Using Audacity

How to create an audio track using Audacity

Now, please remember, you can't break it unless you take to it with an axe! So experiment, and play, in the true sense of the word!

1. **To create an audio track using audacity:**
   We use [Audacity] as an audio editing program. Its free, and easy to use. Here is the down load link https://www.audacityteam.org/download/
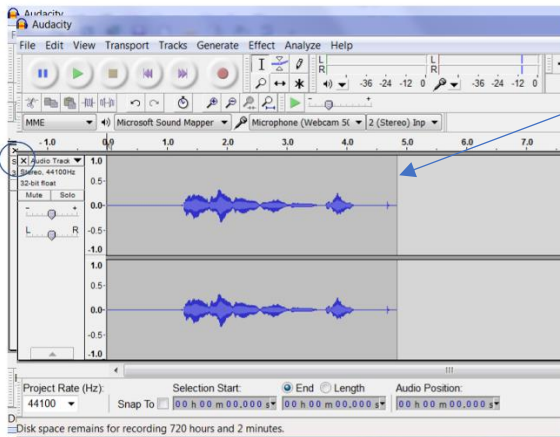
Open the audacity program by clicking on the audacity icon

Take a look at this short clip that will explain some of the basic tools

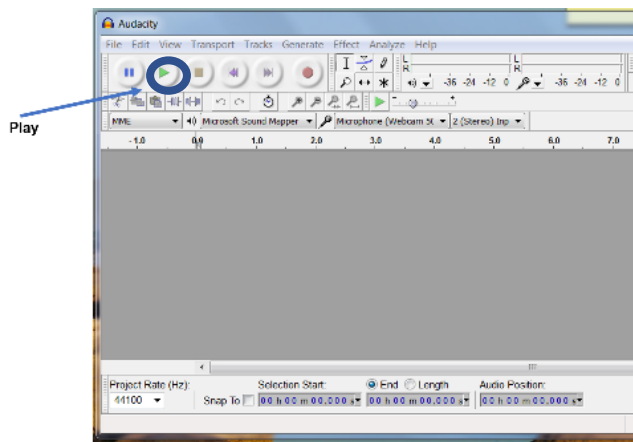How To Record and Edit Audio In Audacity - Beginner Tutorial - YouTube

2. To begin creating the soundscape track open file explorer and click and drag your pre recorded audio track in to the audacity workspace (this will be from your usb or having uploaded the audio track from your phone or recording device to the computer)
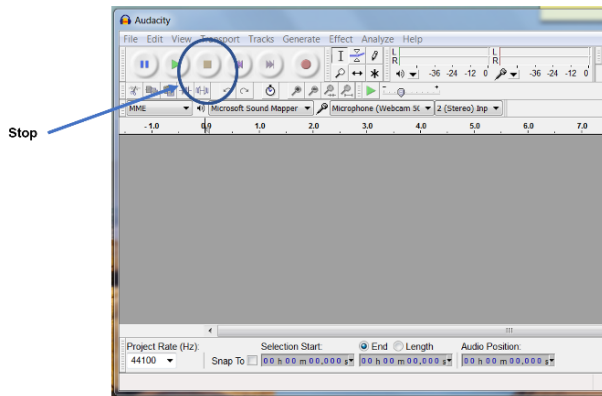

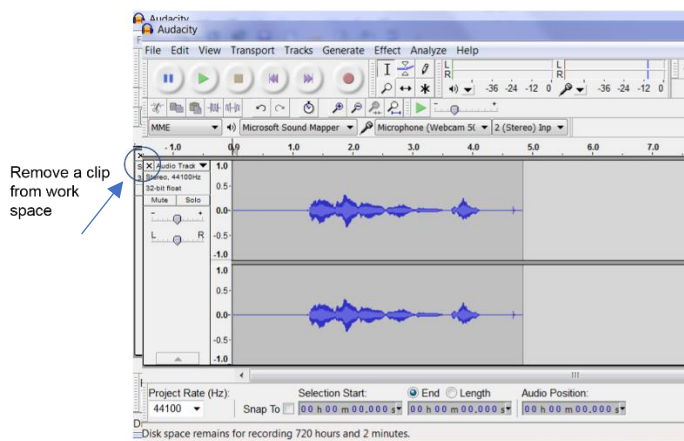Thank you to our core funding organisations and project sponsors

3. To play click on the green triangle (and listen to edit) - you can't actually edit while the file is playing.

To stop, click on the grey square

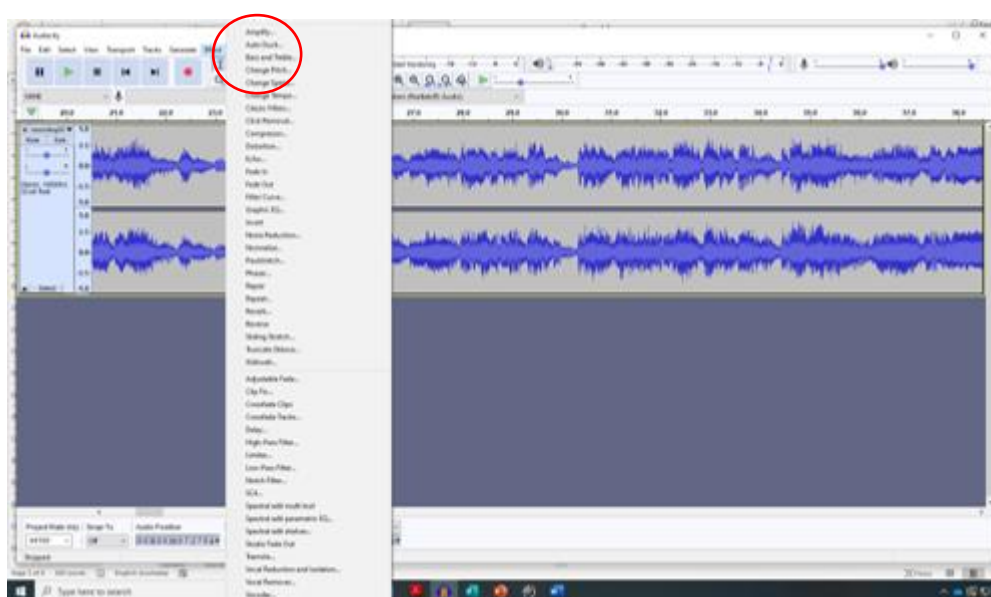To remove a whole clip from the workspace

2. To edit your audio file

1. To select (highlight) the section you want to edit, Click and drag in the recording to select.
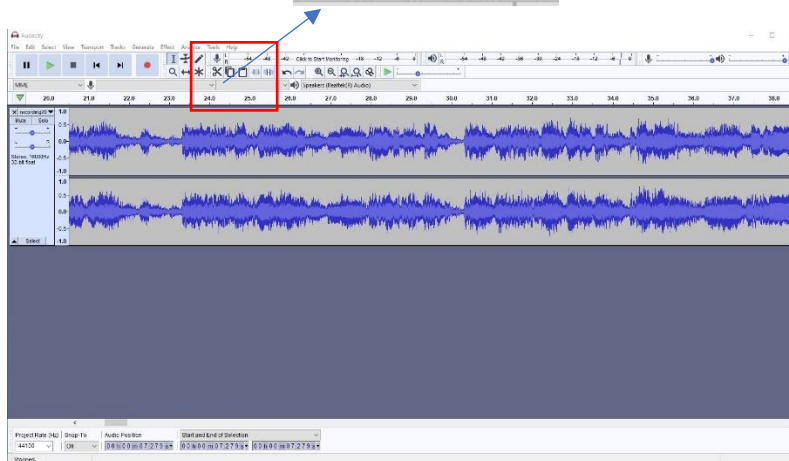
It can be helpful to use the magnifying function to magnify the section you are wanting to edit to ensure that when removing a section you are only taking the sounds that you don't want, and leaving the most natural sounds you can.

2. To delete, you can click back space to delete the section that has been highlighted. (or you can use any common Microsoft shortcuts)
3. To make other adjustments - You can click on 'effects' in the top tool bar to make any changes e.g. amplify, fade out, fade in, change pitch et - (have a play)

3. Tool buttons

Select   Envelope

Magnify   Move

4. To add additional sound effects/music and extra tracks

You can add sound effects or extra audio tracks by clicking and dragging the audio file into the work space. It will automatically be added as an additional audio track, that can be edited in the same way as described in the steps above. i.e. amplify or reduce volume, remove sections. Fade in/out. Remove voices. Move along. Set audio pan (sound left to right or vice versa (see clips for instructions)
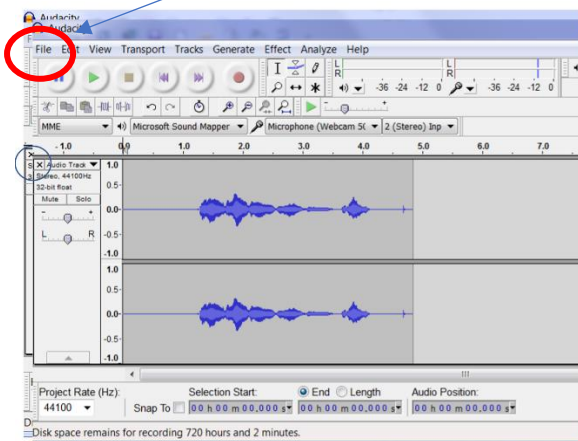
Keep editing until you are happy.

5.   When saving – Saving as an Audacity File

Note!! **The address will default to whatever was previously used. So check when you are saving that you are saving the file to where you intend it to be saved to.
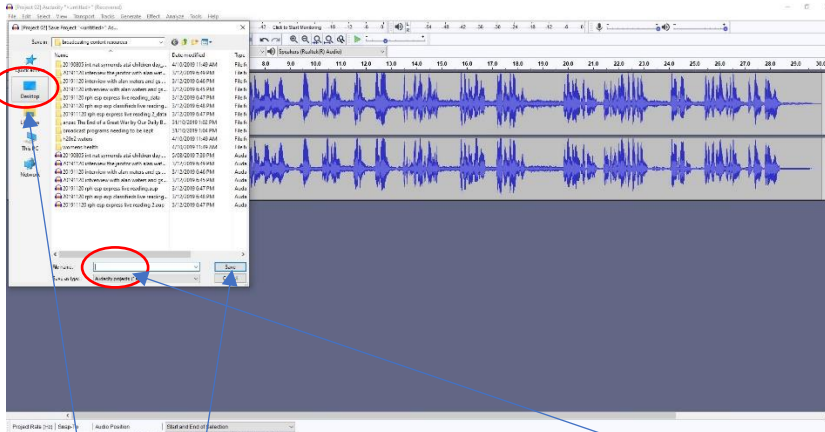
To save as an audacity file in your folder of files you are working with:

1.   Click file (top left menu option on top tool bar). A new menu will open.

2.   Click save or save as
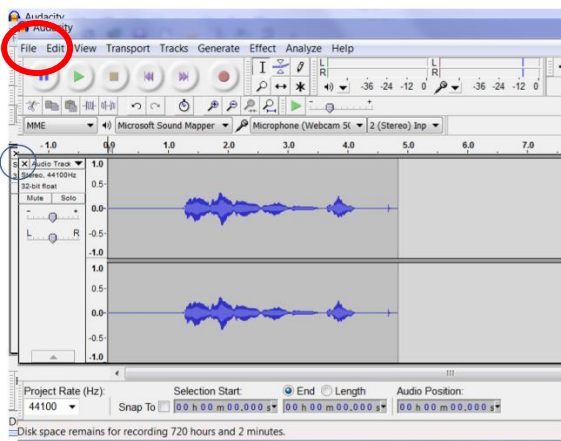
3. A smaller screen will open file explorer.

4. Click on desktop icon from the left hand list of options. It will open up a menu with more options.
5. Click on the folder where you are going to save your working files
6. Name your audio file in the file name space at the bottom of the window using the protocol of date title place (maybe include device used to record author (if author needed) e.g. 20200114 monjingup lake iphone water magpies
7. Click save

** Note it will save as an audacity file -which can be easily re edited if needed – also, it saves in 2 separate files – one as a working audacity file, and the other in a folder it creates by the same file name. If you need to move the audacity file from your WIP folder, ensure you move the audacity file, *and* the folder of the same name, or it will *not* work!

6. To turn it into an MP3 file – or .WAV
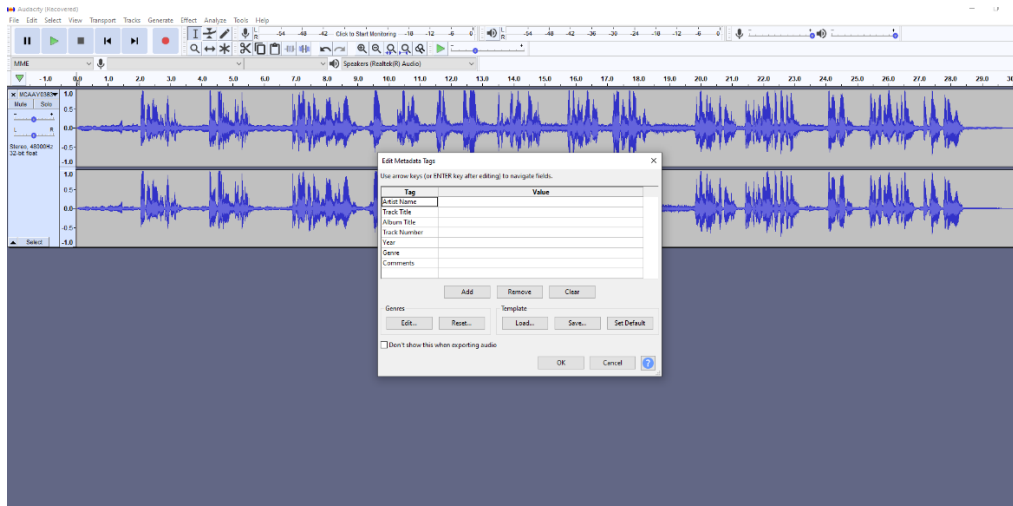
It will need to be exported.

1.Click file. A new menu will open.

2. Click export audio

3. Select your file type (either mp3 or wav)

4. Click on the folder where you are going to save the finished file.

8. Then type the file name

9. (if you highlight and copy the file name at this point it will make the next step easier

10. click Save

It will open up another small screen

11. Fill in the details of the author (you) then in the title section, right click to paste the details you copied from the previous screen, fill in the year.and then click ok at the bottom. ** note, if you have added a song or sound effect into your track, the details of this screen can default to the details for that sound file – just type over or delete whatever details we don't need.

Some shortcuts that you might find helpful:

CTRL I (split track)	**CTRL ALT I** (split new track)	
CTRL E (zoom in)	**CTRL F** (zoom out)	**CTRL SHIFT F** (vertical zoom out)
CTRL A (select all)	**CTRL** (select specific tracks)	**SHIFT** select first and last track and it will highlight all the tracks/items inbetween)
Shift R (continue recording)	**CTRL X** cut	**CTRL V** paste
CTRL C (copy)	**CTRL K** delete	**CTRL Z** undo
CTRL M (bookmark and comment in track)		

https://www.youtube.com/watch?v=XtAi51cN3yU
https://www.youtube.com/watch?v=WWFvG1-AmNk

The job is done!!

For some more short video on audacity – here are some links that I have found really helpful. Have a look at them when you need more information on using shortcuts and more of the effect tools

https://www.youtube.com/watch?v=GHe_Og-yEow 21 mins - **How to Edit in Audacity**

https://www.youtube.com/watch?v=xl-WDjWrTtk how to record and edit a podcast in Audacity 21mins

https://www.youtube.com/watch?v=WWFvG1-AmNk 16 tips in 9 minutes

https://www.youtube.com/watch?v=aCisC3sHneM 16 mins – How to use Audacity for beginners

https://www.youtube.com/watch?v=7fYiUXER97U 9 mins – Audacity 2018 basic editing for beginners: make your voice sound good

https://www.youtube.com/watch?v=XtAi51cN3yU – 5 mins Audacity tutuorial (basics) beginners (free to use)

https://www.youtube.com/watch?v=E8LO21cHzZQ compression and equalisation

https://www.youtube.com/watch?v=bur7PJrvKgQ – 4 mins how to reduce background noise

https://www.youtube.com/watch?v=fshLRl3GWqE 13 mins – How to record and edit audio in audacity beginner tutorial

How to pan sound from right to left (or vice versa) using the envelope tool

https://www.google.com/search?q=how+to+pan+sound+in+audacity&rlz=1C1CHBF_enAU867AU869&oq=how+to+pan+sound+in+audacity&aqs=chrome..69i57.6367j0j4&sourceid=chrome&ie=UTF-8#kpvalbx=_r14QX-bYPIjc9QPv2JKoAg29

https://www.youtube.com/watch?v=2lyUGKj7J58

How to pan sound from right to left (or vice versa) using the fade in and out

https://www.youtube.com/watch?v=9nrqS5tXfVM

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