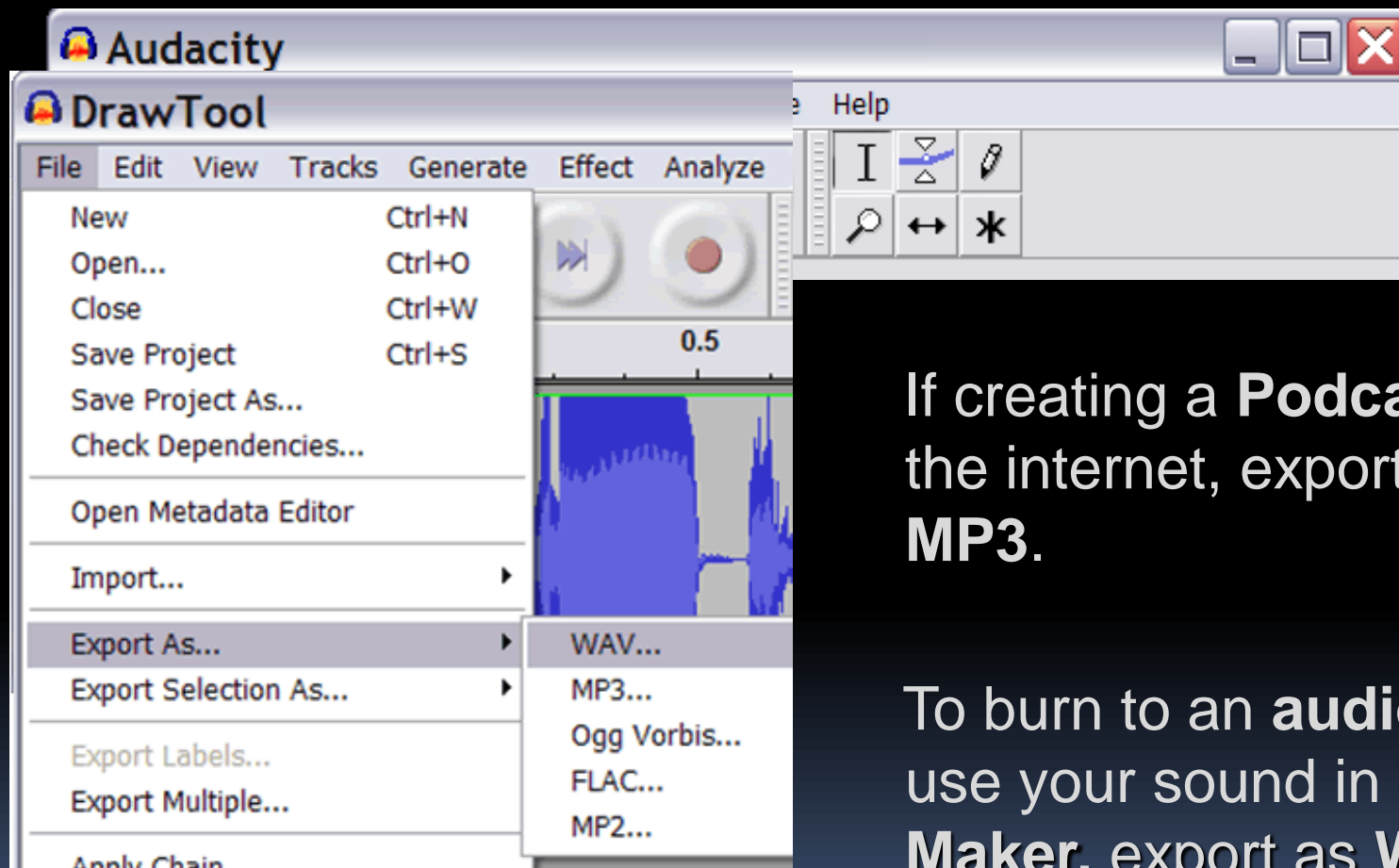
# Lets Have Some Fun



- To have fun with the sound, select **Effect**
- Select an Effect from the menu
- Play around with the settings for each effect to see what they do



# Exporting to an Audio File



If creating a **Podcast** for the internet, export as **MP3**.

To burn to an **audio CD** or use your sound in **Movie Maker**, export as **WAV**.



# What Else Can I Do?

Help Improve Audacity by contributing to  
the

**Audacity Wiki**

<http://audacityteam.org/wiki/>

or the

**Audacity Forum**

<http://audacityteam.org/forum/>

Every little improvement makes a **big**  
difference!