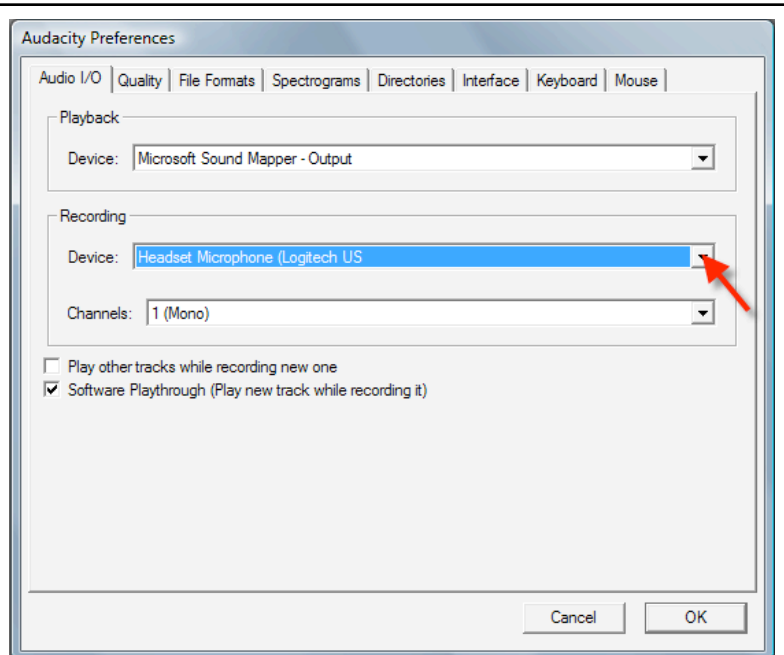


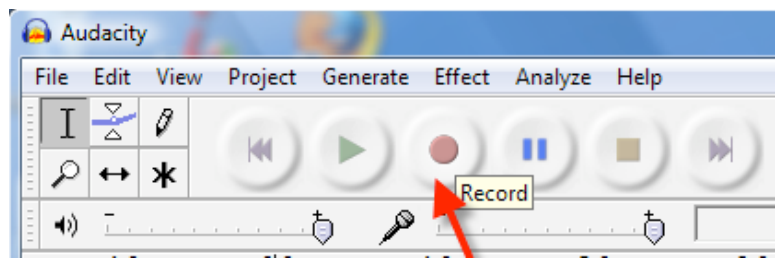
Using Audacity Audio Editing Software

Part 1 - Capture Audio from a Microphone

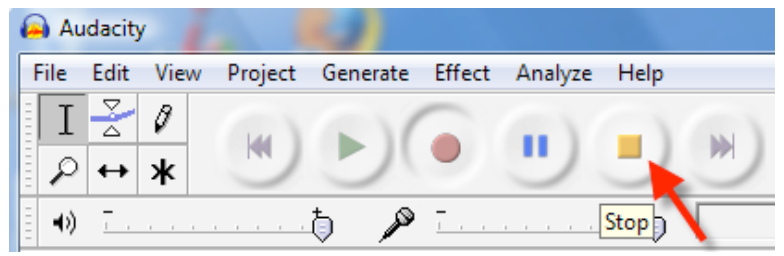
1. To capture audio from a mic attached to the computer, you will need to select the mic you wish to use. To begin, click "Edit" > "Preferences" in the menubar.
2. Now choose "Audio I/O", and select the microphone you would like to record from (most computers will have a Logitech headset with attached microphone, so you may choose "Headset Microphone Logitech US")



3. To record audio to a new track, press R on the keyboard, or click on the Record button in the toolbar

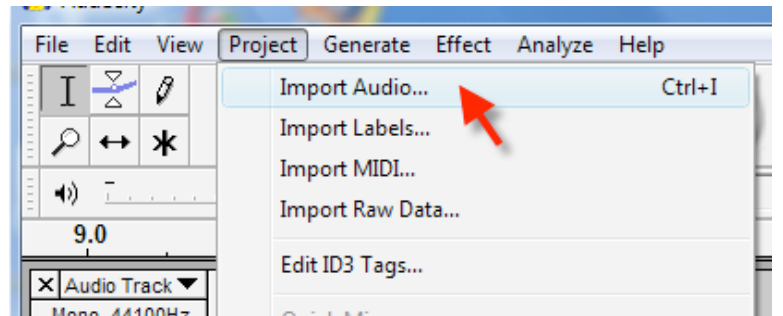


4. When you are finished recording, press the Spacebar or click on the Stop button in the toolbar

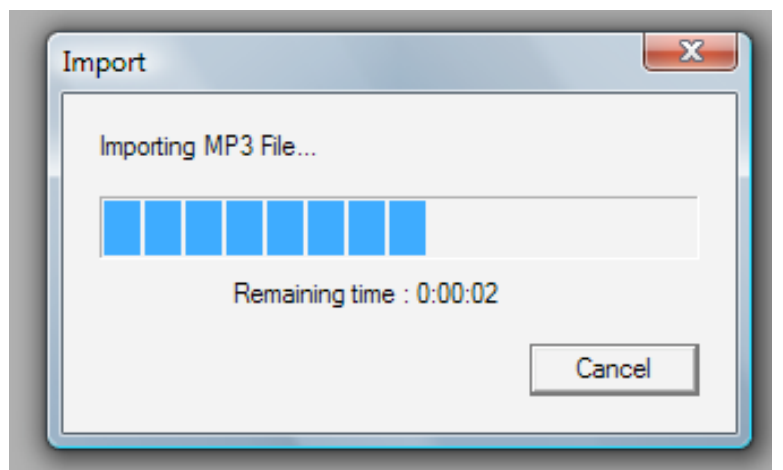


Part 2 - Import Audio from an Audio File

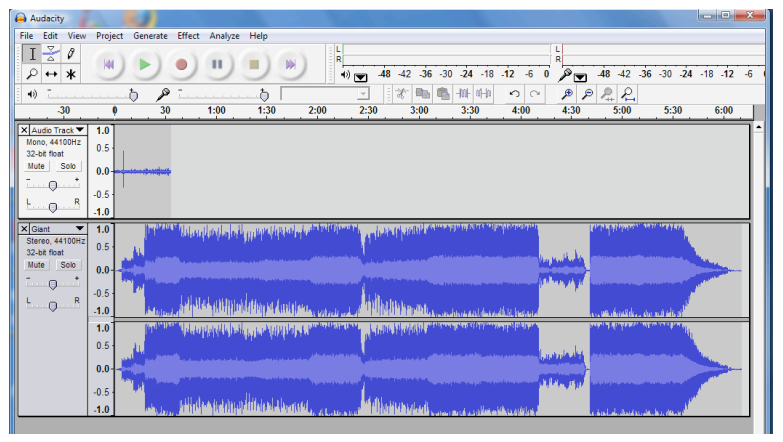
1. To use the audio contained in an audio file, first choose "Project" > "Import Audio..." in the menubar (Or press CTRL +I)
2. You will then choose which file to add to the project



3. A progress window will appear to display the expected time for converting your input file to the correct format

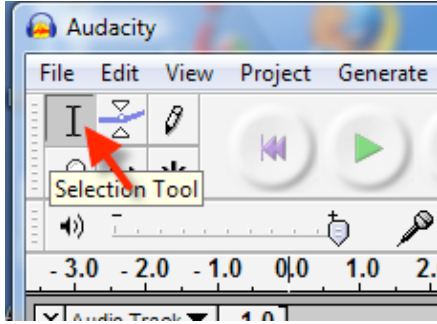
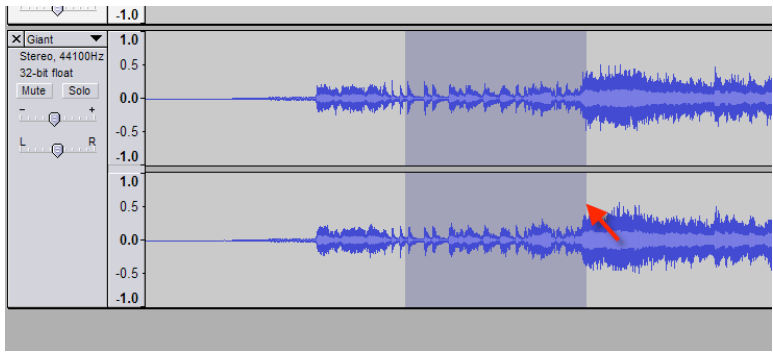



4. The audio file will appear as a new track in your Audacity window

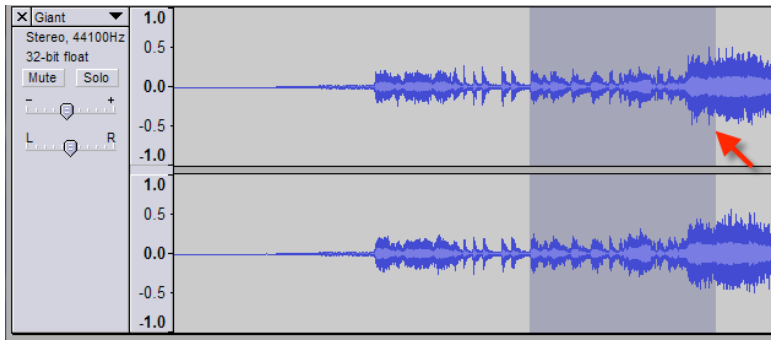


3 - Basic Editing

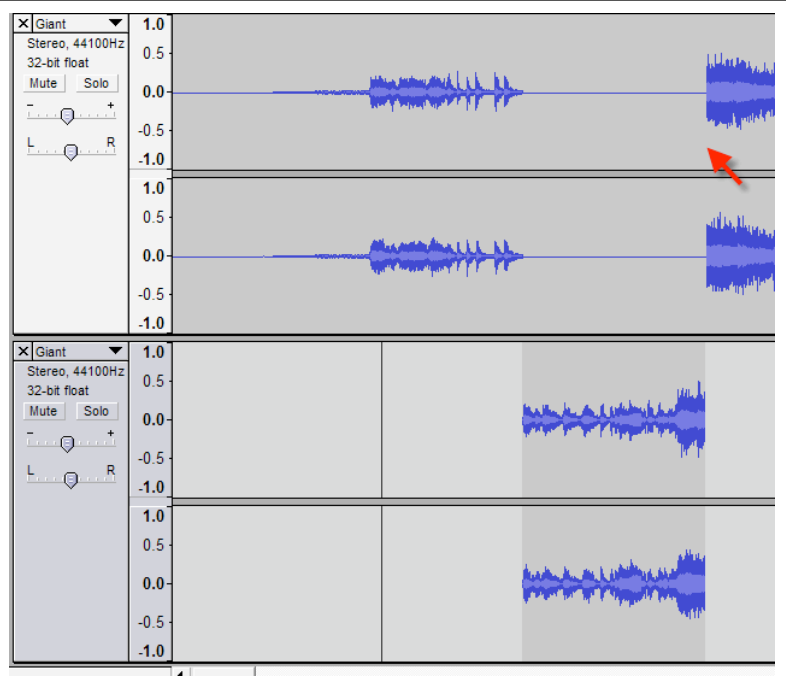
Trimming audio - Clear everything except one section

<ol style="list-style-type: none">1. To trim sections of audio in a track, you must use the Selection tool, chosen in the toolbar	
<ol style="list-style-type: none">2. Then drag from the beginning to the end of the section that you would like to keep	
<ol style="list-style-type: none">3. Finally, choose "Edit" > "Trim" in the menubar, or press CTRL+T. Only the area you selected will be kept	

Splitting Audio - Moving one section to a new track

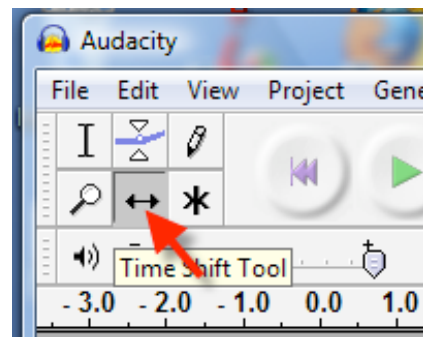
<ol style="list-style-type: none">1. To split part of your clip into a new track, you must first select it using the Selection tool	
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2. Choose "Edit" > "Split" in the menubar to move the current selection to a new track

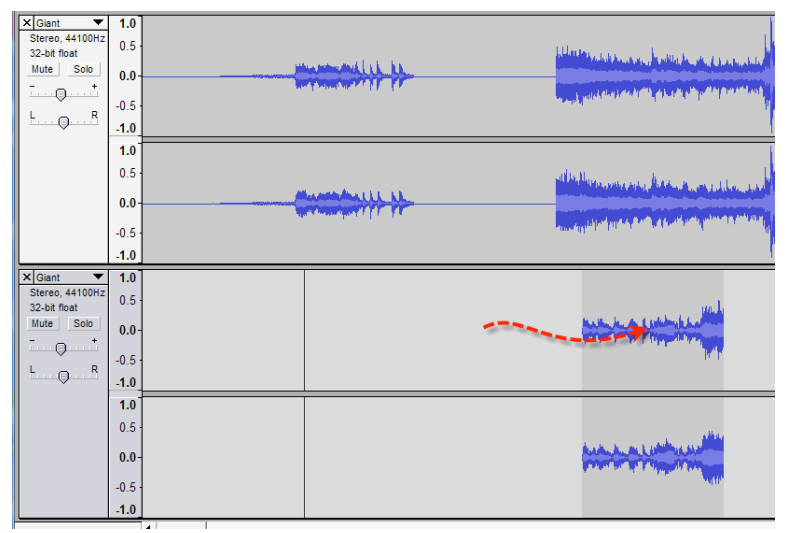


Time Shift - Moving audio clips to different places on the timeline

1. First, choose the Time Shift tool from the toolbar

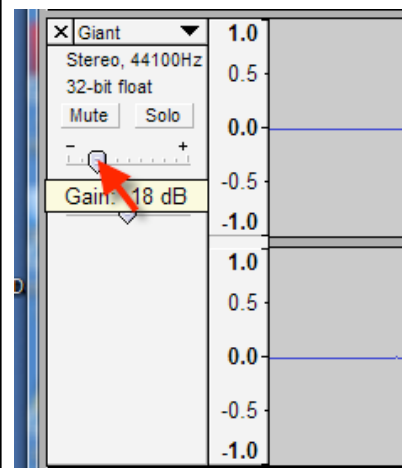


2. Now you can drag any clip (the darker grey area with blue sound waves) left or right along the timeline. This is useful for matching up two different audio tracks to play simultaneously



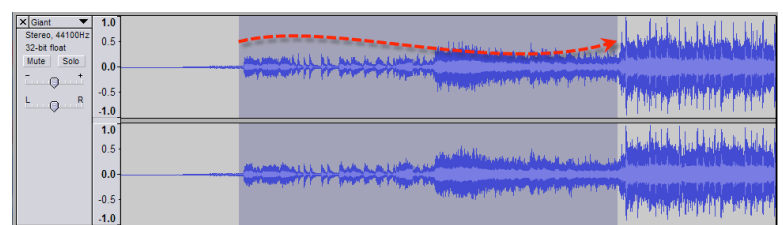
Track Volume - Adjust the volume of each track independently

Each audio track has a volume slider, in the control area on the left. Use this to balance the volume level between multiple tracks

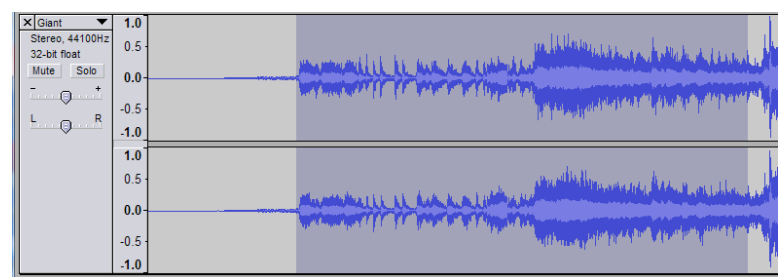


Normalize Audio - Increase the volume of quiet audio as much as possible

1. First, choose the area of the track you would like to normalize

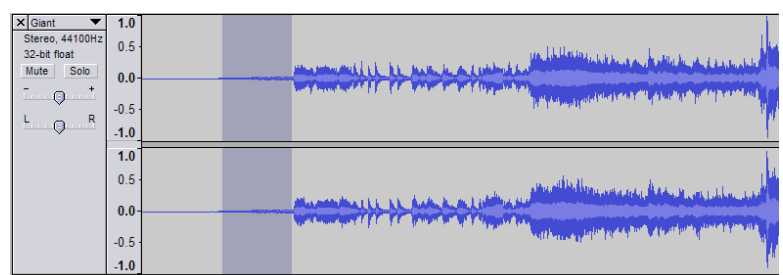


2. Choose "Effect" > "Normalize" from the menubar. This will increase the volume of the area as much as possible, without causing distortion

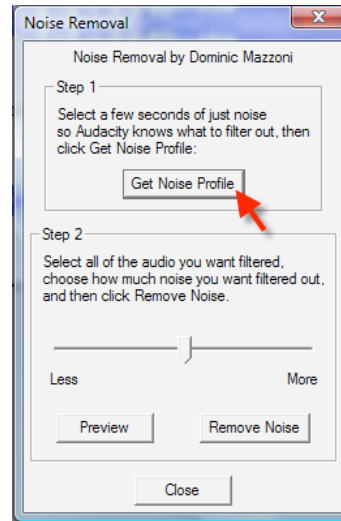


Filter Noise - Remove constant background noise from an area

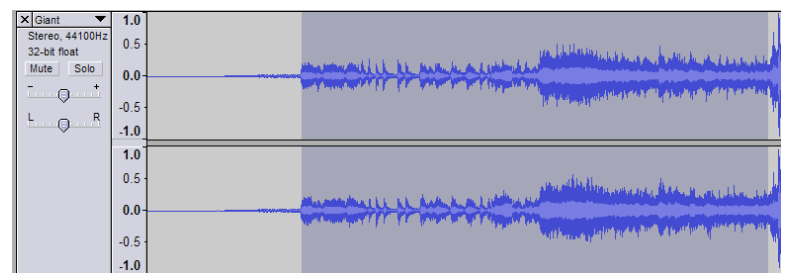
1. To remove background noise from your track, you must select an area containing ONLY noise. Try to select as long an area as possible



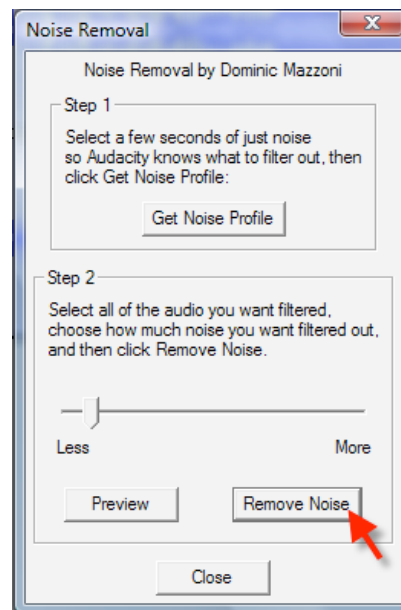
2. Now select "Effect" > "Noise Removal" from the menubar.
3. In the new window, click on "Get Noise Profile" to configure the Noise Removal tool



4. Now you should select the noisy area in your track that you would like to clean up.



5. Select "Effect" > "Noise Removal" from the menubar once again
6. This time, you can remove the noise from the selected area by clicking "Remove Noise". Because over-filtering will severely deteriorate the sound quality, it is recommended that you preview the results first. You can obtain the best results by starting with less filtering, and increasing the amount until your audio is acceptable.



4 - Exporting to an Audio File

1. To export the entire project as an audio file, select "File" > "Export as mp3" or "File" > "Export as WAV", depending on whether you would like an mp3 or a wav file. WAV files are of higher quality than mp3 files, but usually take 10 times as much storage space. If you do not require a perfect copy, mp3 files are usually acceptable.
1. If you would like to export just a section of your audio project, use the select tool to select the area you would like to export. Now choose "File" > "Export Selection as mp3" or "File" > "Export Selection as WAV"