Information Technology Services

Quick Start Guide for Audacity
## Quick Start Guide Sections:

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What is Audacity?
- Audacity is a free, totally free, audio editing program. Download it here: [http://audacity.sourceforge.net](http://audacity.sourceforge.net)

Installing Audacity
1. Download Audacity to your own computer.
2. Run installation file.
3. Download the LAME encoder file. Follow these instructions to do so: [http://lame.buanzo.org](http://lame.buanzo.org)
4. Unzip or uncompress the downloaded LAME file.
5. It is very important that you know exactly where you saved the lame_enc.dll or LameLib file. Reason: The very first time you try to export an MP3 file from Audacity, it will ask you: Where is the LAME encoder file? You must show Audacity where the file is. You will do this only once.

If you don’t follow steps 3 - 5, you will not be able to export MP3 files from Audacity. However, you will not have a chance to do Step 5 until you have some audio to export.

So, make a note for yourself: The first time you export an MP3 file, you must remember where you put that LAME file after you unzipped it.

Opening an Audio File
How do you open any file in any program? File menu > Open.

Note: Audacity cannot open WMA files. If you have WMA files, you must convert them first (convert to the WAV format, for example). Conversion can be done with Switch (Mac and Win) or EasyWMA (Mac only)
- EasyWMA: [www.easywma.com](http://www.easywma.com)

Recording Your Own Voice
1. Connect a microphone.
   a. If your computer has a Mic In port, plug in a microphone.
   b. If your computer has a Line In port, get a USB microphone or an audio adapter such as the iMic: [www.griffintechnology.com/products/imic](http://www.griffintechnology.com/products/imic)
   c. Please note: If you have a built-in mic, the quality won’t be the best quality.
2. Open Audacity.
3. Click the red button. Start talking.

4. When you’ve finished, click the Stop button.

**Saving Your File**

Like many audio editing programs, Audacity wants you to save a “project” and not a file—until you are completely finished with your editing. When you are finished, you will export a new file. But until then, you will just go on saving your project as many times as necessary to avoid losing your work.
**Editing Audio**

To delete something, first you will click, hold and drag to select the section:

Then press the **Delete** key on your keyboard. *(Note: The player must be stopped, not paused.)*

If you make a mistake, hold Ctrl (Win) or Cmd (Mac) and press *z*. 
To move a section from one place to another, first select it (as shown above), but hold Ctrl (Win) or Cmd (Mac) and press x (for cut). This is exactly the same as Microsoft Word. Cut, copy and paste all work in your audio editor.

Move the cursor to where you want to add the cut section, and click once:

![Waveform with selection](image)

Then hold Ctrl (Win) or Cmd (Mac) and press v (for paste):

![Waveform with pasted section](image)
Normalize

DC offset is a potential source of clicks, distortion and loss of audio volume. Audacity’s Normalize feature improves sound quality by centering an audio file’s DC offset on the 0.0 horizontal line, as shown below.

To normalize, click on Effect and Normalize...

Click on OK.
Noise Removal
The Noise Removal feature allows you to remove background or “white noise” from your recording.

Highlight an area of your audio file that is only background noise.

From the menu, choose Effect and Noise Removal...
On the Noise Removal window, click **Get Noise Profile**.

Next, select your entire sound file. From the menu, again, choose **Effect** and **Noise Removal**...
Click to **Preview** your audio recording. You may choose to adjust the noise filters. When finished, click **OK**.
Before You Export the Finished File

When you’ve completed your editing, you will want an MP3 file. First, you should convert a **stereo** file (two tracks) to a **mono** file. This reduces the file size by 50 percent. (If you have only one track, please skip this section.)

**Convert Stereo to Mono**

1. Click the track name (here it is “R09_0005”; yours will be different) to open the menu. Select “Split Stereo Track.”

2. After splitting, change EACH track to Mono.
3. Select **all tracks** by shift-clicking each track until all are highlighted.

4. **Tracks menu > Mix and Render.**
Exporting the Finished File

If you have completed all your editing, then it’s time to export an MP3.

File menu > Export.

Make sure that at the bottom, where it says “Save as type,” it says **MP3 Files**. Give the audio file a name and save.
You can leave the Metadata blank, or fill them in. Click **OK**.

Voilà! You have an MP3 file suitable for uploading to the Web.