

Manual for Audacity

I. Opening Audacity

Open Audacity by double clicking on its icon on the desktop. It is located in the folder called 'Audio Application' in the desktop.

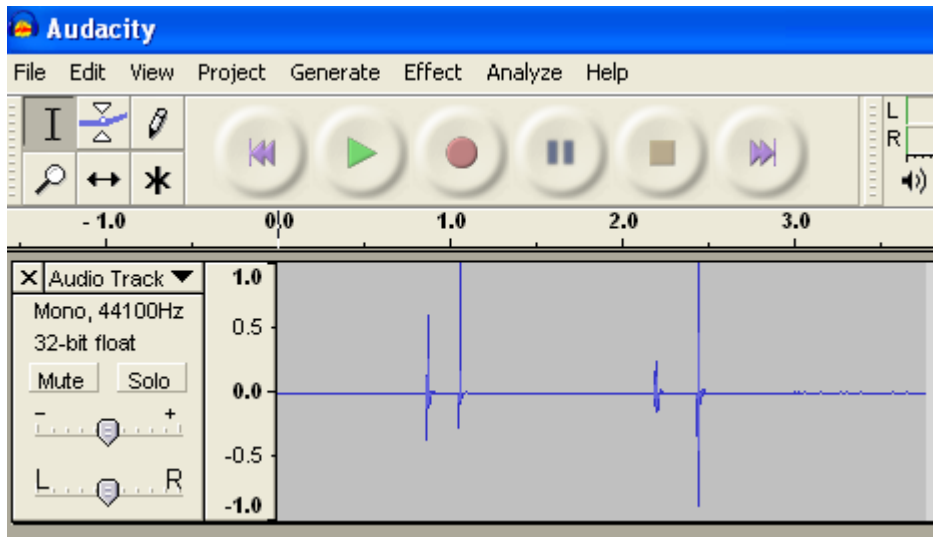


II. Recording

To record something on Audacity make sure the microphone is on and then click the "record button" (icon: red circle). You will see a graphical representation of your recorded voice while you are recording.

If you need to pause in the middle of a recording click the "pause button" (icon: blue vertical parallel lines). This way when you click the "pause button" a second time it will resume from where you left off and you will have a continuous recording.

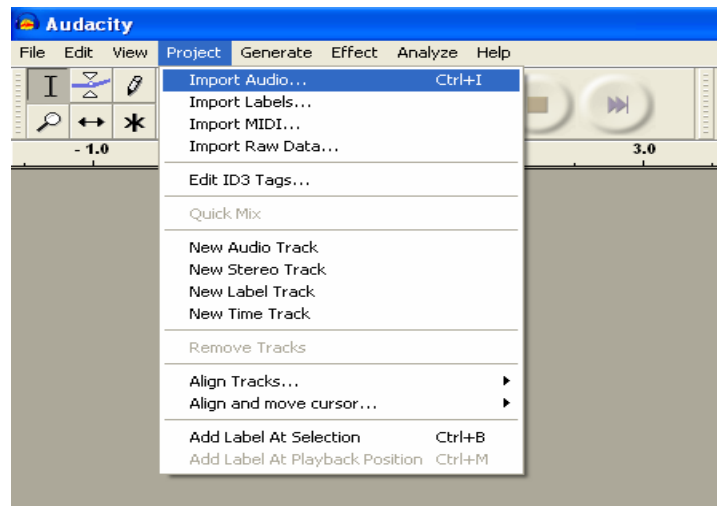
If you're done recording click the "stop button" (icon: yellow square). Once you have stopped, you may hear your recording by clicking the "play button" (icon: green triangle).



III. Importing Audio Files

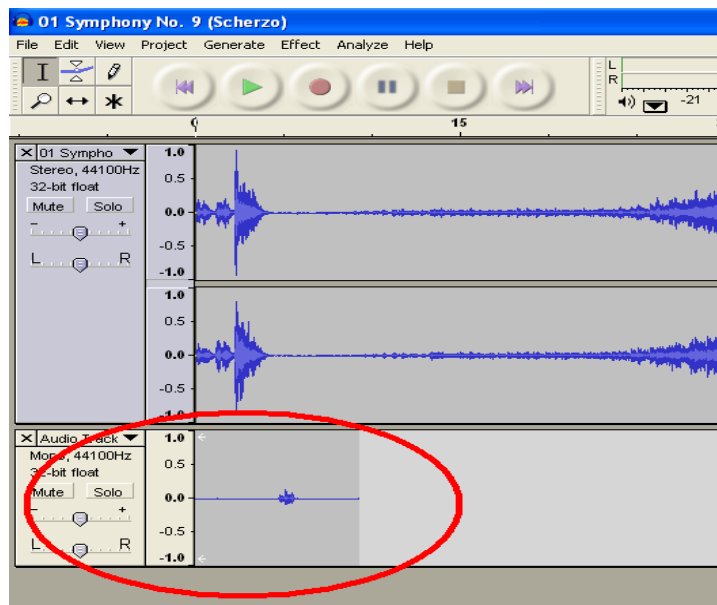
You can import an audio file by clicking on "Project" on the toolbar and then selecting "Import Audio" from the sub-menu. By default, Audacity has been formatted to only

open mp3 audio files. **Therefore, to be able to import an audio file to Audacity it must be in mp3 format.** (To learn how to convert an audio file into an mp3 format please see “Manual on Converting Audio Files”.)



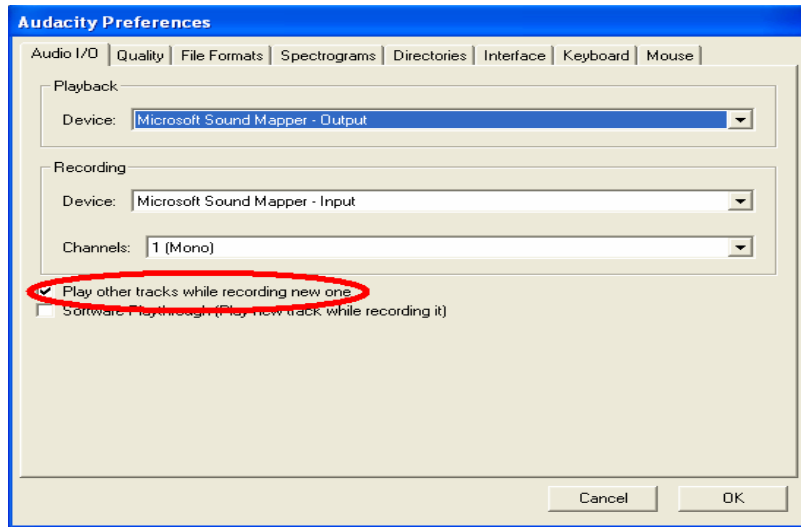
IV. Recording over an Audio File

Once you have successfully imported an audio file it is possible to record your own voice over it. When you click on the record button this time the audio file you have imported will begin to play (you should be able to hear it) and you can speak into the microphone and your recording will appear on a track below as shown by the red circle in the picture.

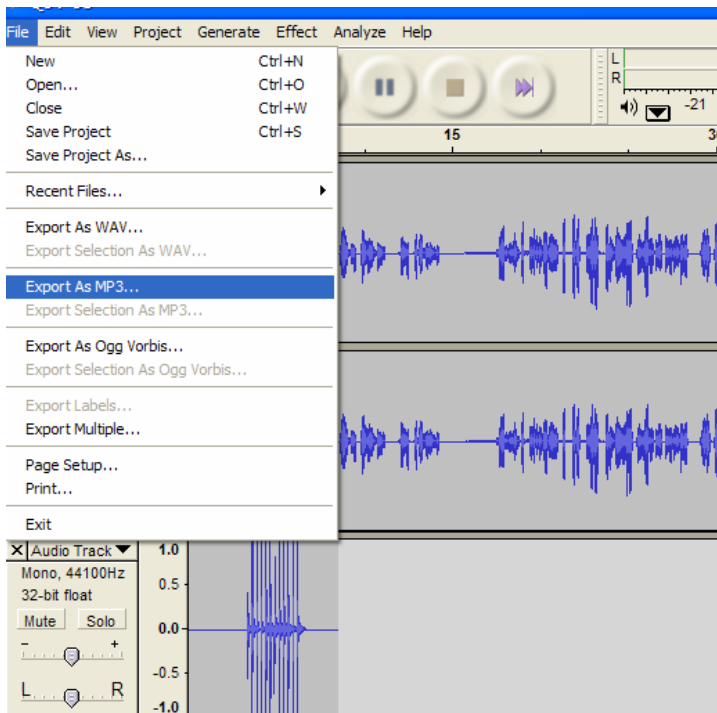


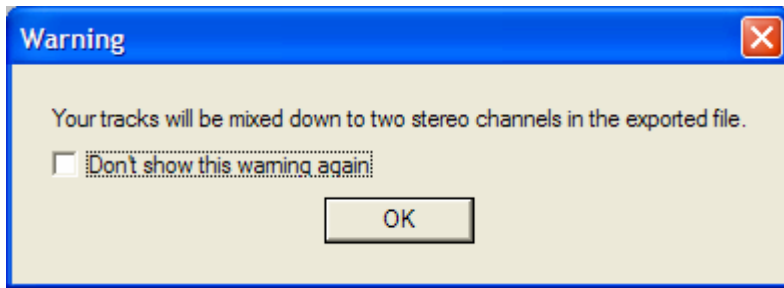
If you are unable to hear the audio file you are trying to record your voice over, click on “Edit” on the toolbar then select “Preferences on the sub menu”. An “Audacity

Preferences” window will pop up. Make sure that the “Play other tracks while recording new one” box is checked.



To save the (mixed track) audio file as mp3 file, please select “FILE”-> “Export as MP3”. The pop-up message will appear to confirm. Please save it to your H-drive.





*** When you save the original file in Audacity application, you will save it as audacity project. When you go to 'File' menu and select 'Save Project', it will create the audacity project file (.aup extension) as well as data folder. When you would like to move the project, make sure you move both the project file and data folder.

