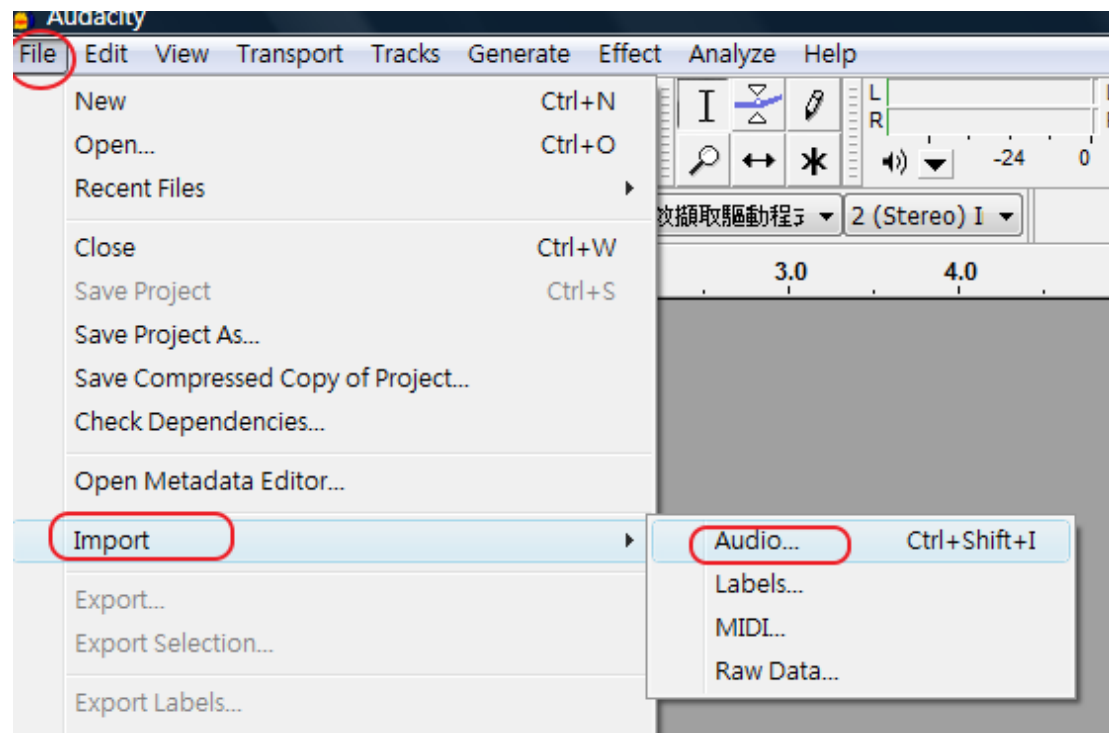
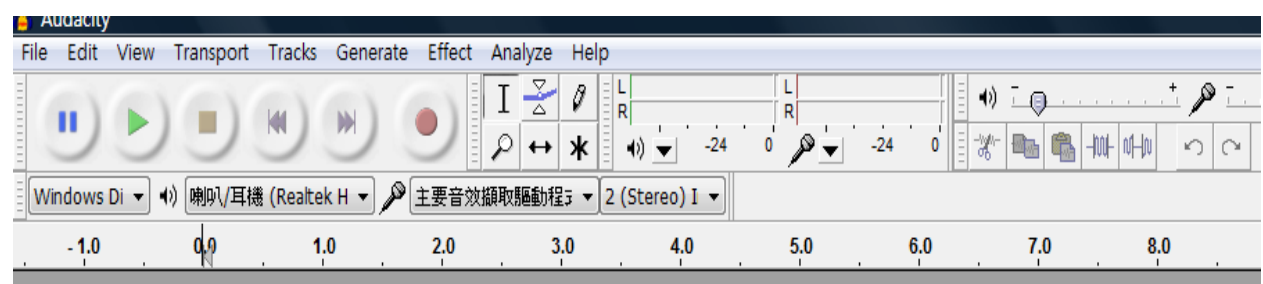





Using Audacity to record and edit sounds

1. **Import an existing audio file**→ Either drag the files into the current project window, or choose File > Import > Audio...
2. The main formats Audacity plays are **AIFF, AU, FLAC, MP2, MP3, OGG Vorbis** and **WAV**.



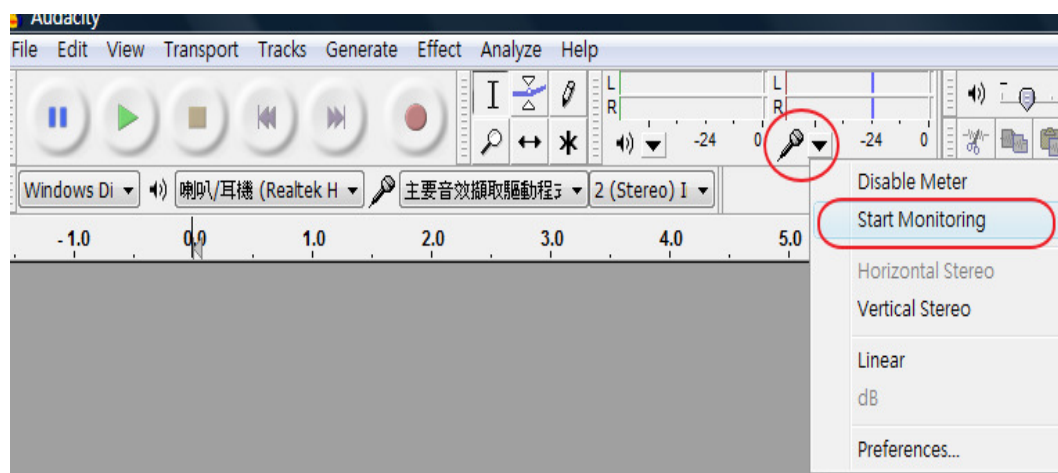
3. Playing audio:



- Press the **Play** button  to start playback.
- Press the **Pause** button  once to pause playback, and again to resume.
- To stop, press the **Stop** button .

4. Record your voice

4.1 Set up the recording (input) device and monitor the input level.



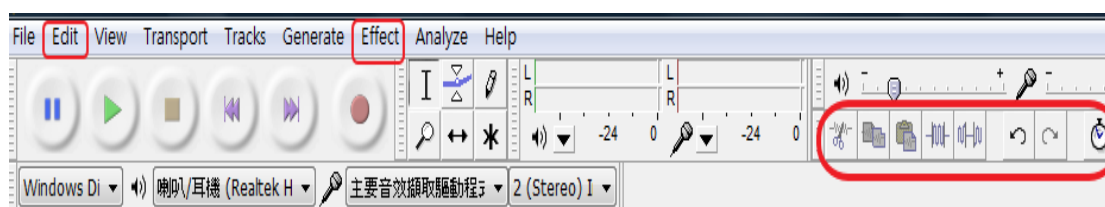
4.2 Singing or playing the loudest part of what you are recording, adjust the input level using the right-hand slider on Mixer Toolbar:



so that the moving Meter Toolbar bars do not get too close to the right-hand edge of the meter

4.3 Press the red Record button to record your voice.

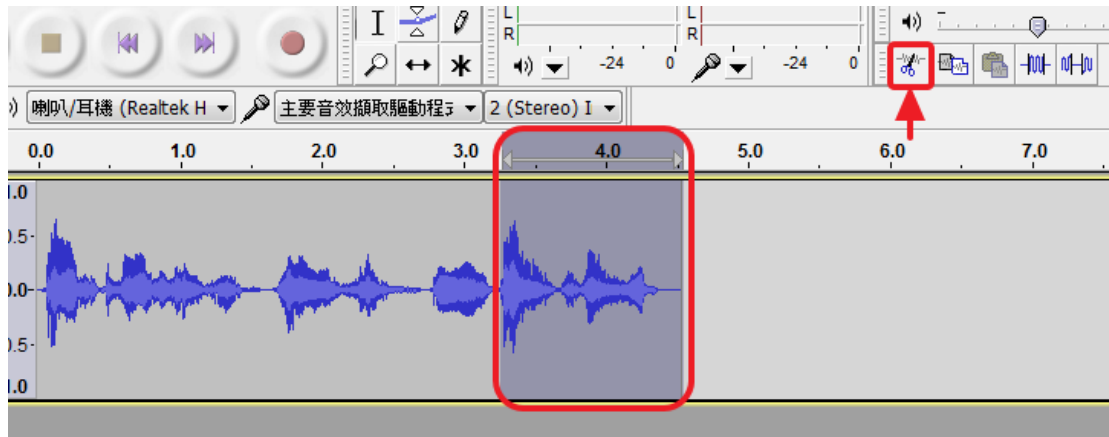
5. Edit sounds



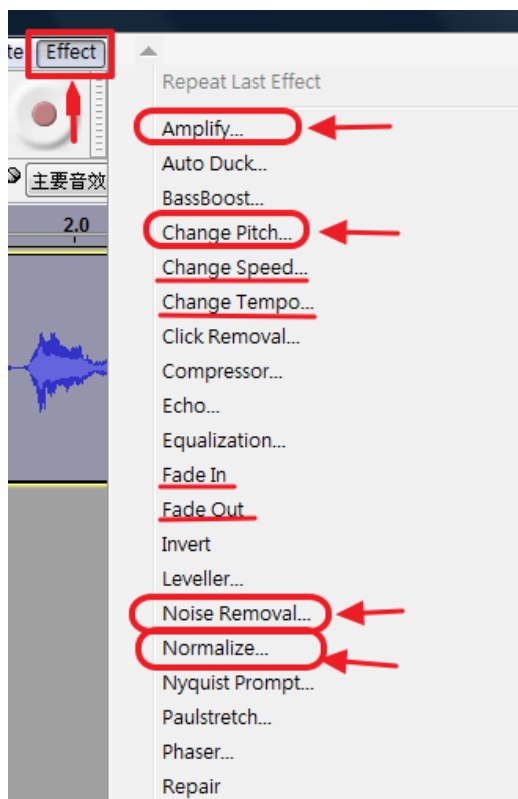
The main commands for editing audio are under the [Edit Menu](#) and the [Effect Menu](#). The most common editing actions such as [cut](#), [copy](#) and [paste](#) also have buttons in [Edit Toolbar](#). Effects let you do things like boost the bass, change pitch or tempo, or remove noise in various ways.

5.1 **Delete:** Remove the audio data that you don't want

→ Select the data you don't need and click the “scissors” (or click “Delete” key on your computer.)



5.2 **Normalise:** (under “Effect” button) Use the Normalize effect to set the maximum amplitude of a track, equalize the amplitudes of the left and right channels of a stereo track. This action can ensure the audio data has the same volume when it is played on each computer.



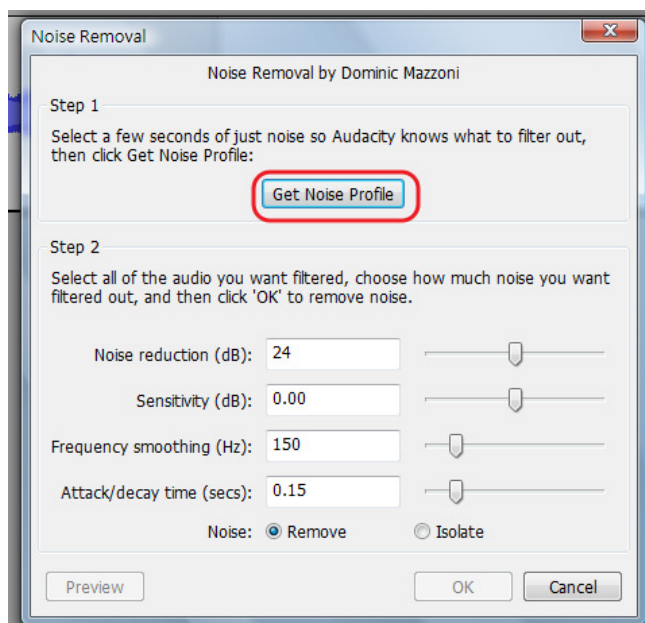
5.3 Amplify: (under “Effect” button) This effect increases or decreases the volume of the audio you have selected.

5.4 Change pitch, change speed....

5.5 Noise Removal: (under “Effect” button) This effect is ideal for removing constant background noise such as fans, tape noise, or hums.

Step 1: Get noise profile

1. Select a region of the waveform which **contains only noise**. This doesn't need to be very long, a second is enough. If there are very different types of noise in different places in the track, they are best dealt with by grabbing the profile for the first type, removing the noise for it, then grabbing the profile of the next type of noise and removing that.
2. Click Effect> Noise Removal
3. Click “Get Noise profile”



Step 2 Remove the noise

1. Select the region of waveform which you **want to remove noise from**

2. Click Effect> Noise Removal
3. Click OK

5. Save and export your audio data

5.1 Save your data → Click File > Save project or Save project as...This saves an **.aup** project file and a **_data** folder containing the actual audio.

5.2 Export your audio data to common audio formats → Click File > Export

And then choose the file format you want to export to in the "Save as type" dropdown.