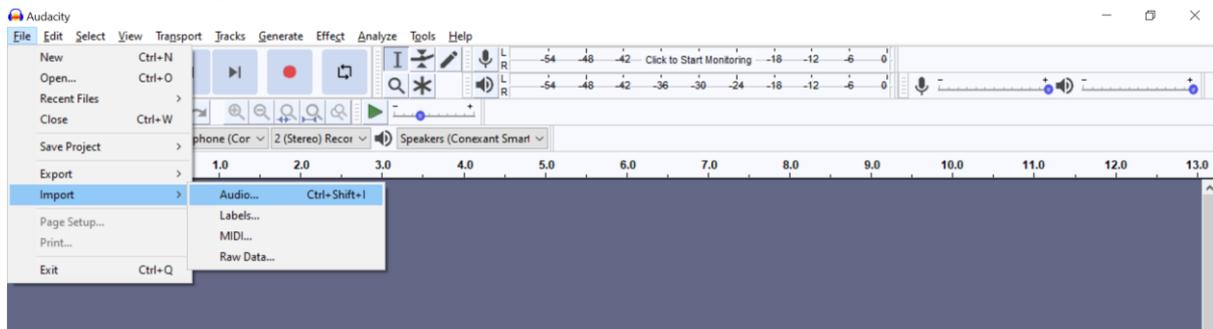




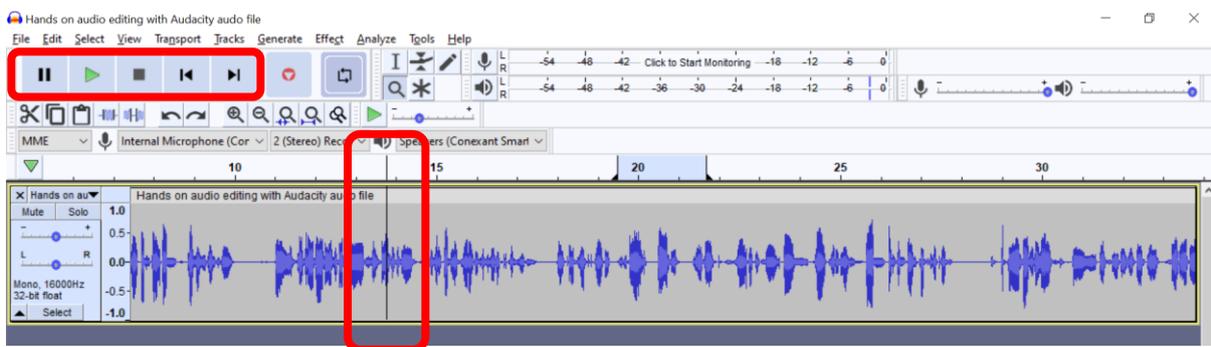
A step by step guide for using Audacity for simple audio editing

Audacity is free open source software for recording and editing sounds and you can download it from <https://www.audacityteam.org/download/>

- Once installed on your PC – open Audacity and go to File / Import / Audio and navigate to find your audio file on your PC to import.



- You should now see your audio track in wave form as below.



- To Play your track, click on the green arrow, then pause and stop using the standard options.
- Click your cursor at any point in the track to play from there (a vertical black line will appear at that point).

Editing your audio file

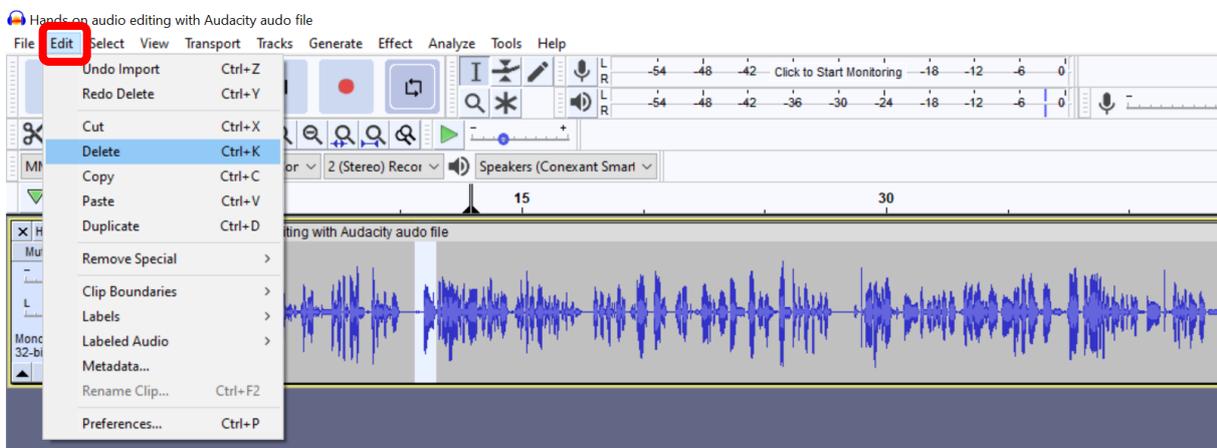
To edit your audio, you first need to highlight a section and then apply one of the options from the Edit menu.

- To select a particular area, click in the track and drag with the mouse to create a highlighted area. It will be lighter than the dark grey background.



If you need to check you have made the right selection – click on Play.

- Once you have selected an area – the most common Editing features you'll want to use are: Cut, Delete, Split, Silence, Trim (which leaves only the selection behind) or Copy.
- You can either use the Edit menu as below.

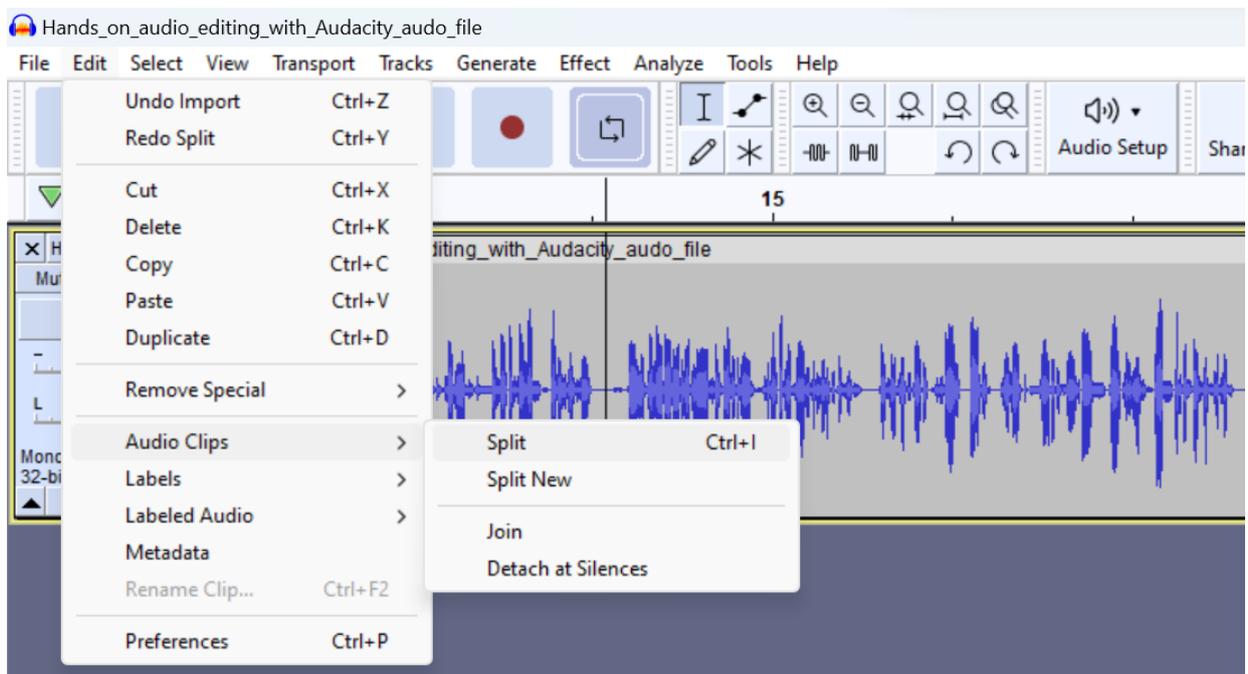


- Or, for deleting, you could just use the Delete key on the keyboard. Here also are keyboard short cut commands that can help speed up the editing process.

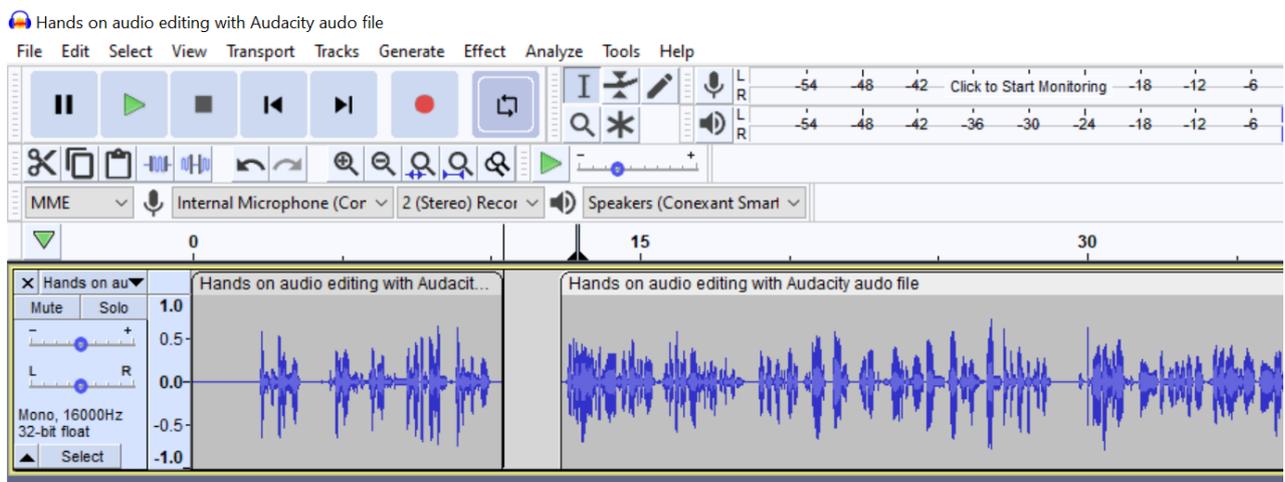
Copy	CTRL + C
Paste	CTRL + V
Paste Text to New Label	CTRL + ALT + V
Duplicate	CTRL + D

Cut	CTRL + X
Delete	CTRL + K
Split Cut	CTRL + ALT + X
Split Delete	CTRL + ALT + K
Silence Audio	CTRL + L
Trim Audio	CTRL + T

- If no audio is selected, Audacity by default selects all the audio in the project window. If you delete the whole track by mistake, don't panic, just use Ctrl Z or the Back arrow to Undo!
- The Split option is useful to create a break in the recording. Go to Edit, Audio Clips and Split. Make sure your vertical playhead is in the correct place.



- You may then want to add a pause by dragging a clip to create a space. This space is also useful when you are rearrange the order of clips in your track. You can copy or cut and paste a clip in the usual way to do this.



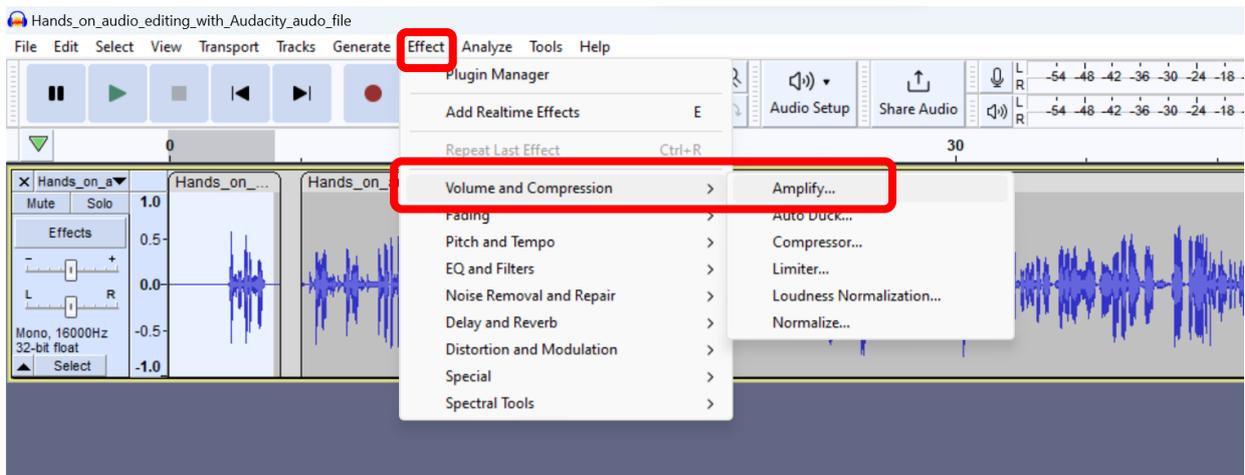
- It's useful to zoom in and out on your track depending on the editing you are doing. Use the + and - functions to control the level of detail of the sound waves you see on screen.



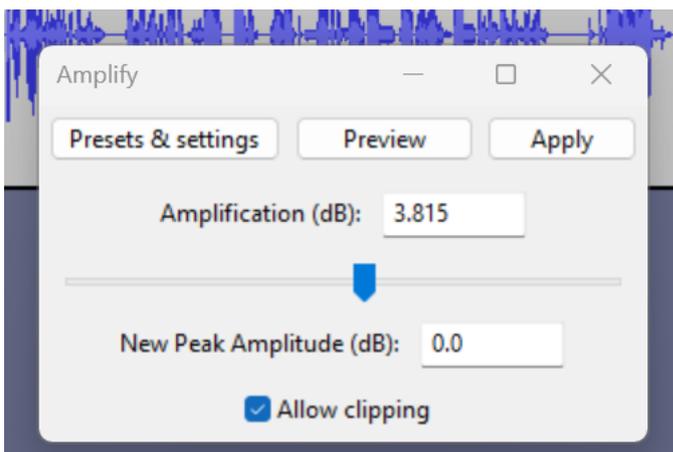
Effects

In addition to the basic Editing features, you may want to use a couple of the Effects options.

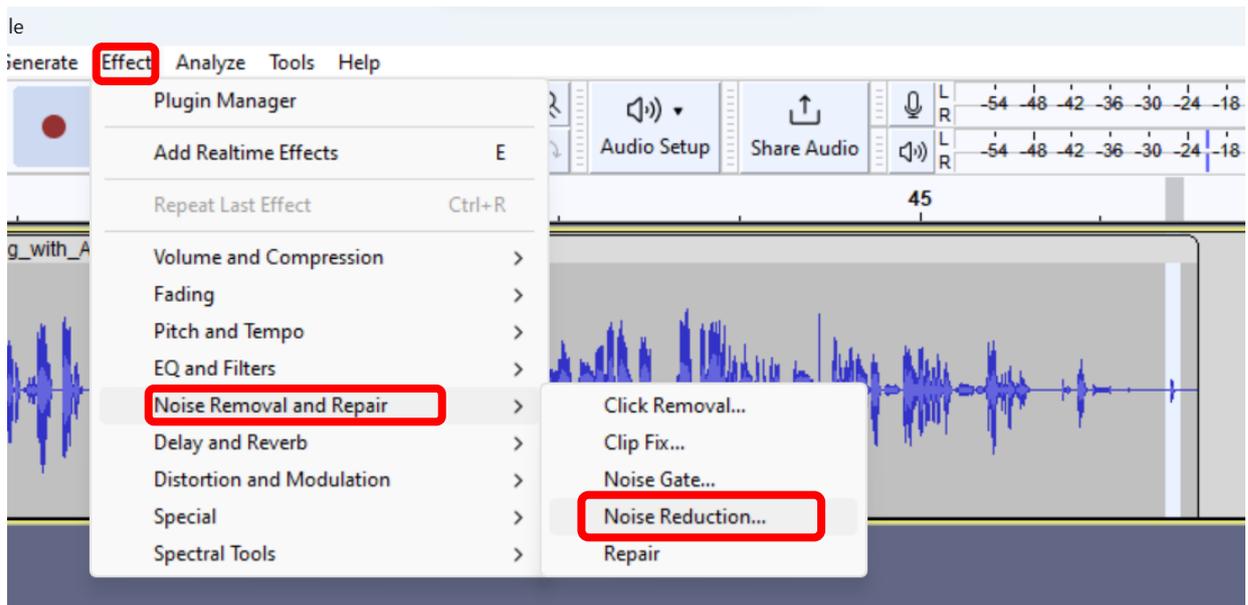
- If your audio track isn't loud enough, you can make it louder using an Effect. Go to Effect, Volume and Compression and Amplify.



- Now drag the slider to the right to increase the amplification.

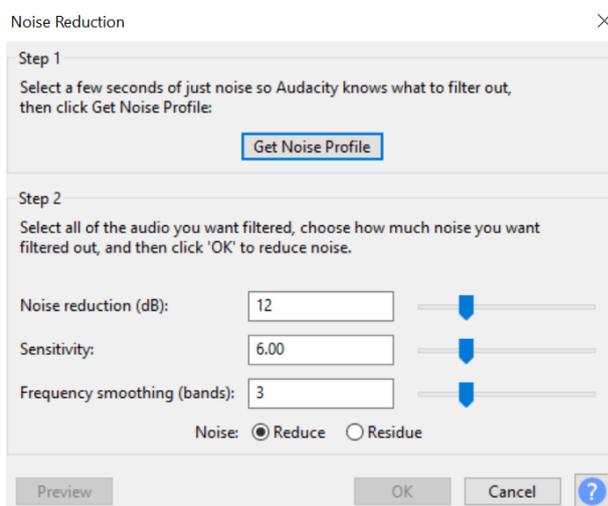


- Use the Preview option to listen back until you are satisfied with the sound. You may need to use the Allow clipping option to increase the volume further – just check if your audio now sounds unnatural or distorted.
- Another Effect you might need to use if you have a lot of background noise is Noise Reduction.



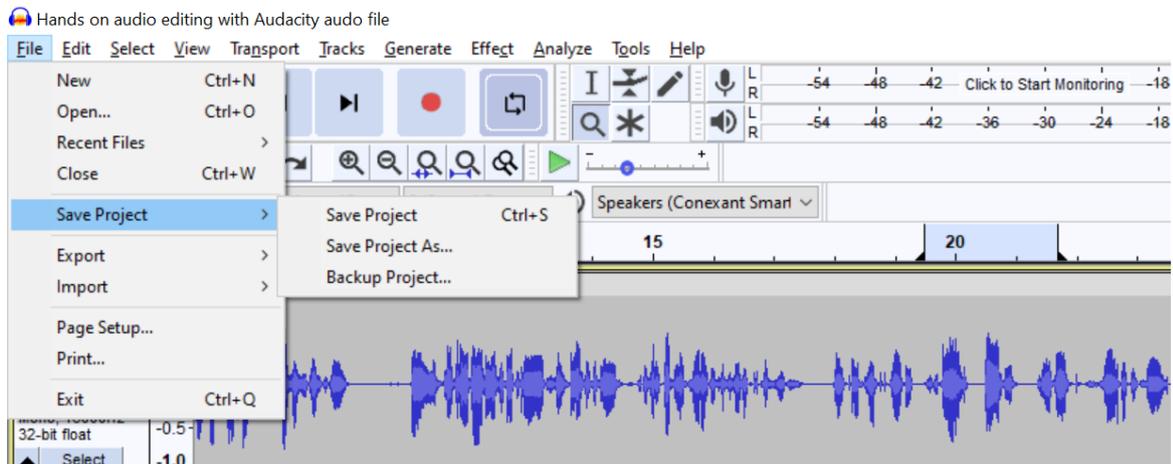
- Select a section with the background noise alone. Go to Effect, Noise Removal and Repair and Noise Reduction. Click 'Get Noise Profile'. Next adjust the filtering levels and press OK.

Best results are achieved when this is a constant sound you want to remove. (See over for screenshot). If the timing of your sound is too short you may not be able to get a noise profile.

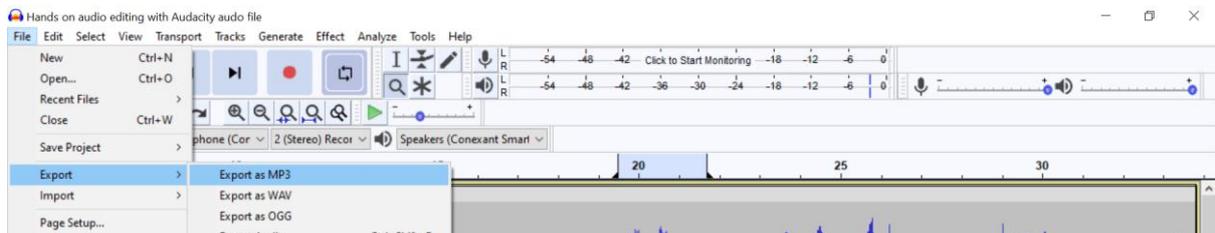


Saving & exporting your audio file

- As you are working on your audio file, you can save it as an Audacity project, so you could complete the editing at another time.
- Go to File, Save Project and you'll be prompted to give it a name.



- When you have finished editing, go to File / Export / Export as MP3



** If you get stuck, take a look at the Audacity Online Help Manual and the Editing FAQs http://manual.audacityteam.org/o/man/faq_editing.html