




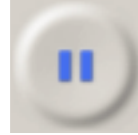

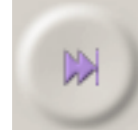
# Audacity Audio Editing

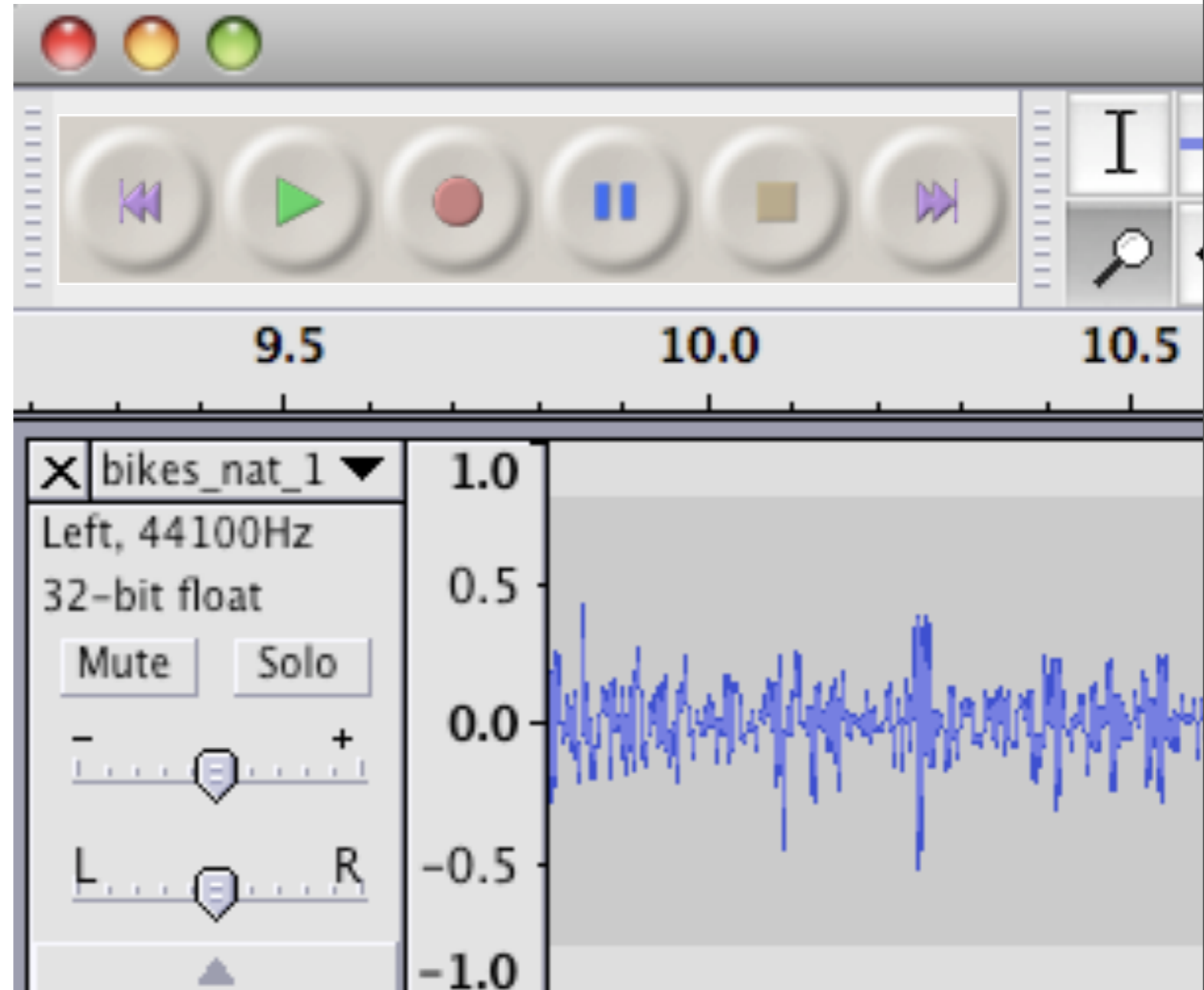
Val Hoepfner/Freedom Forum Diversity Institute

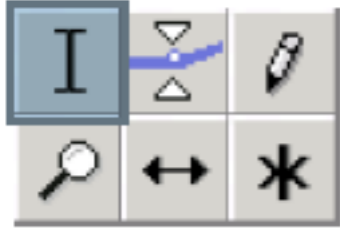
# First Steps in Audacity

- You will need to use Switch, Easy WMA or another audio conversion software to convert WMA files to MP3 files.
- File management is VERY important. Create a folder for your audio files, do not move the files until you are finished with your project.

# Main Toolbar

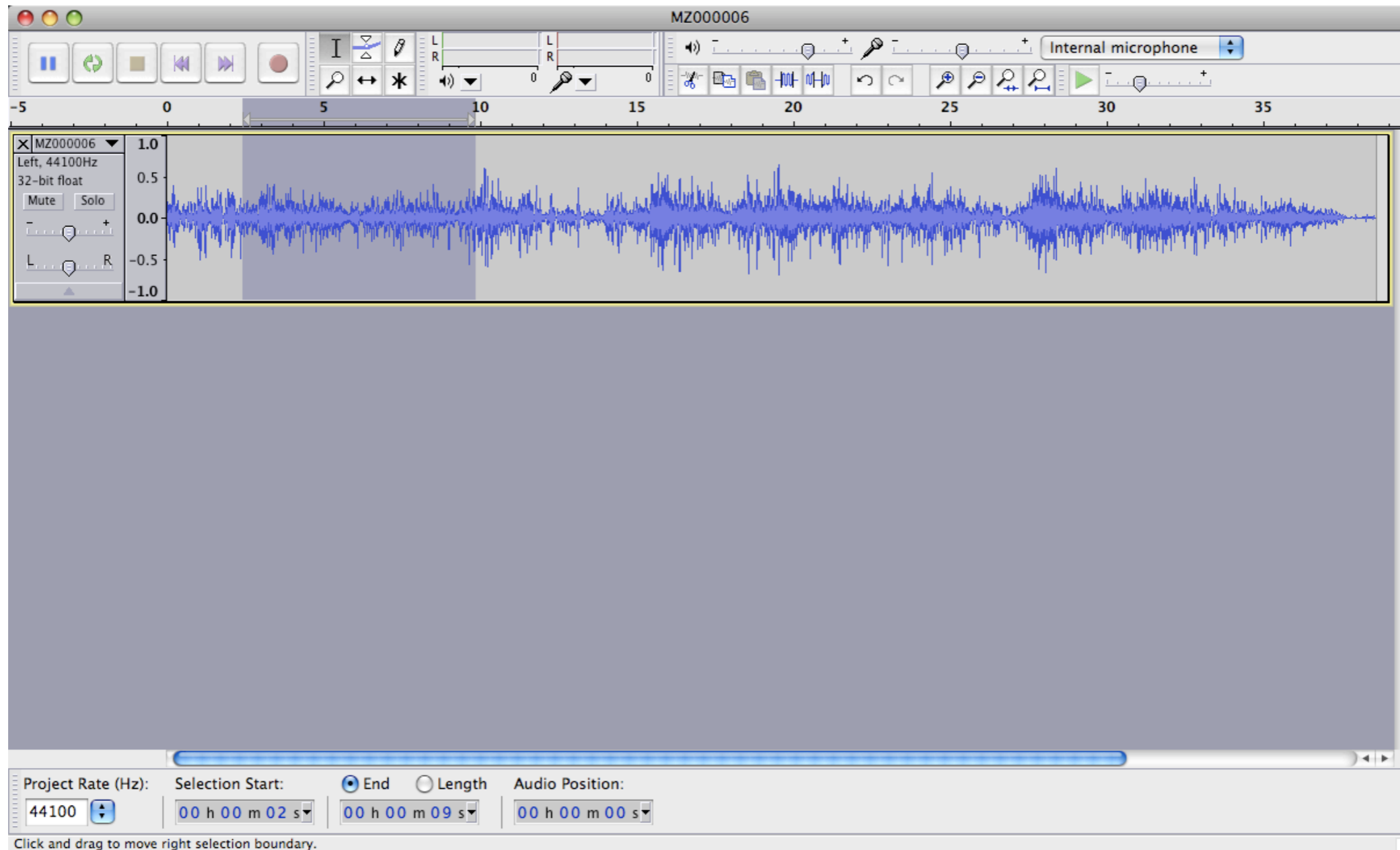
-  Cursor to start
-  Play Button
-  Record Button
-  Pause Button
-  Stop Button
-  Cursor to End

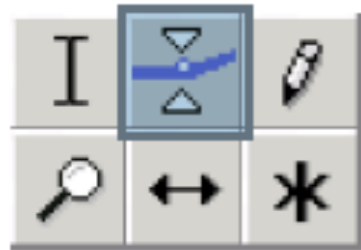




# Selection Tool

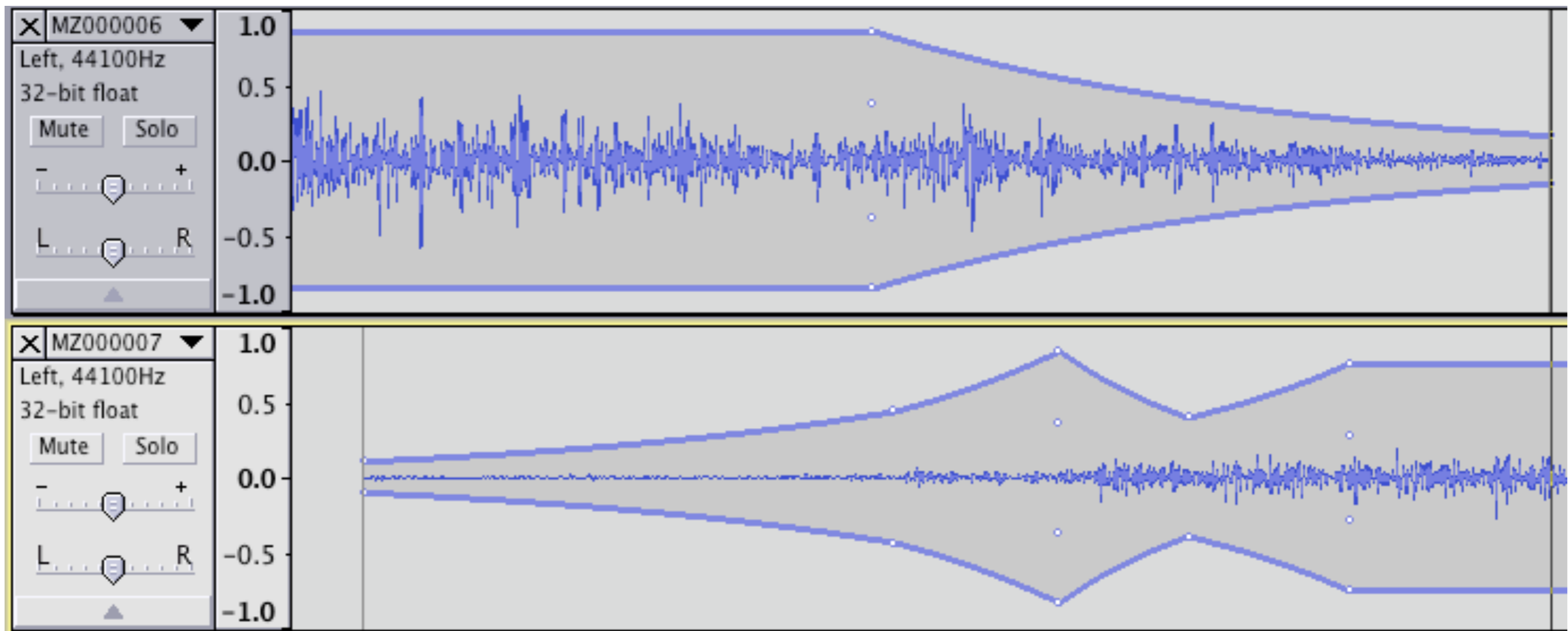
This is the main tool you use to select audio. Click in a track to position the cursor, or click and drag to select a range of audio. If you drag from one track to another, you can select multiple tracks. Extend a selection by shift-clicking a new point in the track. Playback will always begin at the position of the selection cursor. If a range of audio is selected, only the selected range will play.





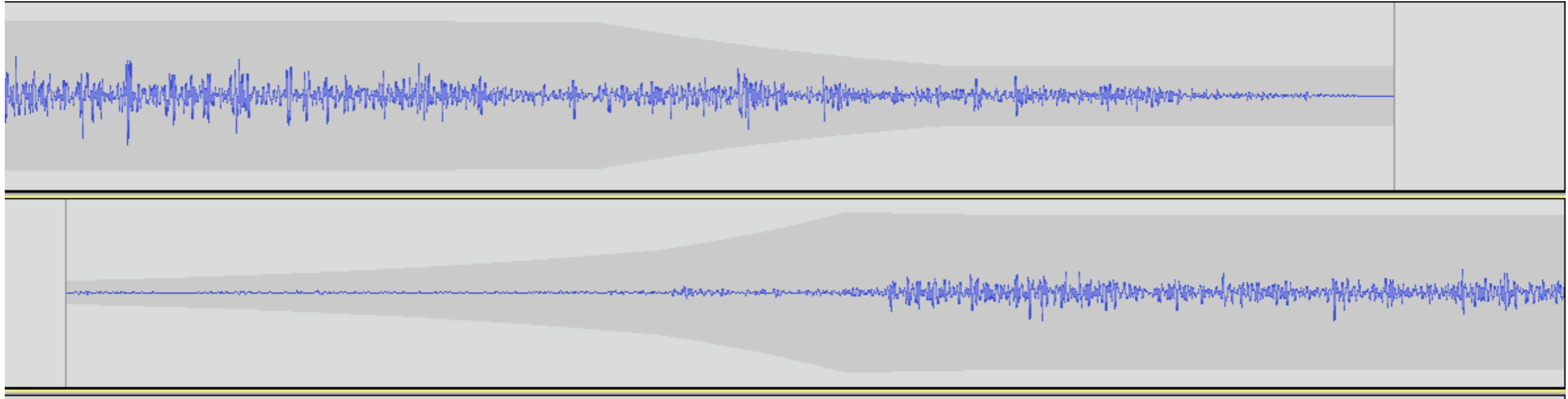
## Envelope Tool

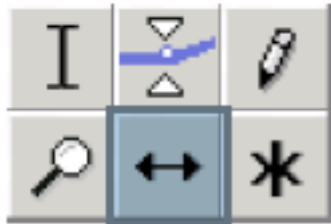
The envelope tool gives you detailed control over how tracks fade in and out, right in the main track window. When the envelope tool is selected, the amplitude envelope of each track is highlighted in a blue line, with control points at the beginning and end of each track. To change a control point, click it and drag it to a new position. To add a new point, click anywhere in the track where there is not already a control point. To remove a point, click on it and drag it outside of the track until it disappears, then release.



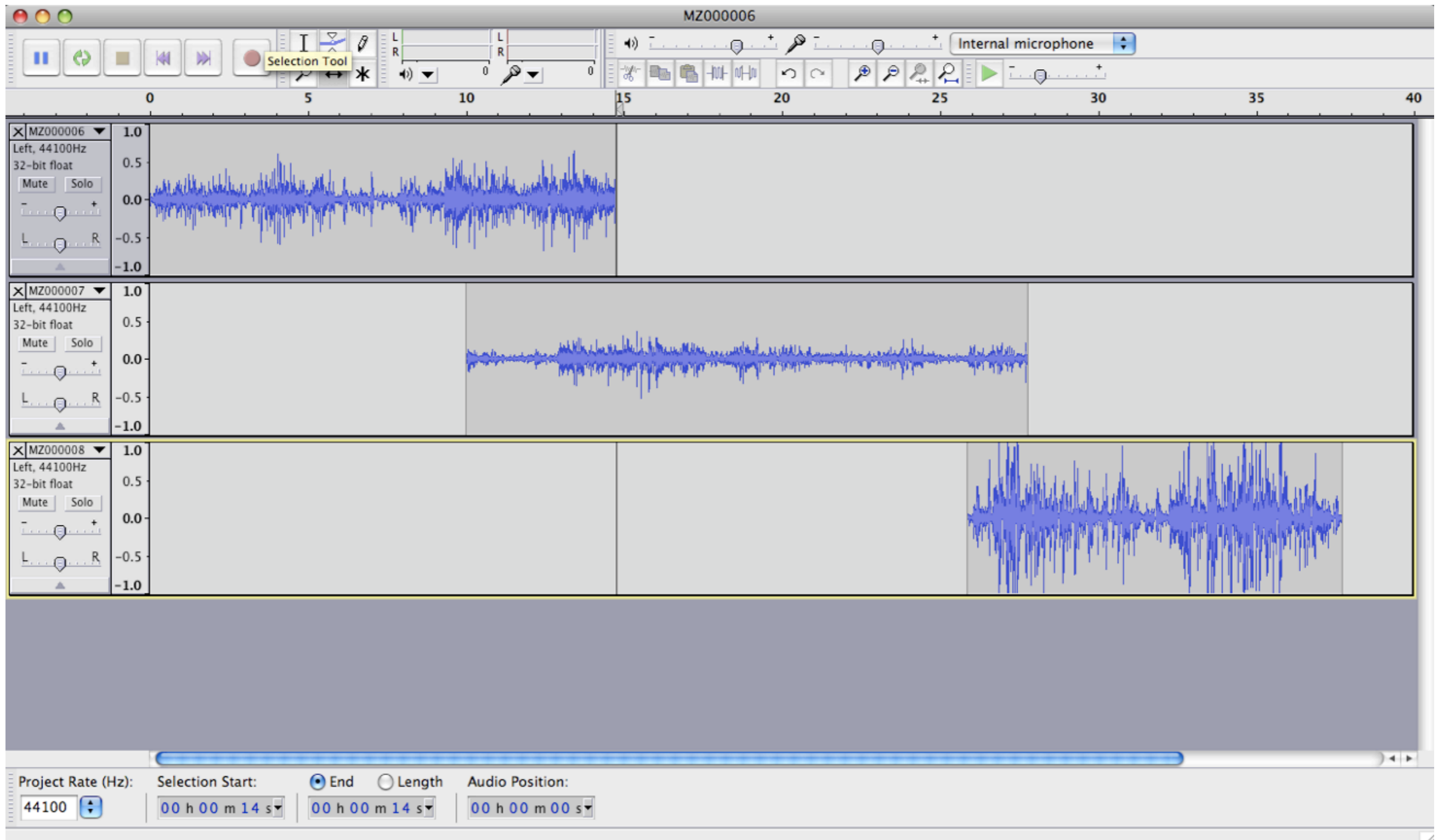


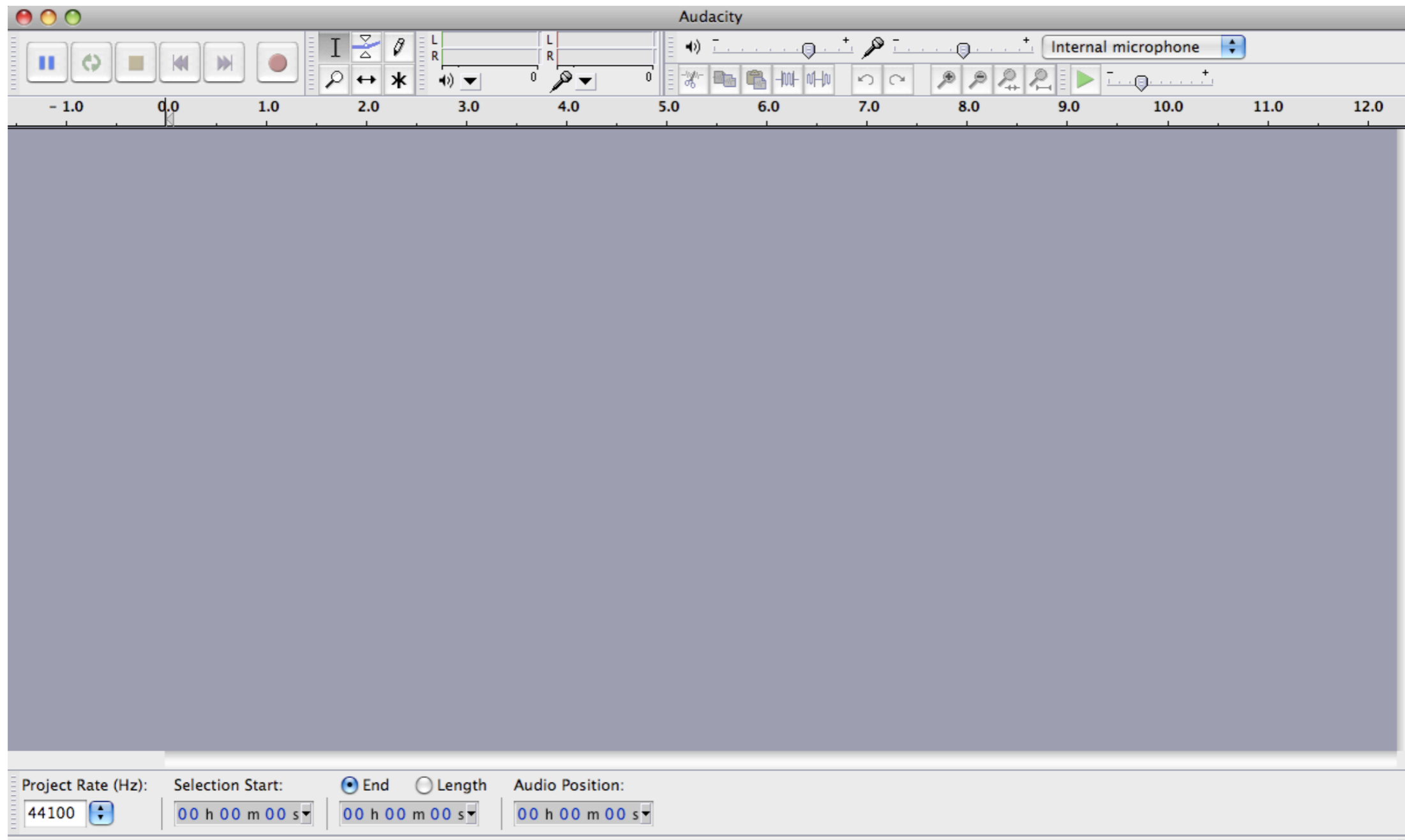
**Zoom Tool** This tool allows you to zoom in or out of a specific part of the audio. To zoom in, click anywhere in the audio. To zoom out, right-click or shift-click. In addition, you can zoom into a region by clicking and dragging the mouse to highlight the region you want to see, then releasing the mouse button.



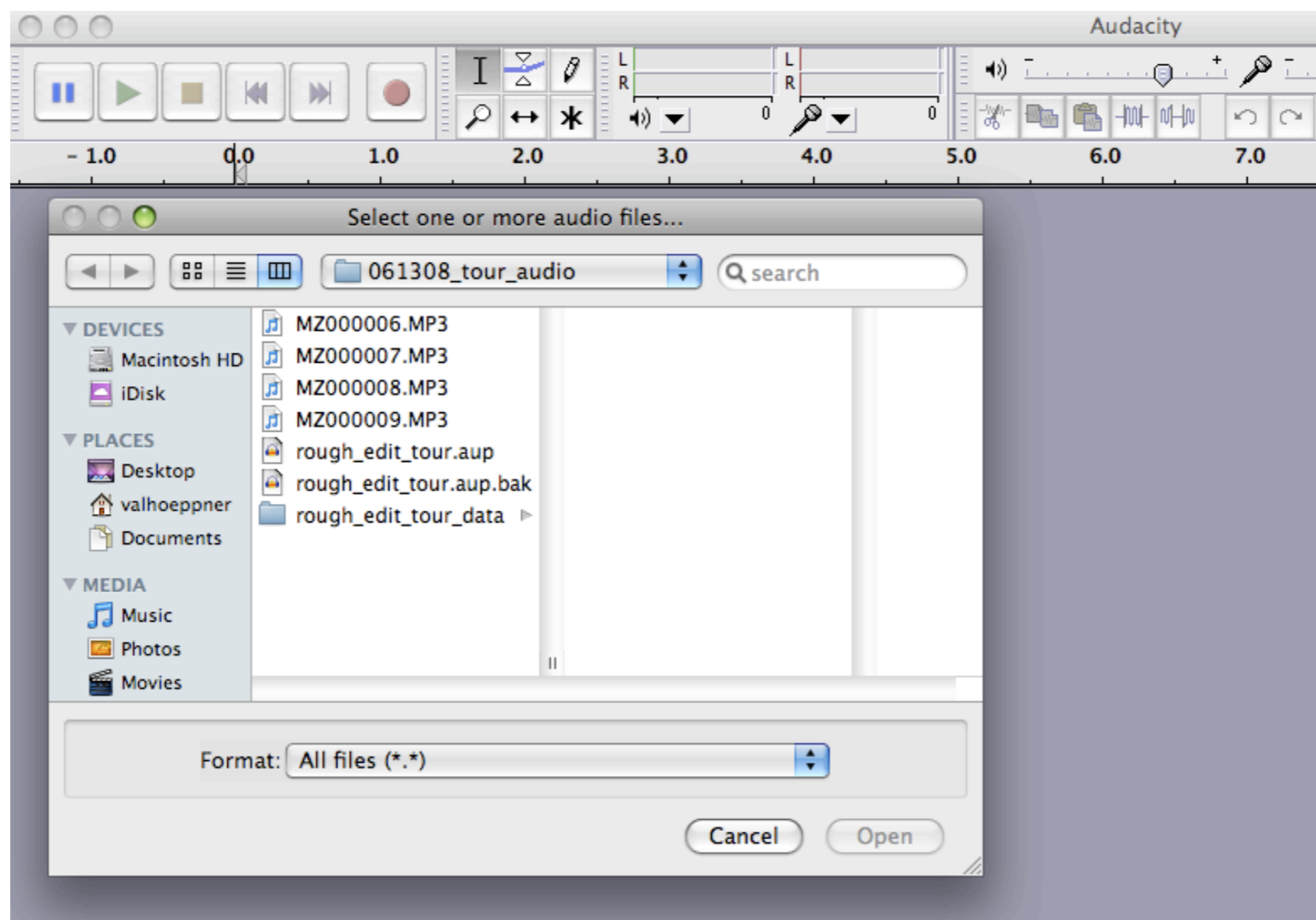


**Time Shift Tool** This tool allows you to change the relative positioning of tracks relative to one another in time. To use this tool, simply click in a track and drag it to the left or right.

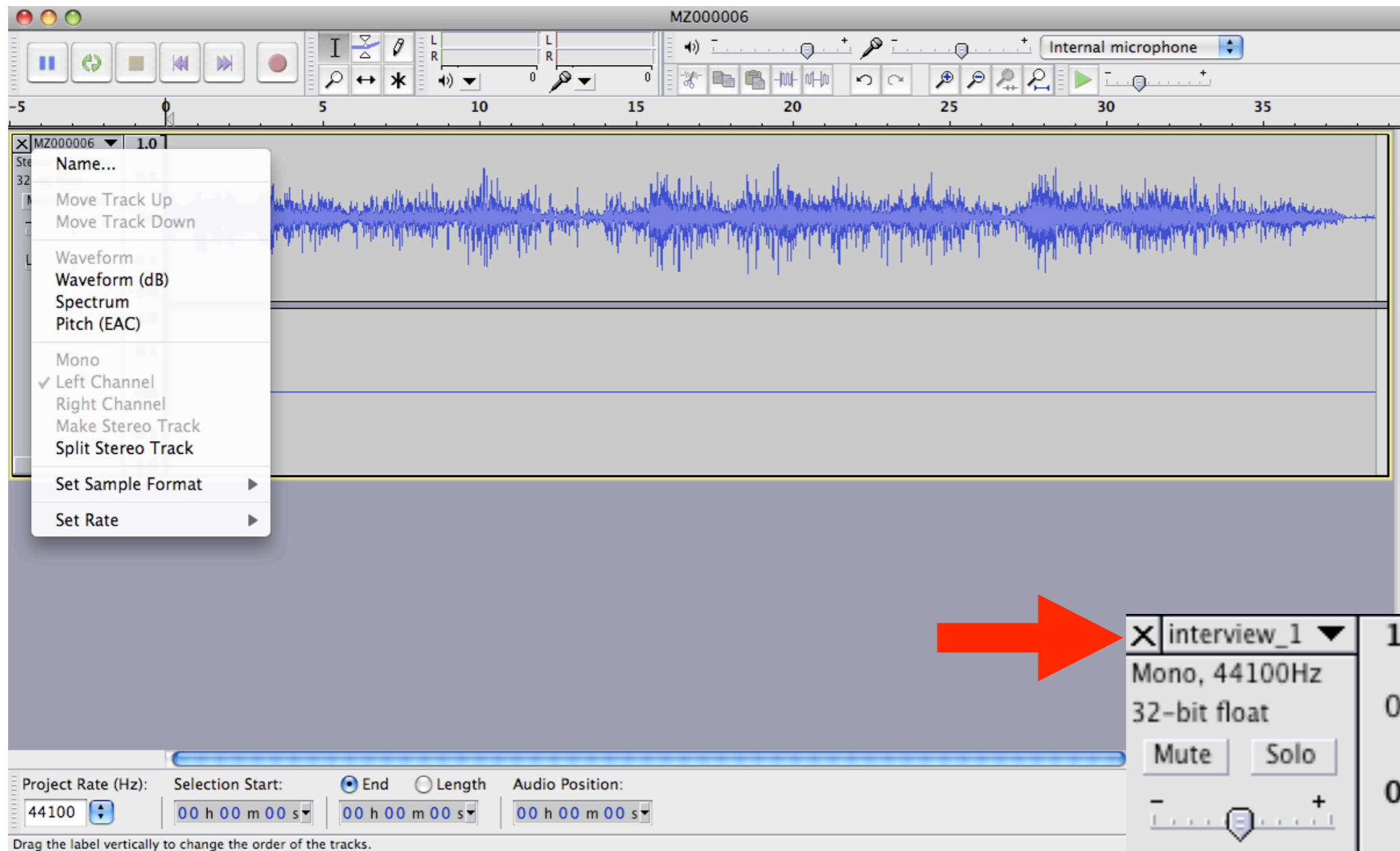




**Step 1:** Open Audacity and save your project as slug\_rough\_edit. Make sure to save the project in the same place you put your MP3 files.

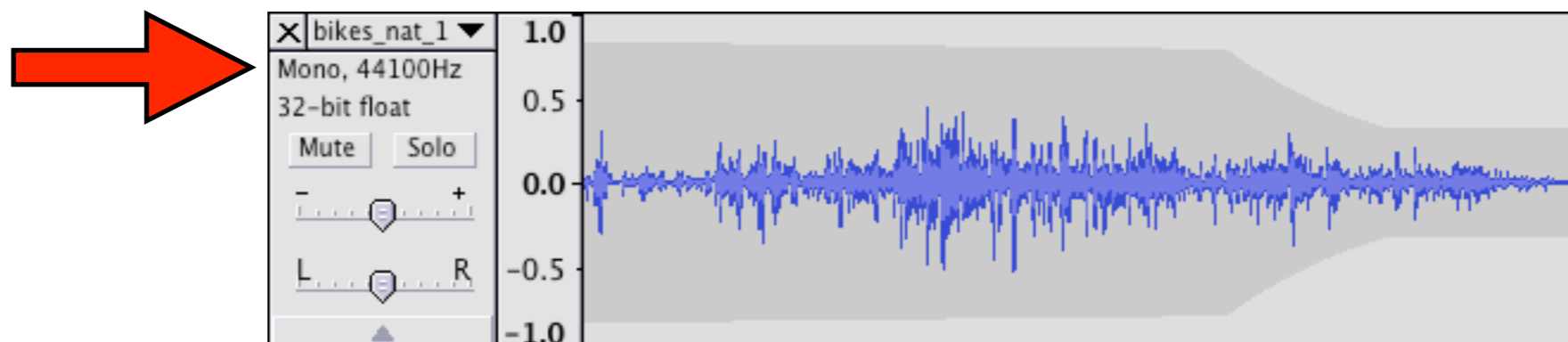
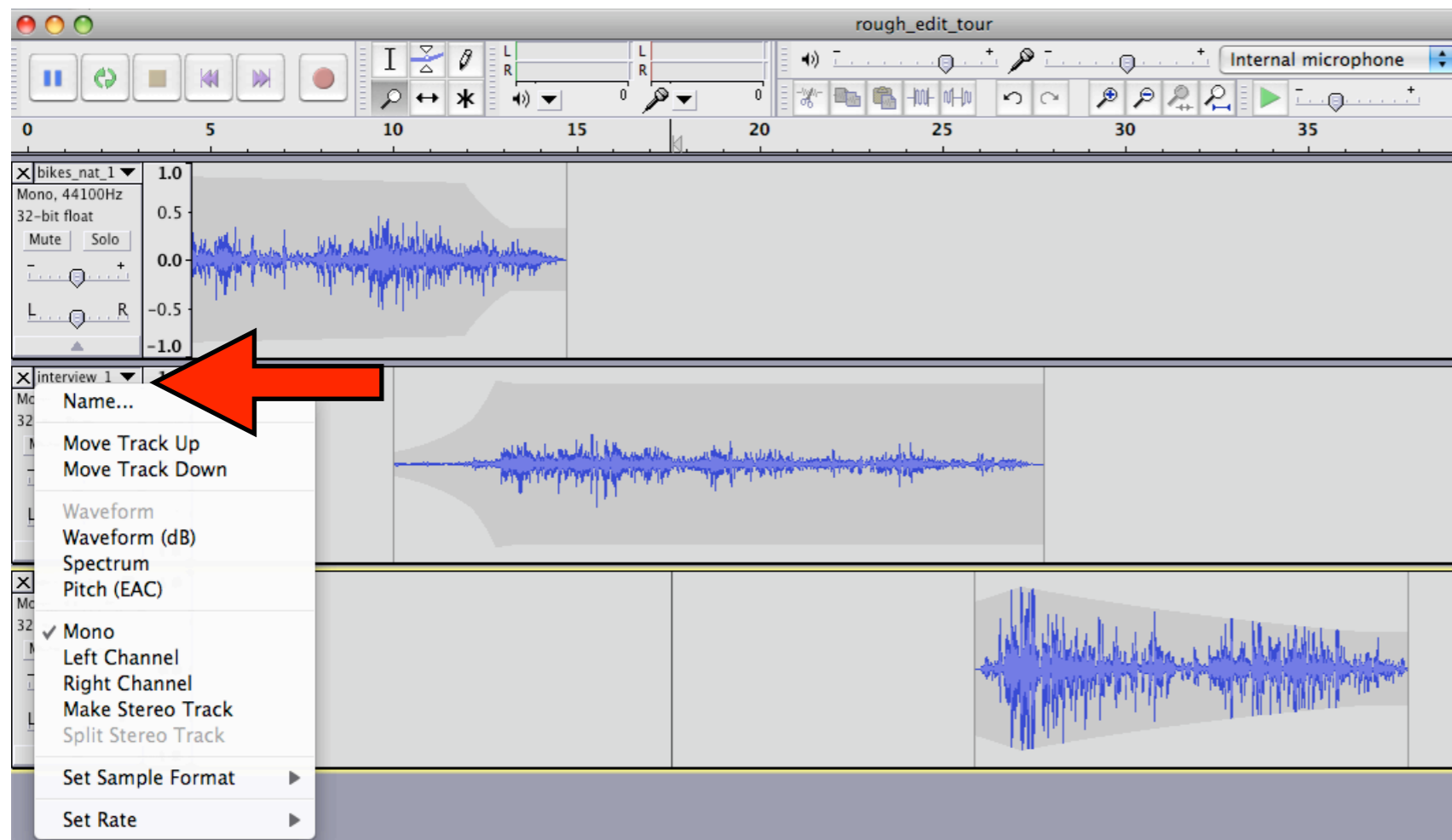


**Step 2:** Under File, choose Import/Audio. Choose an mp3 file and Open the file. Continue to import audio files using File/Import/Audio. Each audio file will create a separate audio track.

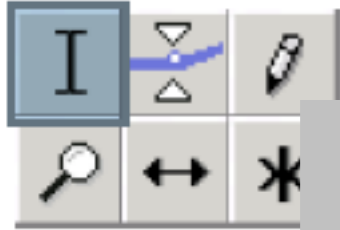


Click the **X** on the info box to delete the flat line track.

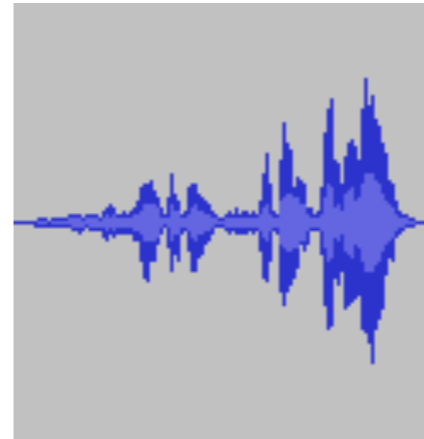
**Step 3:** Split the Stereo Track. Under the small black triangle click on Split Stereo Track, then delete the flat line track. Name your new track in the same menu.



**Step 4:** Make your track Mono. Under the black triangle in the track information click Mono. The track information will now say Mono, 44100Hz.



Using the selection tool, highlight the portion of the audio that you want to cut or delete. You can listen to the selection by hitting the play button or the space bar.



The remaining clip is ready to be copied into your final project.



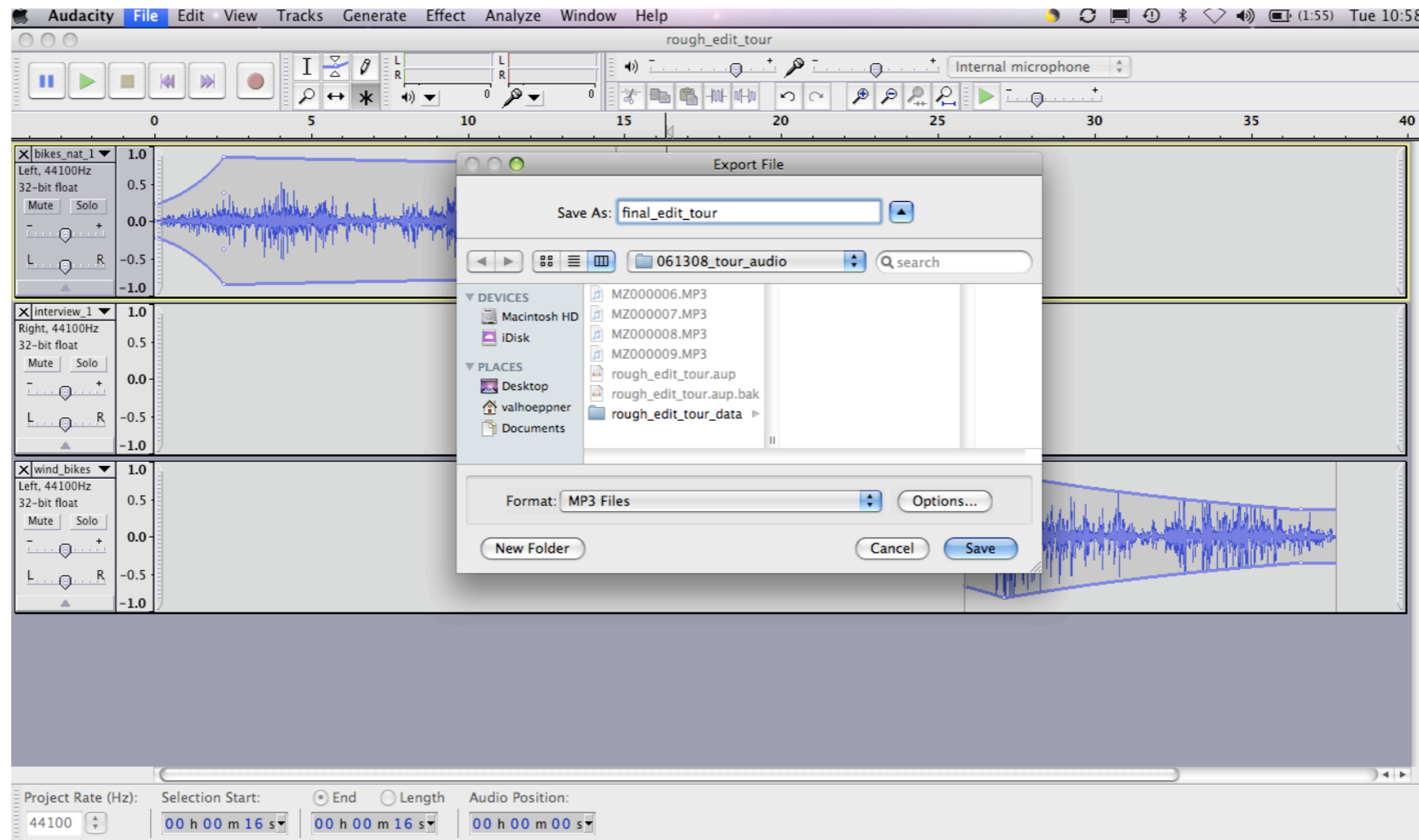
# Cut

Or use  
the Delete Key

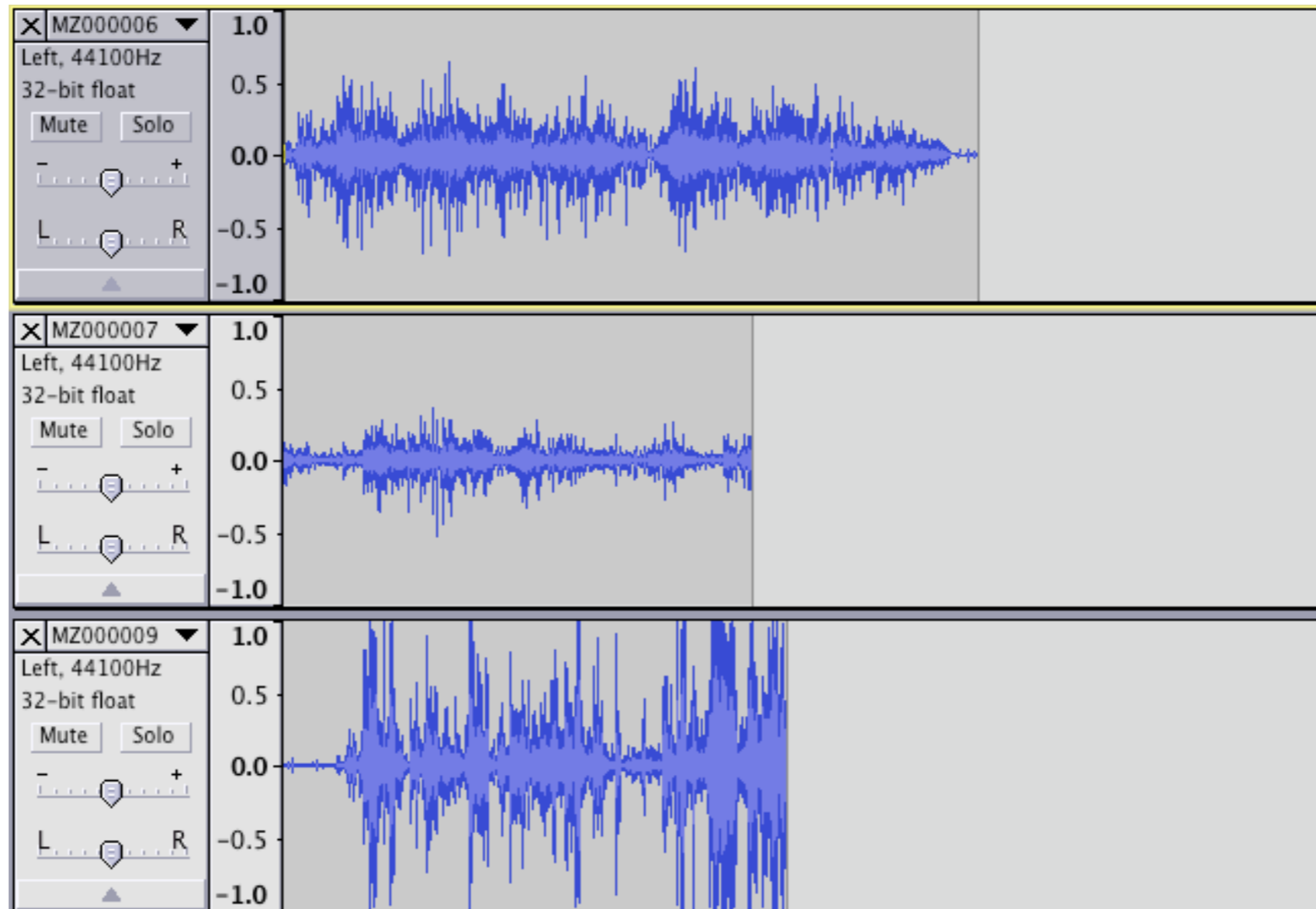


**Step 5:** Edit your track using cut or delete. You should delete the portion of the track you do not want, leaving only the good clip on each track.

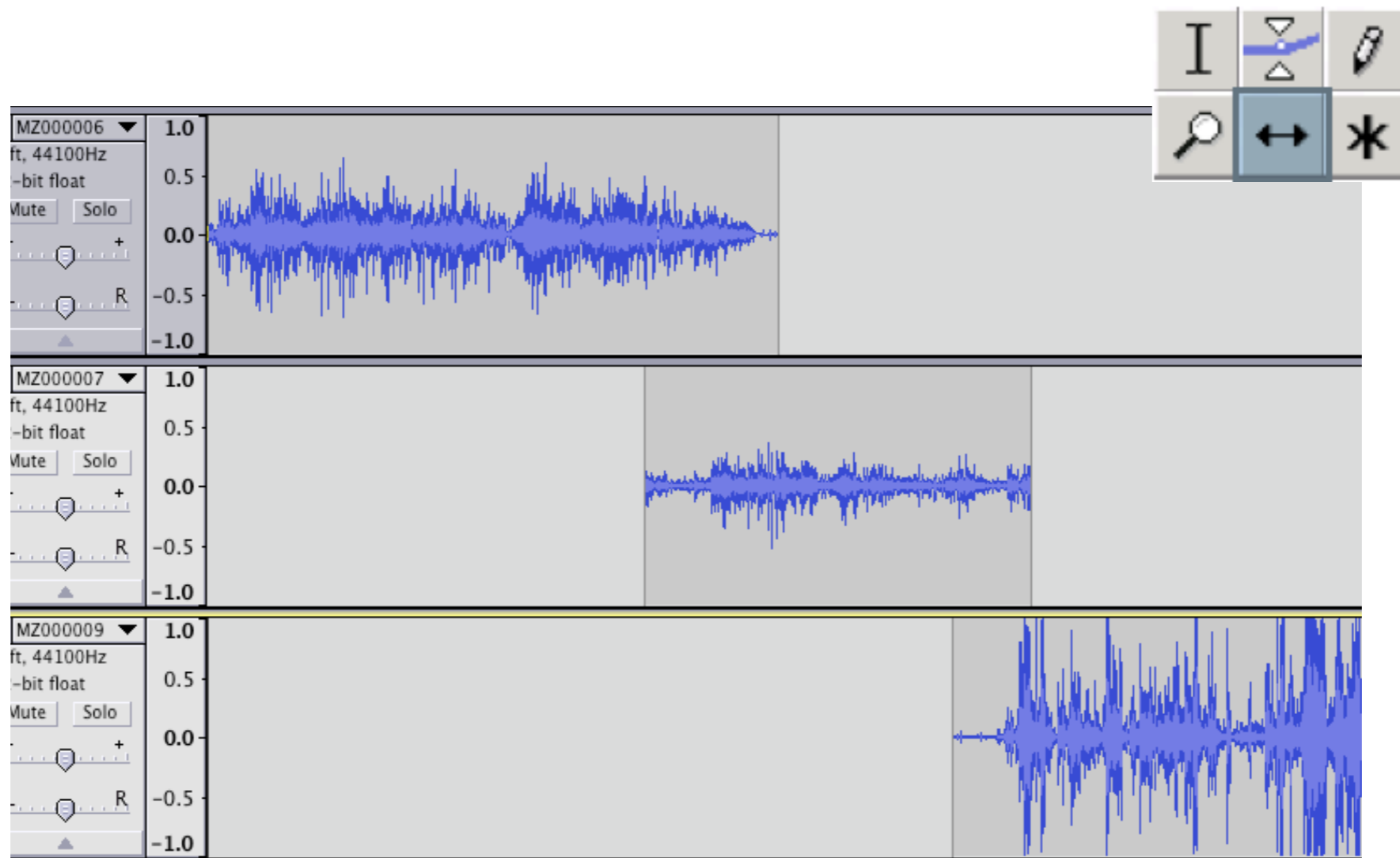
Think of it as sculpting a stone, you remove portions of the track to reveal the best audio.



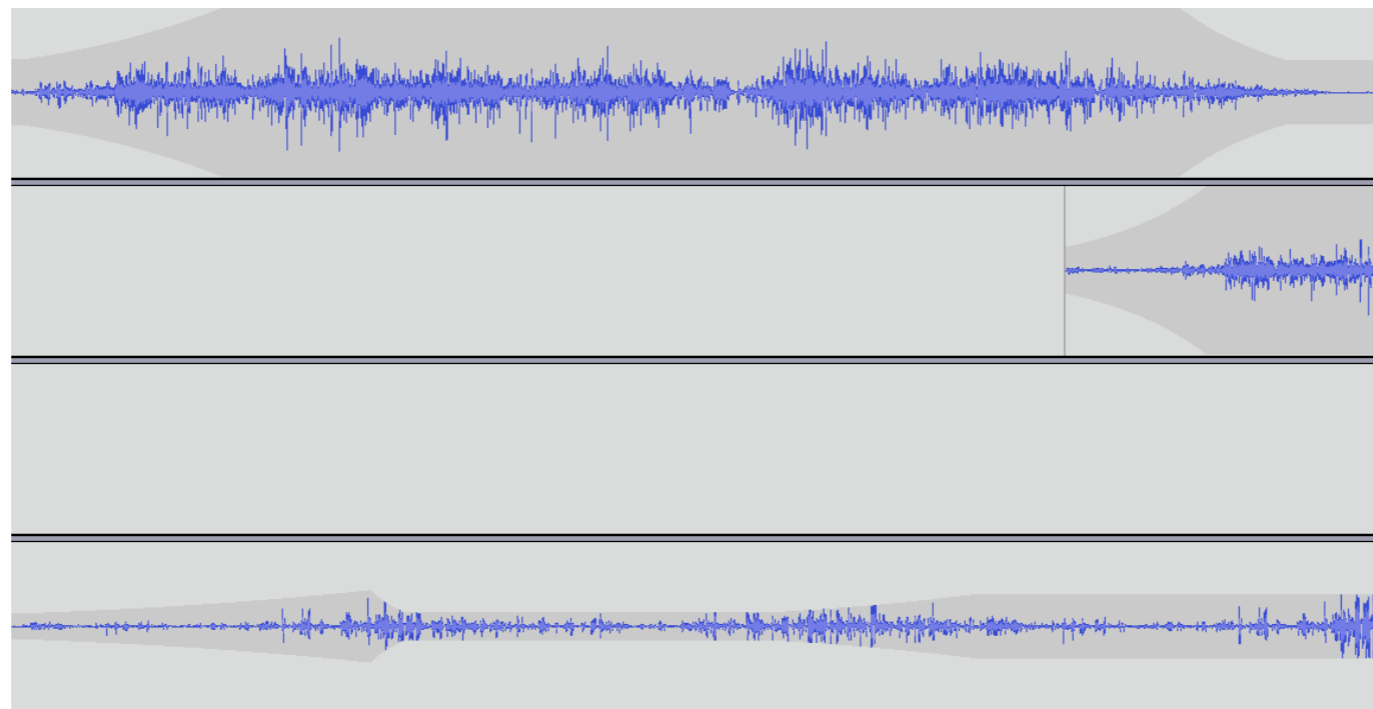
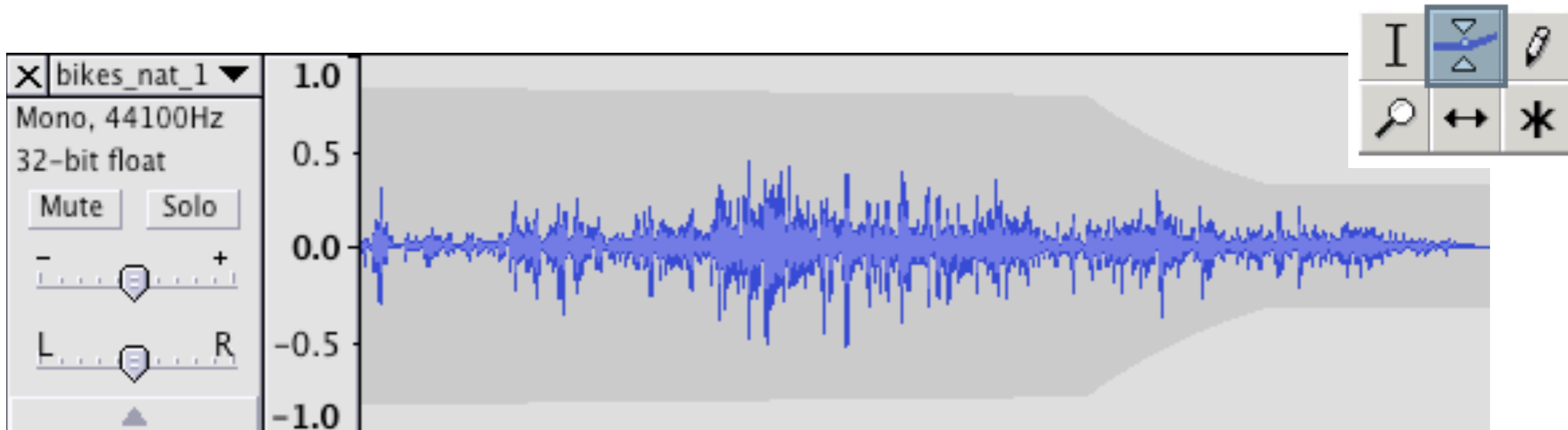
**Step 6:** Save your rough edit with your edited audio clips, both interviews and natural sound. Then open a new project and save it as slug\_final\_edit. Make sure to save it in the same audio folder you have been working from.



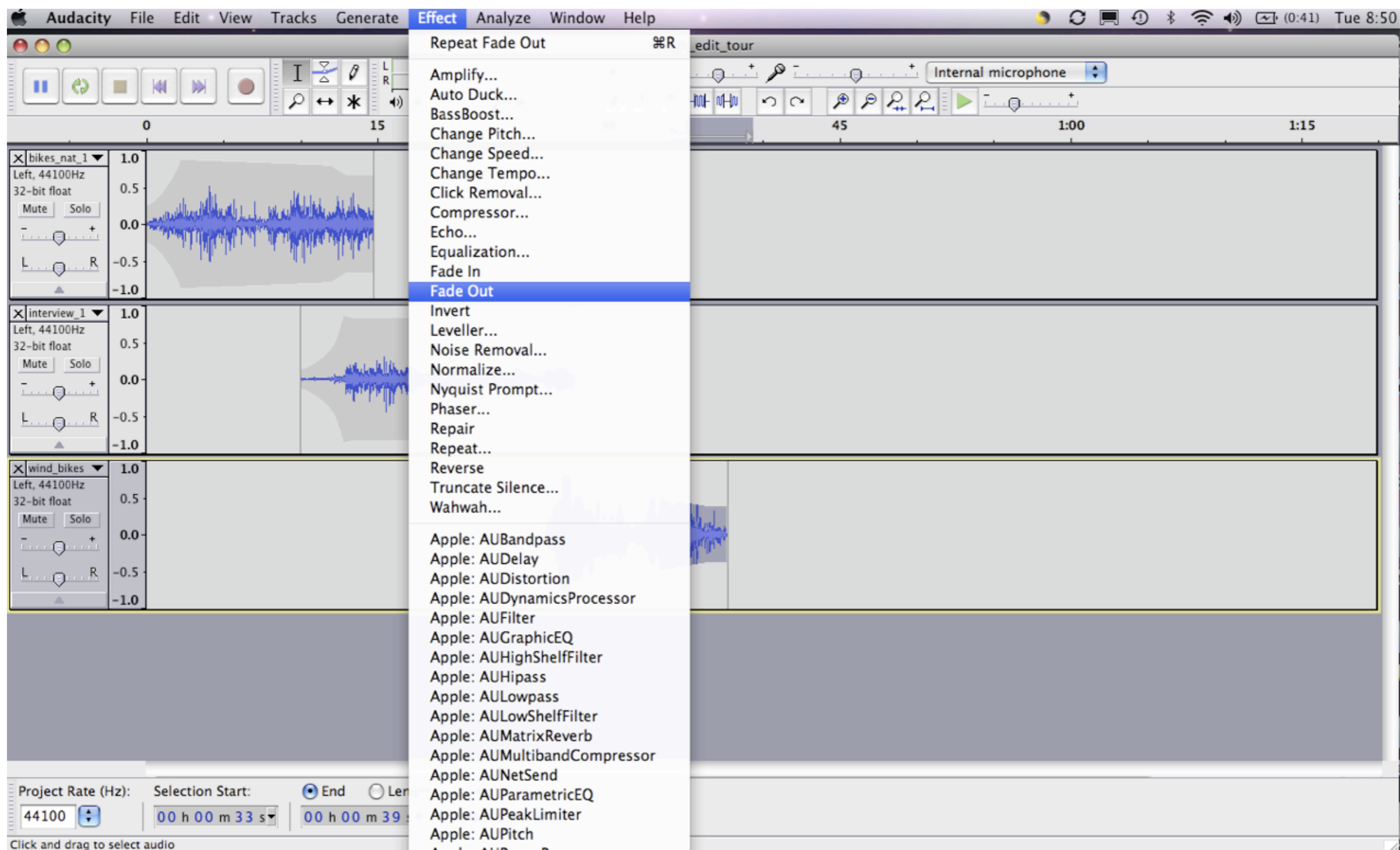
**Step 7:** In your final project, create several new tracks (Tracks/Add New/Audio). Copy and Paste your clips from your rough edit into these new tracks using command c and command v. Do NOT paste all of your clips into one long audio track.



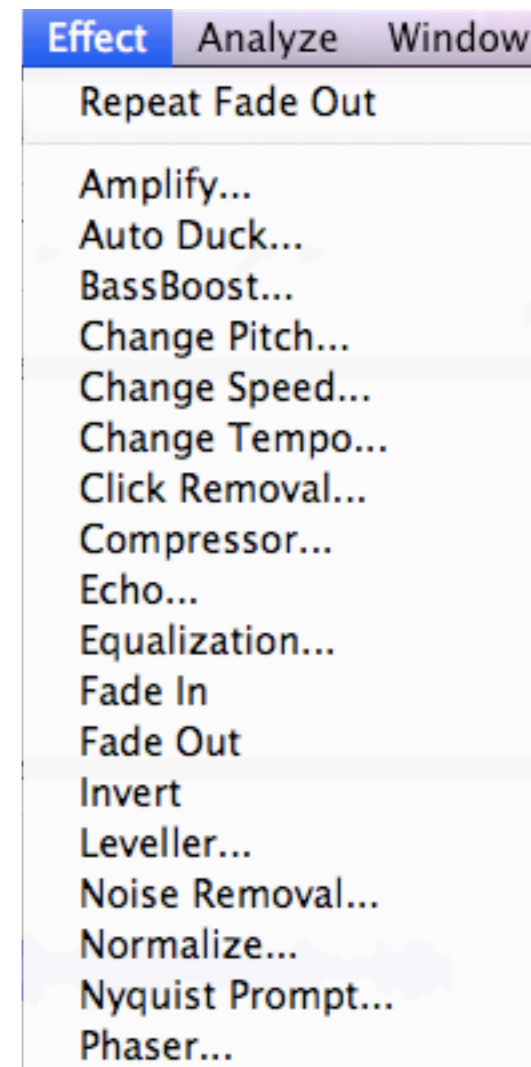
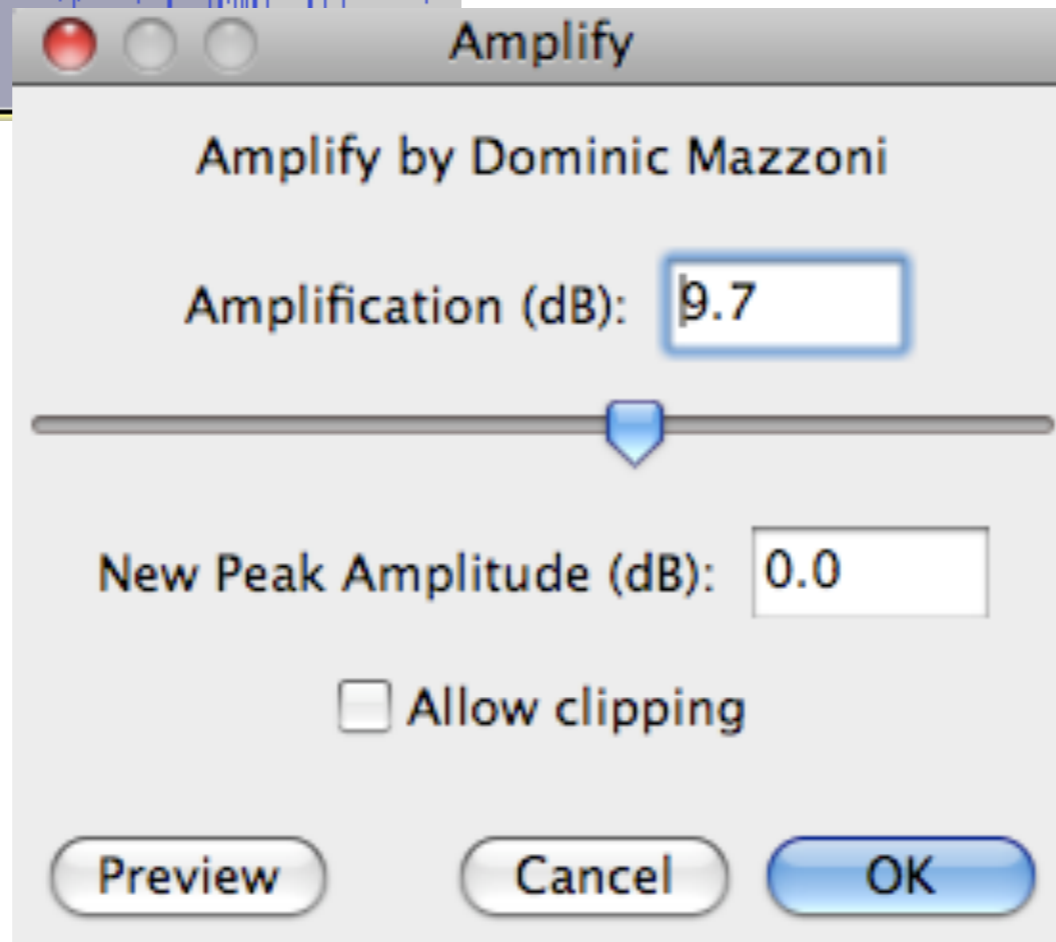
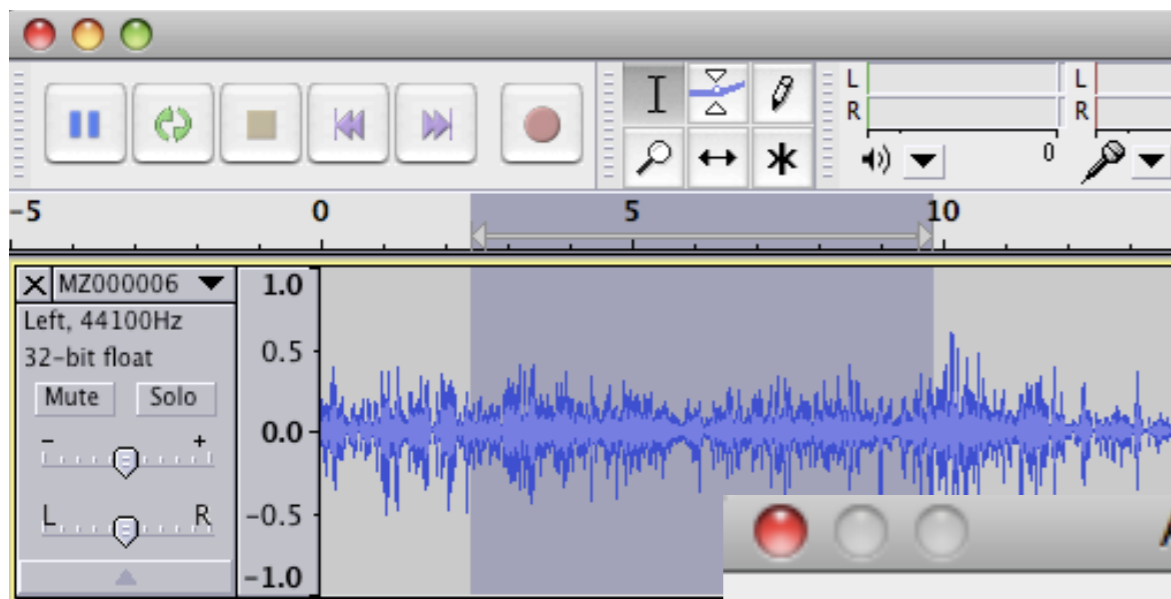
**Step 8:** Use the Time Shift Tool to layer your final clips in the timeline. Do not put fades or envelope the clips until your timeline is complete. (See page 7 for more information on the Time Shift Tool)



**Step 9:** Polish your soundtrack using the Envelope Tool. You want transitions to be smooth so you should fade in and out of your clips. (See page 4 for Envelope Tool information)

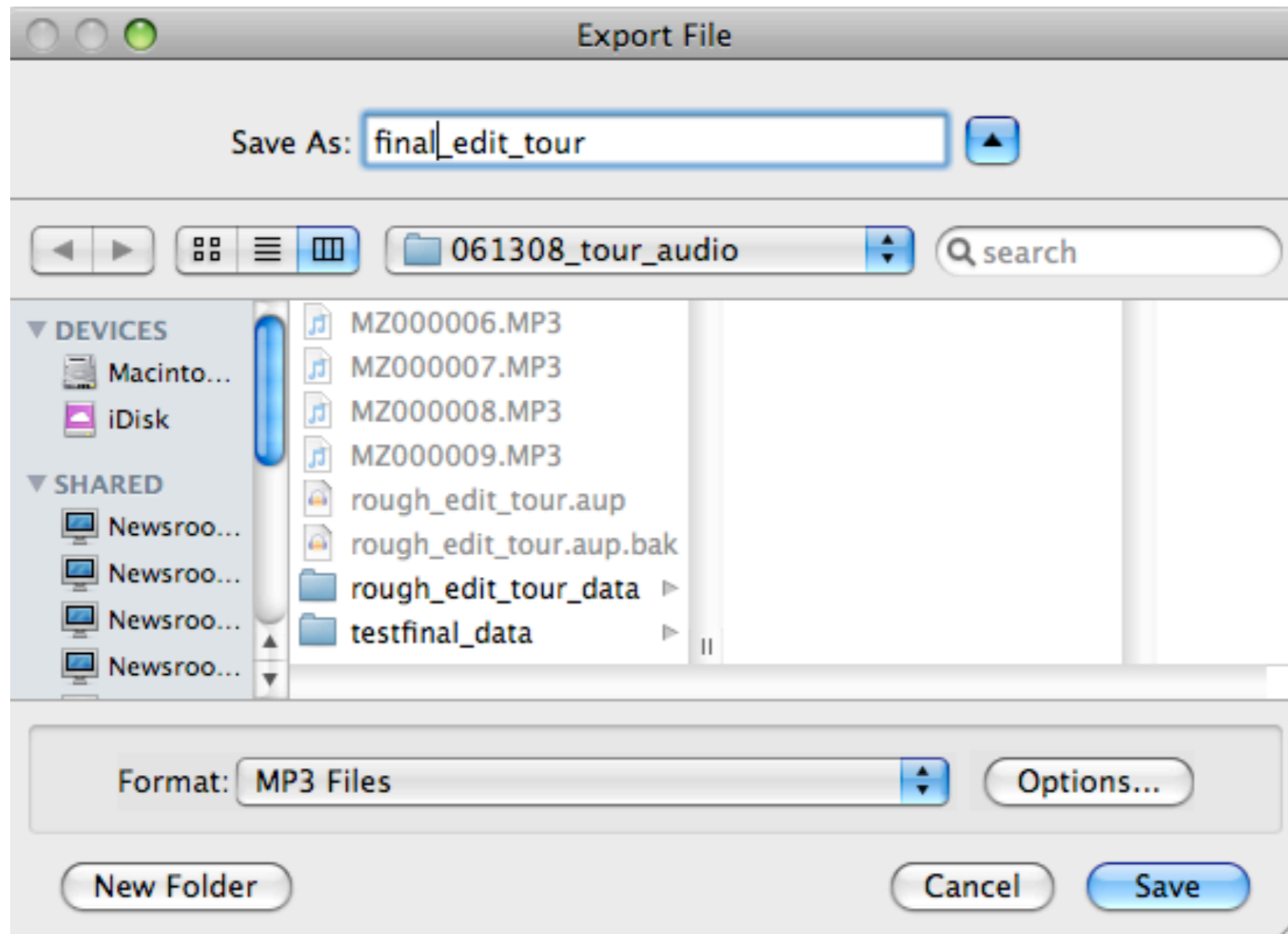


**Optional fades:** Use Fade In/Fade Out to polish the beginning and end of an audio clip. Under the Effects tab choose Fade In or Fade Out. One caution, you cannot remove the fade once you put it in.



**Amplify:** Use the Selection Tool to highlight audio that is too low or too high, then use the Amplify effect to correct the volume, (Effect tab/Amplify).

When you Amplify audio a box comes up and gives a suggested level of amplification. You can preview the new volume, then click OK or adjust the volume with the slider bar.



**Step 10:** Export your audio project as an MP3 under File/Export. Make sure you export as an MP3 (Format: MP3 Files).

LAME is a library that allows some programs to encode MP3 files. For more information about LAME in general, [click here](#). LAME is free, but in some countries you may need to pay a license fee in order to legally encode MP3 files.

**For Audacity 1.3.3 on Windows:**

[libmp3lame-win-3.97.zip](#)

**For Audacity 1.3.3 on Mac OS X (Intel or PPC),  
or Audacity 1.2.6 on Mac OS X (Intel):**

[libmp3lame-osx-universal-3.97.zip](#)

**For Audacity 1.2.6 on Mac OS X (PPC):**

[LameLib-Carbon.sit](#)

These files are in the Zip format. Either one should automatically extract if you download it with Safari, or if you double-click it in the Finder.

Once you have unzipped the archive, you will have a file called LameLib or libmp3lame.dylib. To use it with Audacity, you can put it anywhere you want, but the first time you want to export an MP3 file, Audacity will ask you for the location of this file, so you'll want to remember where you put it.

**Lame Lib:** When exporting audio for the first time you will need to install an MP3 audio encoder called Lame Lib. The encoder can be found here <http://spaghetticode.org/lame/> It is a free download in the U.S.