

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

Audacity is free open source software for recording and editing sounds and youcan down-load 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.

New	Ctrl+N			I	-/ .	-54	-48 -42	Click to Start Moni	toring -18 -12	-6 0				
Open	Ctrl+O		• C	۵,	k D.	-54	-48 -42	-36 -30	-24 -18 -12	-i 0	J		-	t
Recent Files	>		000		+									-
Close	Ctrl+W	abone (Can y	2 (Starge) Perce		akers (Consumption									
Save Project	>	phone (cor *	2 (Stereo) Recor	A) abe	akers (Conexant Sm	111 V								
Export	>	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0
Import	>	Audio	Ctrl+Shift	el 👘										
Page Setup		Labels												
Print		MIDI												
Ewit	Ctrile O	Raw Data												
EXIT	Ctri+Q													

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

File Edit Select View Trapsport Jacks Generate Effect Analyze Tools Help II II II II III III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Amous on audio editing with Audacity audo file	– 0 ×
	<u>File Edit Select View Transport Tracks Generate Effect</u>	Analyze T <u>o</u> ols <u>H</u> elp
MME Internal Microphone (Cor v) 2 (Stereo) Rec Ippe ers (Conexant Smart v) MME Internal Microphone (Cor v) 2 (Stereo) Rec Ippe ers (Conexant Smart v) Image: Solo 10 Ippe ers (Conexant Smart v) Mute Solo 10 Ippe ers (Co		$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$
MME v internal Microphone (Cor v 2 (Stere) Rc v 1) pp ers (Conexant Smart v) V 10 15 20 25 30 Mate Solo 10 L R 0.0- Seect 1.0 Seect 1.0	<u>XDD=++++</u> ~~ @ @ Q Q Q &	
Image: solution of the soluti	MME 🗸 🌵 Internal Microphone (Cor 🗸 2 (Stereo) Reco	Spen ers (Conexant Smart V
Image: solution of the soluti	10	15 20 25 30
	Item son au Hands on audio editing with Audacity au Mute Solo 1.0 0.5 0.5 0.5 Mono, 16000Hz 0.5 0.5	aus 24142 414444444444444444444444444444444

- 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.

× Hands on au▼	Hands on audio editing with Audacity	udo file	
Mute Solo 1 + 0 R 0 Mono, 16000Hz -0 32-bit float -0 Select -1		- Nilly	

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.

Сору	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.

(#) Ha	nds o	n audio	editing	with Audacit	y audo f	ile														
F	ile	Edit	Select	View	Transport	Tracks	Generate	Effect	Analyze	Tools	Help										
				-	•	M	•	Ľ		*		-54	-48 -48	-42 -42	- Click to	Start Mo	onitoring -24	-18 -18	-12	-6 -6	
Ξ	Х			0F vHv	5	Ð	ର୍ ରୁ	ଦ୍	1 🕨 L		+										
Ξ	MN	1E	~ 🎈	Interr	nal Microph	one (Cor	✓ 2 (Stere	eo) Reco	r ~ 🌒 S	peakers	(Conexant S	Smart ~									
	\bigtriangledown			0						15							30				
	× H Mut L (ono (2-bit	ands o e 0 , 16000 float Selec	n au▼ Solo + R 0Hz t	0.5 - 0.5 - 0.5 - 1.0	ands on aud	lio editin	g with Auda	acit	Hai	nds on	audio editing	g with Auda	icity audo	o file	*			 ++	***		

 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.

Noise Reduction	>
Step 1	
Select a few seconds of just nois then click Get Noise Profile:	e so Audacity knows what to filter out,
I	Get Noise Profile
Step 2	
Select all of the audio you want filtered out, and then click 'OK' t	filtered, choose how much noise you want to reduce noise.
Noise reduction (dB):	12
Sensitivity:	6.00
Frequency smoothing (bands):	3
Noise:	● Reduce ○ Residue
Preview	OK Cancel 2

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.

🔒 н	ands on audio e	editing v	vith Aud	lacity	/ audo f	ile												
<u>F</u> ile	<u>E</u> dit <u>S</u> elect	<u>V</u> iew	Tra <u>n</u> sp	ort	<u>T</u> racks	<u>G</u> enerate	Effe <u>c</u> t	<u>A</u> nalyze	T <u>o</u> ols	<u>H</u> elp								
	New Open	Cti Cti	rl+N rl+O		M	•	Ľ		*			-54	-48 -48	-42	Click to	Start Mo	nitoring -24	-18
	Recent Files Close	Ctr	> I+W	2	Ð	Q Q (२ &		0	+	R							
	Save Project		>		Save P	roject	Ct	rl+S	Speake	rs (Cone	xant Sm	→ ha						
	Export Import		> >	_	Save P Backu	roject As p Project			1	5				20)			<u> </u>
	Page Setup Print			u		N I	MMud.		لد 🛤	LA A.	ulula o k		наА			×Å.	. A u	
32-b	Exit it float -0 Select -1	Cti 0.5-1	rl+Q	r	~	ri	(pril)	W YNY		(M)	. رو ال دار	- 1	TYT			W		1

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

Hands on audio ed	iting with Au /iew Transp	dacity audo file ort Tracks Generate Effect Analyze Tools Help	- 0 ×
New Open Recent Files Close	Ctrl+N Ctrl+O > Ctrl+W	► • • • • • • • • • • • • • • • • • • •	······•
Save Project	>	phone (Cor 🗸 2 (Stereo) Recoi 🗸 🐠 Speakers (Conexant Smarl 🗸	
Export	>	20 25 Export as MP3	30
Import	>	Export as WAV	^
Page Setup		Export as OGG	for a large

** 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