

## Download the Audacity Software

**TIP:** Audacity may already be installed on your computer. To check, go to the lower-left corner of your screen, click **Start...** select **All Programs...** **Audacity**. If the Audacity is listed in the programs folder, move on to the next page.

1. Go to the Audacity website: <http://audacity.sourceforge.net>
2. Click the **Download Audacity 1.2.6** link -----□
3. Click the **Audacity 1.2.6 installer** link

**TIP:** A yellow bar may appear on your screen with the following message:

*"To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options..."*

Click the **yellow bar** and select the **Download File** option. -----□

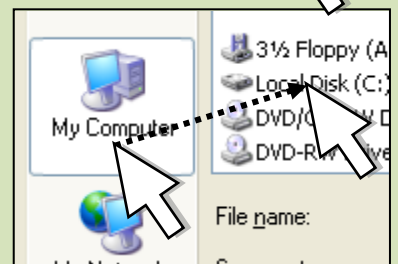
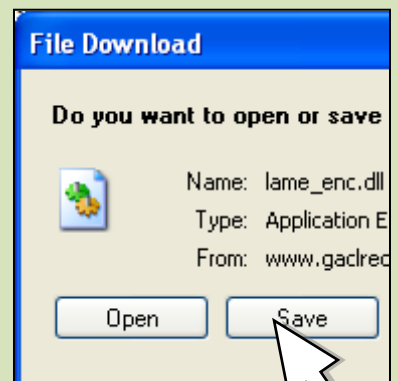
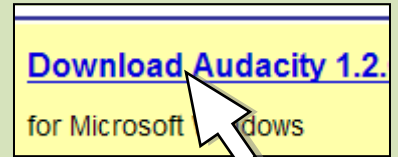
4. Click the **Run** button... on the next pop-up window, click **Run** again
5. Click the **Next** button... select the **I Accept the Agreement** option... click **Next**
6. Click the **Next** button... click **Next**... click **Next**
7. Click the **Install** button... click **Finish** to launch Audacity

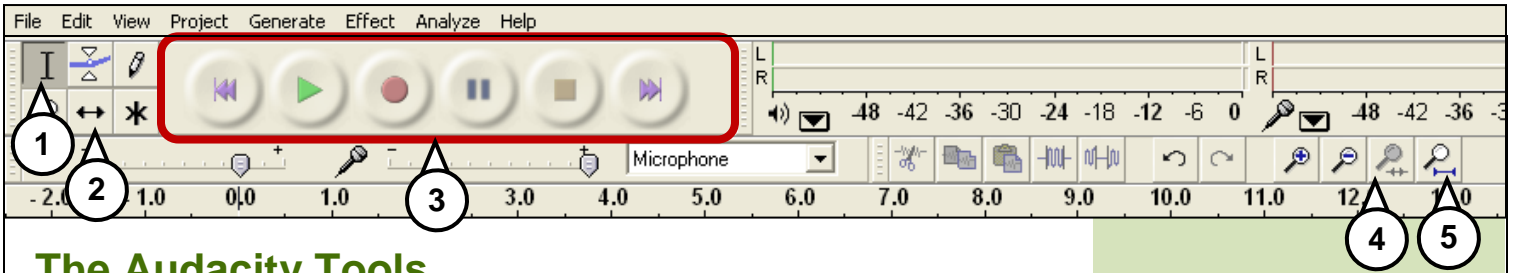
## Do you want to make an MP3 file?

**TIP:** MP3 files are much smaller than standard WAV files. If you plan to upload your sound file to a website, you will want to follow the steps in this section.

1. Go to: [www.gaclrecords.org.uk/lame\\_enc.dll](http://www.gaclrecords.org.uk/lame_enc.dll)
2. Click the **Save** button-----□
3. On the left column, click the **My Computer** button-----□
4. From the list of drives, double-click the **Local Disk (C:)** option-----□
5. Double-click the **Program Files** folder... double-click the **Audacity** folder
6. Click the **Save** button

**TIP:** The LAME encoder is only needed to create MP3 files, not standard WAV files. The section titled, "Export Audio as an MP3 File" will explain how to use this "plug-in" encoder.



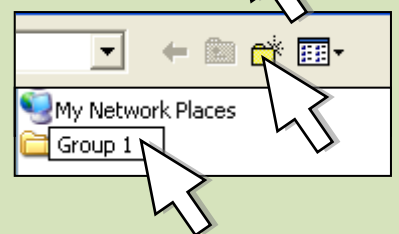
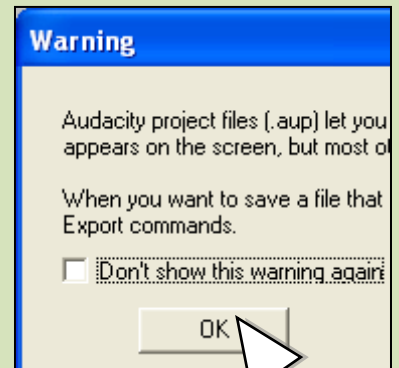


## The Audacity Tools

1. **Selection Tool:** Use to highlight audio selections by clicking and dragging across the audio wave form. The grayed area selected is now ready to receive any number of editing tools or effects applied to the highlighted sample.
2. **Time Shift Tool:** After selecting the Time Shift tool, select a track and click on the wave form and drag it left or right to move it earlier or later in the timeline.
3. **Play Back Control Buttons:** The play back control buttons are represented by the traditional round buttons on the tool bar. From left to right: Skip to Beginning, Play, Record, Pause, Stop, Skip to the End.
4. **Fit Selection in Window:** Highlight a section with the Selection tool. Click the Fit Selection in Window button to enlarge/reduce to the size of the window.
5. **Fit Project in Window:** Click this tool to enlarge/reduce the entire project to the size of the window.

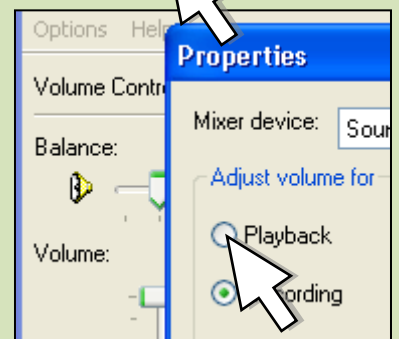
## Create a Folder for Your New Project

1. From the file menu, click **File...** click the **Save Project As** option  
**TIP:** A Warning pop-up window may appear. The message is informing you that you are saving a project file, not an actual audio file. The project can only be used in Audacity. Exporting the audio file will be explained in one of the following sections. Click the **OK** button -----
2. Browse for a location to save your project... click the **Create New Folder** icon-----
3. Type a title for your folder... click the **Open** button
4. In the **File name** box, type the name of your project... click the **Save** button



## Adjust the Microphone Settings

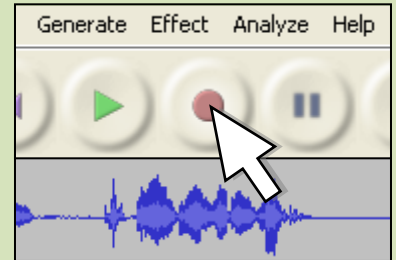
1. In the lower-right corner, **double-click** the **speaker** icon -----
2. From the top menu, click **Options**
3. If available, make sure there is a checkmark by **Advanced Controls**
4. Again, click **Options...** select **Properties...** click **Recording...** click **OK**-----
5. Check the **Microphone Select** box... set the **Volume** to about **80%**
6. In the Microphone column, click the **Advanced** button (if available)
7. Place a checkmark in the **1 Mic boost** box... click the **Close** button
8. Close the **Recording Control** window



## Record Your First Audio Track

1. To begin recording, click the red **Record** button-----□
2. As you talk into the mic, a waveform will display your recorded audio -----□
3. Click the **Pause** button to pause... click the **Stop** button to stop recording

**TIP:** If you press the Stop button, the next recording will automatically be recorded in a second audio track.



## Edit Audio

1. **Delete a section of audio**
  - Click the **Selection** tool... highlight the area you want to remove-----□
  - On the keyboard, press the **Delete** key... the highlighted section is removed

2. **Move an audio track**

- Click the **Time Shift** tool... drag the audio track to the left or right

3. **Fade audio in or out**

- Click the **Selection** tool... highlight the area you want to fade
- On the top menu, click **Effect**... select the **Fade In** or **Fade Out** option

**TIP:** Generally, audio fades in at the beginning of a track and out at the end.

4. **Increase or decrease the recorded volume**

- On the left-side of the audio track, move the **volume slider** left or right-----□
- A number will appear indicating the decibels (dB) increased or decreased

5. **Label tracks**

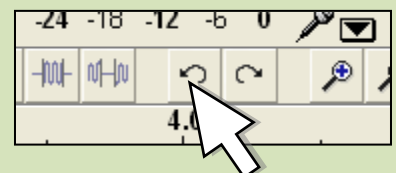
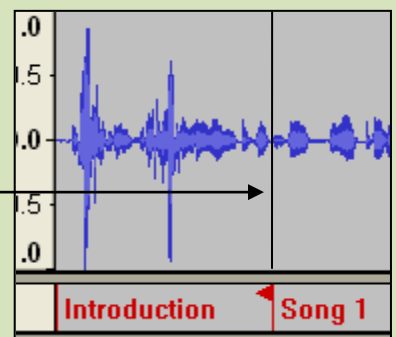
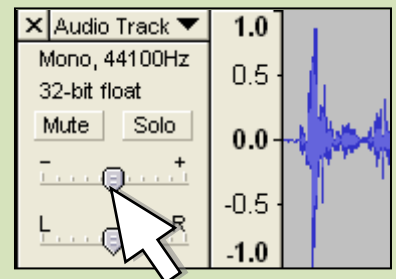
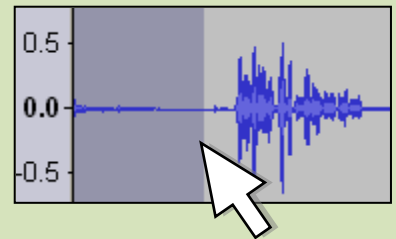
**TIP:** Labeling tracks allows you to identify different sections of your audio. For example, you may want to label songs in a concert or chapters in a book.

- On the top menu, click **Project**... select the **New Label Track** option
- With the **Selection** tool, click on the waveform to “mark” a label location -----□
- On the top menu, click **Project**... click the **Add Label At Selection** option
- Type a name to identify each labeled section-----□

6. **Undo your last edit**

- Click the **Undo** button -----□

**TIP:** On the keyboard, press the **Ctrl + Z** keys. This “keystroke” will undo the last command in almost every program... Audacity, Word, PowerPoint, etc.



## Add Music from a CD

1. Open Windows Media Player... in the lower-left corner, click the **Start** button
2. Click the **All Programs** option... click **Windows Media Player**
3. Under the **Library** tab, click the **pull-down arrow**... select **More Options** -----□
4. Click the **Rip Music** tab... click the **Format** pull-down arrow... select **mp3** -----□
5. Click the **OK** button... close **Windows Media Player**
6. Insert the CD into the computer's CD tray
7. The "Audio CD" window will appear... select **Rip music from CD**... click **OK**---□
8. All tracks will begin ripping
9. Click the **Start Rip** button... songs will be saved to your **My Music** folder
10. Close **Windows Media Player**
11. On Audacity's top menu, click **Project**... select the **Import Audio** option
12. Locate the MP3 music file... click the **Open** button

**TIP:** If you do not want all tracks to rip, click the **Stop Rip** button. Remove the checkmarks next to songs you do not want saved. -----□

**TIP:** Use the **Time Shift** tool to "move" the music track on the timeline. Remember you can fade-in/fade-out and reduce the volume as well.

## Export Audio as a WAV File (option 1)

1. On the top menu, click **File**... select the **Export As WAV** option -----□
2. Locate a folder to save the audio file... click the **Save** button

**TIP:** WAV files are better quality than MP3, but larger file size.

## Export Audio as an MP3 File (option 2)

1. On the top menu, click **File**... select the **Export As MP3** option
2. A warning message asks you to locate the LAME file, click the **Yes** button -----□
3. On the left column, click the **My Computer** button-----□
4. From the list of drives, double-click the **Local Disk (C:)** option-----□
5. Double-click the **Program Files** folder... double-click the **Audacity** folder
6. Double-click the **lame\_enc.dll** file

**TIP:** If you do not see this file, you may need to open the **Lame-3.96.1** folder.

7. A "tags" window will appear... you can leave this blank and click **OK**

