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Getting started

Audacity 1.3.x

Windows

preliminary version

Radio Department

Revision October, 2009

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Notice:

Audacity does not support **copyrighted .wma**, **.ACC** (iTunes) and **Real Audio** files

About Audacity®

Audacity® is a free, open source software for recording and editing sounds. It is available for Mac OS X, Microsoft Windows and GNU/Linux.

You can get more help from the menu or at http://audacity.sourceforge.net/about/

Preferences

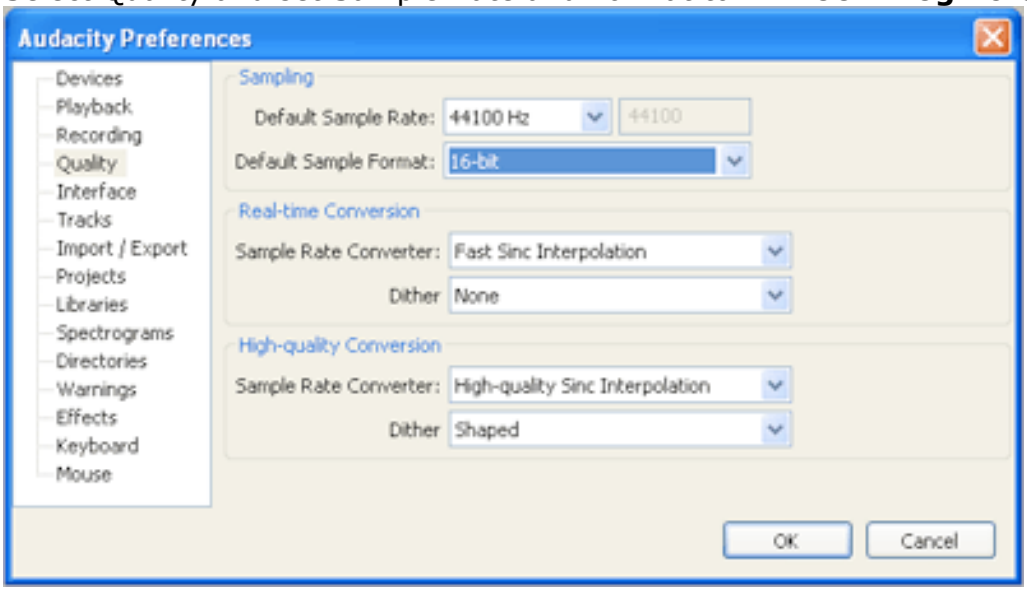
If you already have set your preferences in your own computer – go to page 7.

If you are using a different version than **Audacity ® 1.3.9 (Unicode)** there can be a slight divergence in appearance of the following windows.

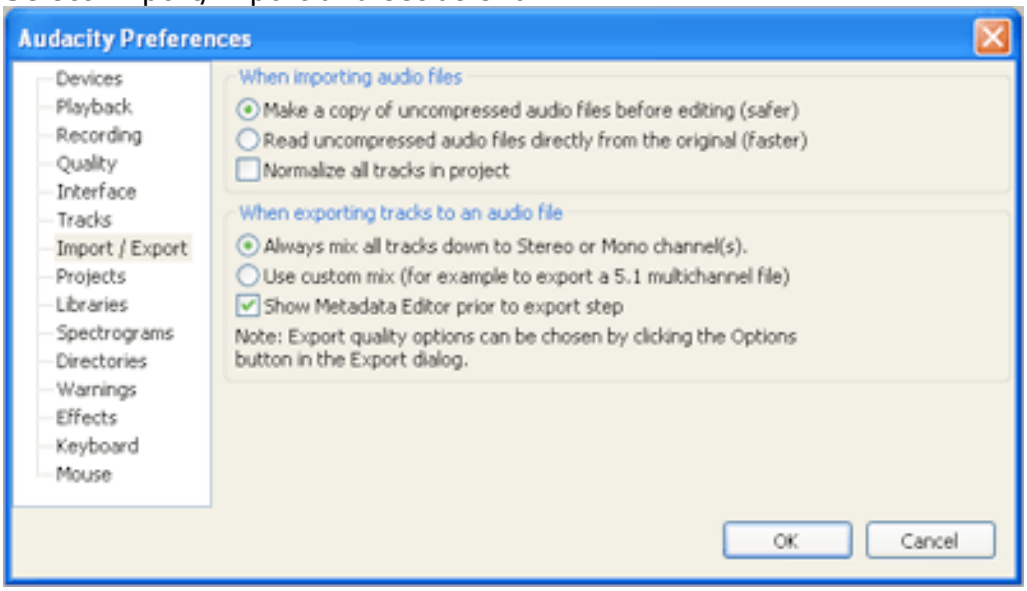
Opening the programme for the first time:

1. Open Audacity
2. Choose Audacity>Preferences in the menu.
3. Set the preferences as shown bellow:

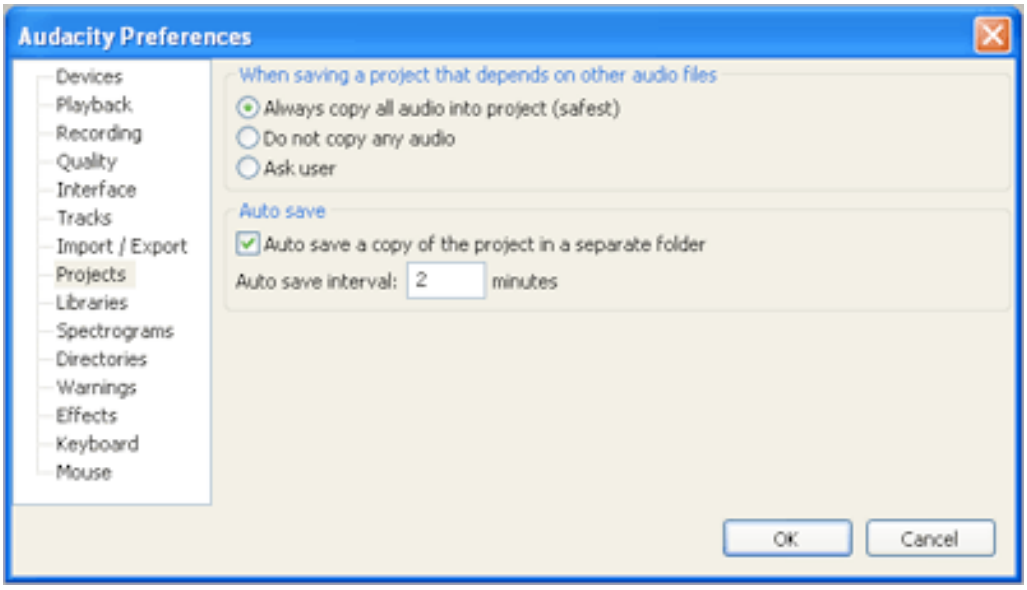
Select Quality and set Sample Rate and Format to **44.100 Hz og 16 bit**



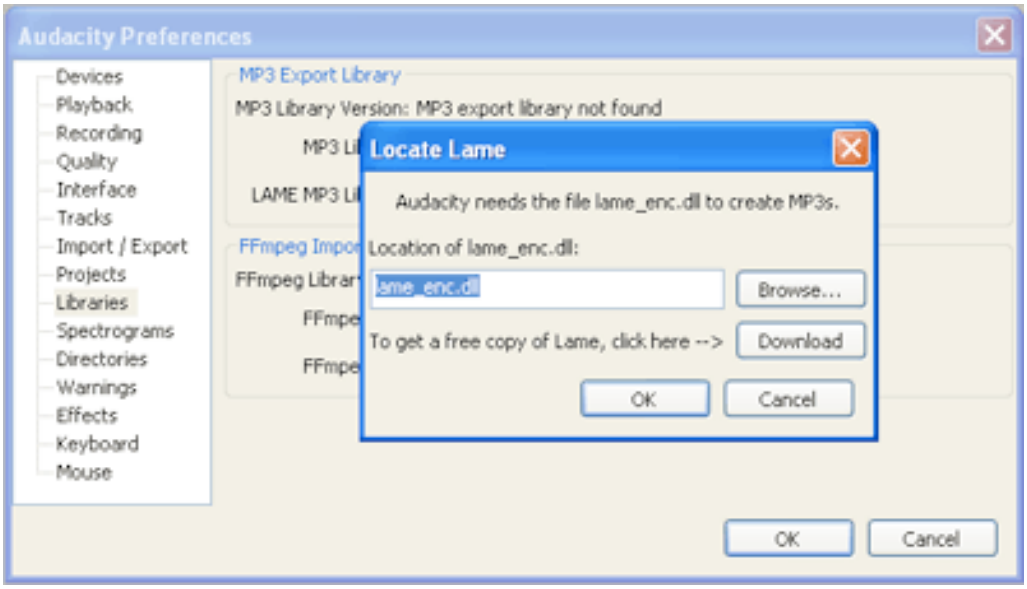
Select Import/Export and set as shown:



Select Projects and set as shown:



Select Libraries



Click Locate
Click Download

Your browser opens – find this:

Windows:

1. Go to the *LAME download page*
   Left-click this link, do not right-click

Click *LAME download page*

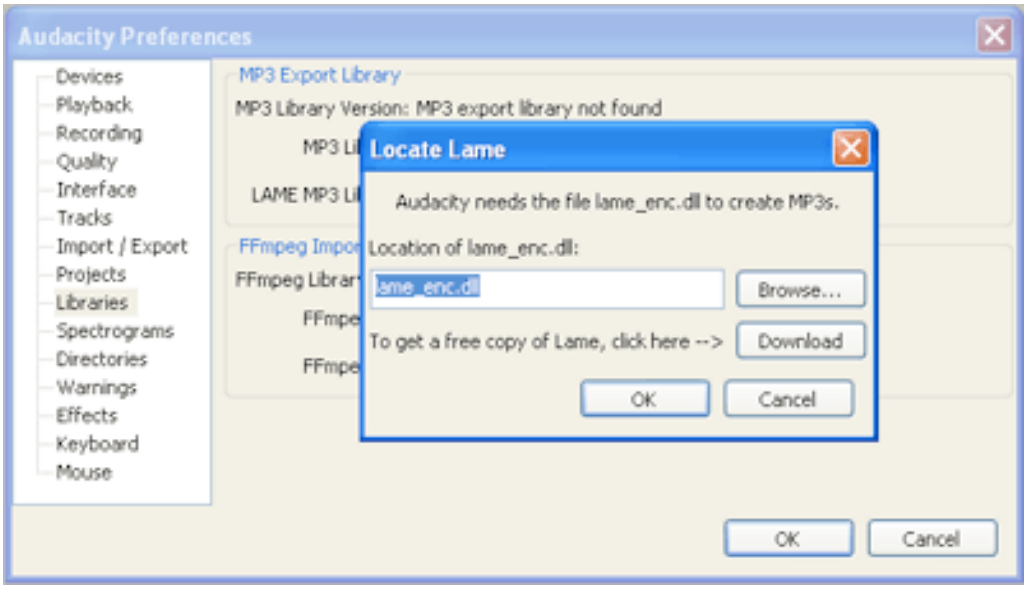
New browser page opens – find this:

For Audacity on Windows:
Lame_v3.98.2_for_Audacity_on_Windows.exe

Click Lame v3.98.2_for_Audacity_on_Windows.exe

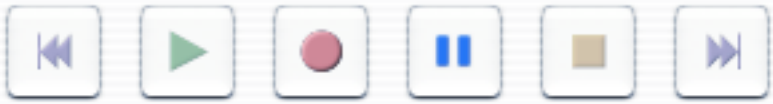
Follow the installation instructions

When done click OK – and OK



and your Audacity is ready for use.

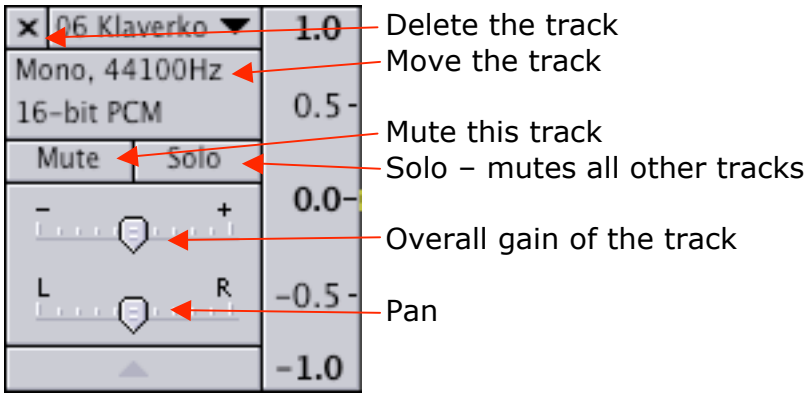
Tools



Zoom

From left to right:
Zoom out
Zoom in
A selected piece will fill out the window
View all

The track



Editing tools

Selection tool - for selecting the range of audio you want to edit or listen to

Envelope tool - for changing the volume over time

Draw tool - for modifying individual samples – Don't use it!

Zoom tool – click and drag

Move tool - for sliding clips left or right

Multi tool – most of the tools, but it is difficult to use

Open a new project

1. **Create a new folder for your project** and save it on your desktop
2. Open Audacity
3. Choose in the menu File>Save Project as... and save the project in the folder

Import of sound files

1. Choose in the menu File>Import>Audio...
2. Select the file you want to edit and click Open. In a short while you can see a graphical view of the sound

Your selected sound file opens in a new track

Import a tune from a CD

1. Load a CD into the computer
2. Choose in the menu File>Import>Audio...
3. Select the CD and then your preferred tune.
4. Click Open. In a short while you can see a graphical view of the sound

Your selected tune opens in a new track

If the sound level of the music is too high use the gain control in the track to decrease the level.

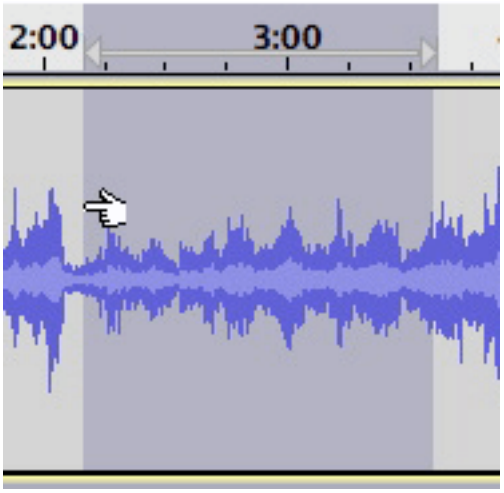
Play back

Play back: Press Space
Pause: Press P
Stop: Press Space
Move cursor to start: Press Home – or use the transport panel
Move cursor to end: Press End – or use the transport panel

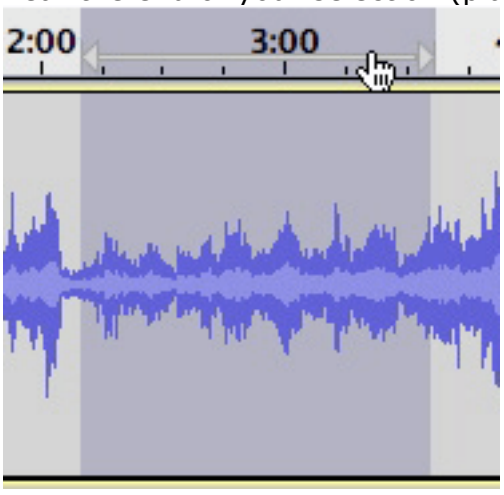
Editing

"If in doubt – leave it out"

Use the selection tool to choose a clip
Alter the start- and end-point of the chosen part: Move the mouse to the edge of your selection – hold the mouse down and adjust



Listen to the start of your selection: Press Space
Listen to the end of your selection: Click in the timeline within and near the end of your selection (plays automatically).



Stop by pressing Space

Now when you learned to choose a part of your recording you can do one of two actions:

1. Remove unwanted parts:

After a selection just press Delete (backpsace)
Use Apple-Z, if you want to undo the deletion.

2. Copy wanted parts to a another track

1. Select the first clip with a few extra seconds in both ends.
2. Press Apple-D. This action do two things at the same time – a new track and a copy/paste of the selected clip.
3. Select the next clip.
4. Press Apple-C and click in the new track where you want the clip to be located
5. Press Apple-V
6. Repeat 4 + 5 + 6 until you have chosen all your clips

With the Move tool put the clips together.

Now you can edit the transitions by selecting and deleting.
Mute the upper track.

It is much easier to overview editing of the transitions in a large magnification – so use the Zoom tools.
Use Apple-Z, if you want to undo a deletion.

Adjusting track height

If you have many trakcs you can reduce the track height to fit the window by pressing Shift-Apple-F
You can alter the track height in a single track by dragging the bottom of the track up or down.

History

Choosing View>History... will show you a list of your actions. By clicking on the various entries, the edits will revert to that stage of the edit and you can then discard all moves after that point by clicking the **discard** button.

Useful advise

Perhaps you find View>History as a helpful tool
Maybe you fancy the apple+Z function

When quitting the program the History is deleted

Timing and mixing of several tracks

" It's all about timing and levels"

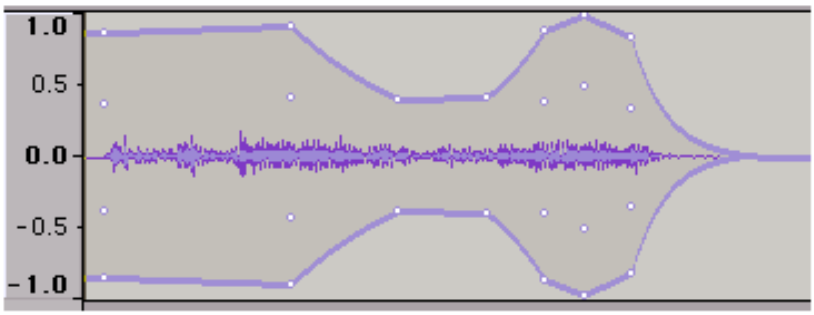
Timing

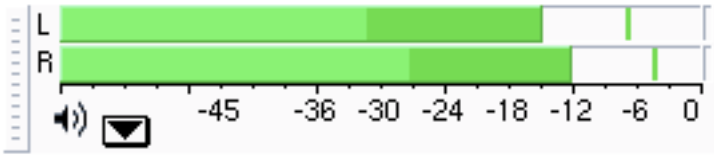
Move your components so you hear everything at the right time in your programme.

Mixing

By using the Envelope tool you can adjust the volume separately over the time in each track.

1. Click the Envelope tool
2. Click in the track where you want to change the volume
3. Now decrease the volume of background sounds or music by dragging and shaping the line with the mouse so you can hear all the spoken words clearly





Keep an eye on the meter to avoid clipping

-12 dB is the standard test level, but something between -12 dB and -3 dB is okay for your project.

The last actions

Good craftsmanship in editing is to make a 'fade in' at the beginning of your program and a 'fade out' at the end of your program.

Fade in - Fade out

1. Select with Selection tool where you want your fade in
2. Choose Effect>fade in
3. Select with Selection tool where you want your fade out
4. Choose Effect>fade out

Maybe you find it easier to do the same adjustments with the Envelope tool.

Export the project to a new WAV file (suitable for Flash)

Useful advise
Do not have anything else but your finished program in the tracks of your project.

1. In the lower left-hand corner select Project Rate>44.100 Hz
2. Choose File>Export...
3. Now you can fill out the meta-data (not necessary). Click OK
4. Choose format:

5. Save it to your folder

Export the project to a new MP3 file (suitable for MediaNet)

Useful advise
Do not have anything else but your finished program in the tracks of your project.

6. In the lower left-hand corner select Project Rate>44.100 Hz
7. Choose File>Export...
8. Now you can fill out the meta-data (not necessary). Click OK
9. Choose format:

Save it to your folder