



## Audacity Tutorial

### What is Audacity?

Audacity is a free cross-platform audio recording and editing program that allows you to simply record your voice and export in a variety of formats, from wav to mp3.

### Step 1 - Download

Download Audacity and follow installation instructions:

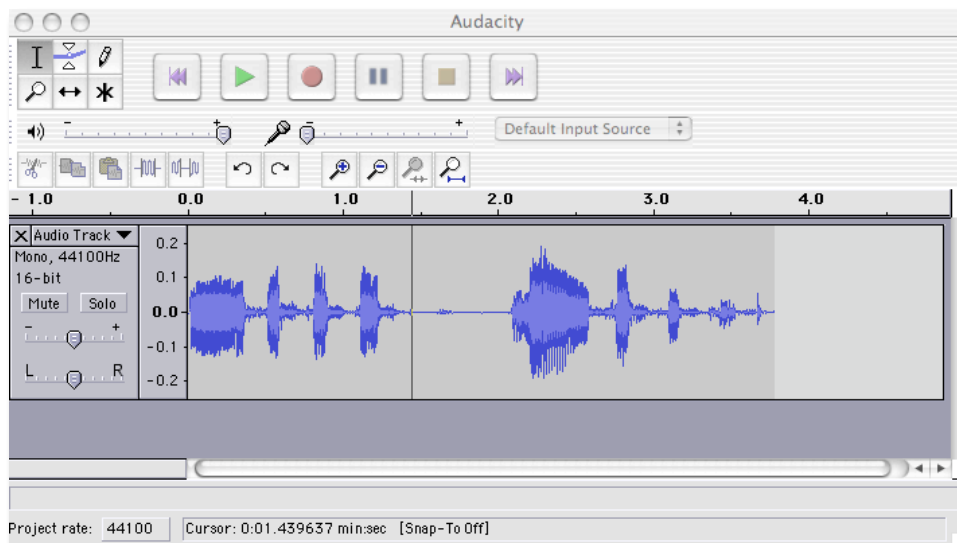
<http://audacity.sourceforge.net/download>

### Step 2 - Setup

Connect a microphone to your PC. Most PCs have a mic input in the back.

### Step 3 - Recording

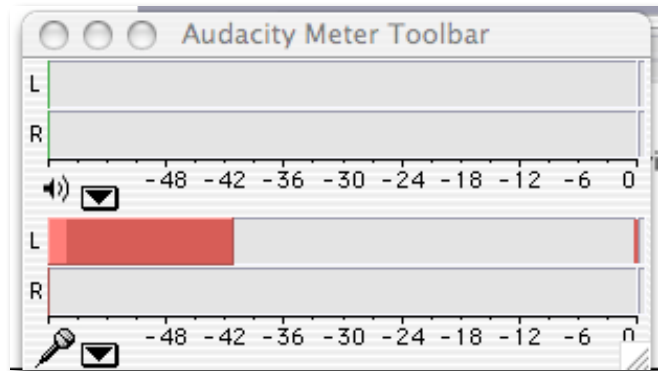
Open Audacity. Bring the mic about 6 inches from your mouth. Press the red record button and Audacity will begin recording your voice. Press the orange stop button to stop the recording. A blue waveform should now occupy the audio track. This waveform is a visual representation of your voice. The waveform should be fairly thick, but not touching the top or bottom of the track, as that means that the recording was too loud and will pop on speakers.



#### Step 4 – Listening

You can now use your cursor to “cue up” the audio track, by click with your mouse inside the track and by using the horizontal scrollbar at the bottom of the track to move back and forth from one end of the track to the other. To listen from the beginning, move the scrollbar all the way to the left, click with your mouse in the audio track at the far left edge of the track and press the green “play” triangle button (or simply use your spacebar to stop and start).

When listening or recording, take a look at the Audacity Meter Toolbar to see how loud your recording is. The red bar should not go above the -6 decibel level, otherwise it will “pop” the speakers and sound distorted. If your audio is too high, record again, this time moving the microphone farther away from your mouth. You should always try to record in your natural voice. Don’t adjust your vocal volume, instead adjust the microphone.



#### Step 5 – Editing

Typically we tell people to just record one paragraph of their script at a time, listen, and decide whether to save that section or delete it and record a 2nd take. Another option you have is to highlight certain sections of your audio track (using the cursor) and delete those sections by pressing the delete button. You can also record some room noise (blank space) at the end of your audio track, copy it into your clipboard by selecting that section and clicking Edit > Copy. Then you can easily paste that blank space between sentences in your audio track by clicking at the place in the track where you’d like to insert a pause (silence), and clicking Edit > Paste.

#### Step 6 – Saving

When you’re done editing your audio track, click File > Save and you can choose to save it as a .wav file (high quality) or an .mp3 (lower quality). In most cases, video editing software will accept both wav and mp3 files. The advantage of wav is that the sound quality is higher, but the file size is bigger. Vice versa applies for mp3 files.