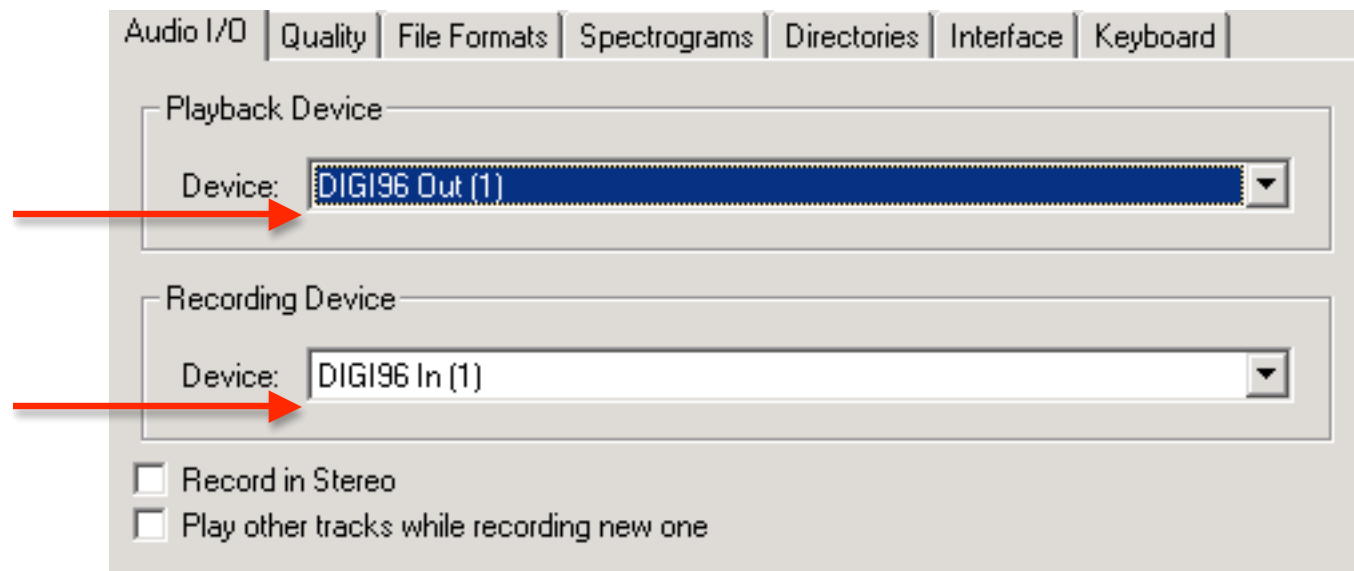**Audacity Tutorial**

Set up

1. Connect your headset or your microphone into the USB port of your computer before opening the Audacity software.

2. Double click on the Audacity icon to open the software.

3. In Audacity, check to see if your equipment has been detected. To do this, click on the menu "Edition", then "Preferences..."If you are using headsets, verify the two following sections: «Playback Device» and «Recording Device»
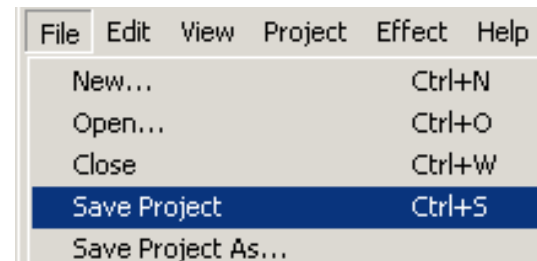   *Select the name of your device.

- Press «OK ».

- If you are using a microphone, check only the « Recording Device » section.
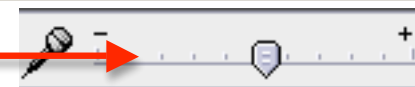 *Select the name of your device.

- Press « OK ».

4. Create a new project. Select and choose a location and a filename for your project.

Please note that when you start up Audacity, only the **" Save As..."**
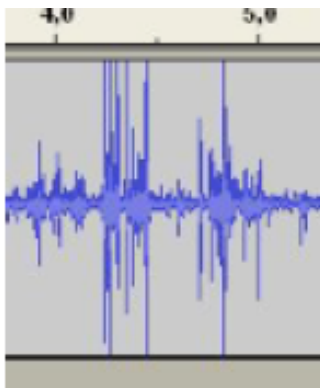menu option is available.

To save your project later on, you can also use the keyboard shortcut: CTRL+S

File	Edit	View	Project	Effect	Help
New...					Ctrl+N
Open...					Ctrl+O
Close					Ctrl+W
Save Project					Ctrl+S
Save Project As...					

5. Before recording your voice, check if the volume of your microphone is correct.

Too loud   Too low   Correct

Pictures: Audacity Tutorial, Claude Frenette, RÉCIT de l'enseignement privé

Overview of the Audacity Tools

Click on the red **Record** button to begin recording.

Click on the blue **Pause** button to pause the recording. Press it again to continue.

Click on the yellow **Stop** button to cease recording. The cursor will return to its previous position, before the recording was started.

Selection Tool

This is the main tool you use to select audio. Click in a track to position the cursor, or click and drag to select a range of audio. If you drag from one track to another, you can select multiple tracks. Extend a selection by shift-clicking a new point in the track.
Playback will always begin at the position of the selection cursor. If a range of audio is selected, only the selected range will play.

Envelope Tool

The envelope tool gives you detailed control over how tracks fade in and out, right in the main track window. When the envelope tool is selected, the amplitude envelope of each track is highlighted in a green line, with control points at the beginning and end of each track. To change a control point, click it and drag it to a new position. To add a new point, click anywhere in the track where there is not already a control point. To remove a point, click on it and drag it outside of the track until it disappears, then release.

Zoom Tool

This tool allows you to zoom in or out of a specific part of the audio. To zoom in, click anywhere in the audio. To zoom out, right-click or shift-click. In addition, you can zoom into a region by clicking and dragging the mouse to highlight the region you want to see, then releasing the mouse button.
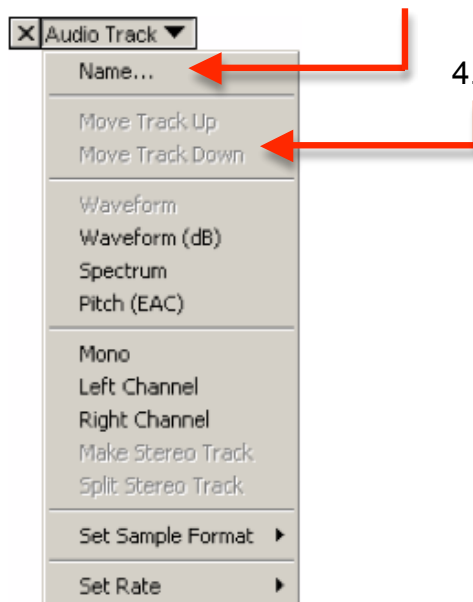
Time Shift Tool

This tool allows you to change the relative positioning of tracks relative to one another in time. To use this tool, simply click in a track and drag it to the left or right.

Recording and Editing

Recording your voice

1. Click on the **Record** button to record your voice. Once you are finished you can press **Stop** or **Pause**. If you press **Stop**, next time you record your voice, it will generate a new audio track. If you want to continue the recording, you press the **Pause** button.

   • You should use the **Stop** button if it is a new passage of your text or if another person is recording.

2. Each time you record a new track, place your **Selection Tool** where you want to begin the recording. Afterwards, you will be able to move the track if it is not in the right place. If you want to move your track in the timeline, select the **Time Shift Tool.**

3. Each time you record a new track, make sure you label it to avoid any confusion.

X	Audio Track ▼
	Name...
	Move Track Up
	Move Track Down
	Waveform
	Waveform (dB)
	Spectrum
	Pitch (EAC)
	Mono
	Left Channel
	Right Channel
	Make Stereo Track
	Split Stereo Track
	Set Sample Format ▶
	Set Rate ▶

4. When you have a lot of tracks recorded, you may want to change their order. **Select Move Track Up** or **Move Track Down.**

Importing an Audio File

There are three ways to do this:

1. Simply drag and drop the audio file into the Audacity window. (If you're using Mac OS 9 or X, drag the audio file to the Audacity icon instead...)

2. Select *Import Audio* ... in the **Project** menu.

3. Use the keyboard shortcut: CTRL+I

*Audacity can import WAV, AIFF, AU, IRCAM, MP3 and OGG files.

Adding Effects in your Project

1. Select some audio : Use the mouse to select some audio. You can listen to that selection as many times as you like and adjust the boundaries of the selection.

2. Select an effect: You can pick any of the internal effects.

3. Tweak the parameters to your liking.

4. Let the software work: Hit the OK button. Or hit the Cancel button if you're unsure about something.

5. Not happy? UNDO **(or CTRL+Z)**

Done?

When you are satisfied with your project, Export As MP3...

Export the current Audacity project as an MP3 file. Audacity does not encode MP3 files directly, but instead requires that you download a separate MP3 encoder. See Exporting MP3 Files for details.

For more information about the Audacity software: http://audacity.sourceforge.net/manual-1.2/index.html