Sound Editing - Audacity Lab Overview (Updated for Version 2.0)

Please Note: This has been written using the Linux version 2.0 of Audacity. Differing versions of Audacity (i.e. Windows, Mac, Linux) occasionally shuffle menu items around, or call tools slightly different names.

1. **REMEMBER TO SAVE YOUR WORK OFTEN – takes a moment, but saves hours of work!**

2. General Overview
    1. Opening a Sound File ("File - Open")
    2. Transport Control (Play, Pause, Stop, etc) – Spacebar on keyboard will toggle Play/Stop
    3. Editing Tools (Selection, Zoom, Time Shift and Envelope Tools)
    4. Track Time Ruler
    5. Looking at the Audio Waveform Display (Horizontal = Time / Vertical = Volume)
    6. Zoom horizontally to see greater detail. Zoom vertically to see multiple audio tracks
    7. REMEMBER: Audio can ONLY be edited if you have stopped playback (NOT just paused)

3. Deleting Audio within a Single Track
    1. Select a specific sound clip in track (selecting horizontally is selecting the time of the sound clip)
    2. "Edit Menu – Find Zero Crossings" - lowers abrupt chopping when deleting/replacing audio
    3. "Edit Menu – Remove Audio – Delete" - removes clip, and audio on right of edit will shift left
    4. "Edit Menu – Undo Delete" - undoes last command, so sound clip is restored
    5. "Edit Menu – Remove Audio - Silence Audio" - wipes over the sound clip with silence (without shifting the rest of the audio, thus will not change timing of track)

4. Inserting New Audio within a Single Track
    1. Open another sound file ("File – Open")
    2. Select a specific sound clip and use "Edit Menu - Copy" then close the sound file (don't save)
    3. Position cursor in original audio track for new insertion, or select a clip to be replaced
    4. "Edit Menu - Paste" to insert/replace new sound clip into track (remember, the audio on the right of the edit may shift left/right depending on length of new clip)

5. Working with Multiple Tracks
    1. Select a specific sound in first track
    2. "Edit Menu - Duplicate" to create a copy of selected audio into a new track
    3. Overview of Track Header Control Panel on left of each track: Track Volume (coarse), Pan, Mute, Solo, Track Minimize, Dropdown-Menu with Track Split, etc

6. Working with Effects
    1. Select the sound clip near beginning of first track (selecting horizontally selects time of clip)
    2. "Effect Menu - Fade In" to create an automatic volume fade in.. Use "Fade Out" for the opposite result. Remember, the length of sound selected is the length of the fade in or out.
    3. Select whole sound clip in duplicated track – click on track header to select entire clip
    4. "Effect Menu - Reverse" - reverses the audio of entire selected clip

7. Working with Envelope Tool
    1. Click on Envelope Tool in Editing Tools next to Transport Control at top
    2. Adjust volume curves across entire length of track - can be used for precise control over the dynamic volume of the sound (compared with Track Volume)

8. Inserting New Audio as an Additional Track
    1. Use "File Menu – Import – Audio" to insert new audio as a separate track
    2. Click on Time Shift Tool in Editing Tools next to Transport Control at top
    3. Select and horizontally move the new sound track to a good position near end of first track
    4. Use the automatic Fade In/Out (within Effect Menu), or use Envelope Tool to create a clean crossfade between the original sound tracks and the new track

9. Exporting Your New Audio Mix for burning to CD or playing back with iPods/media players
    1. Use "File Menu - Export..."
    2. Name your file, select "Format – WAV" if needed, and click save. It may warn you that "your tracks will be mixed down to two stereo channels." Click OK, this warning is due to exported files only using two tracks...one for the left speaker and one for the right speaker.
    3. PLEASE NOTE: You can export to other audio formats including compressed formats like MP3 (with the additional LAME installation, details are below). However, for burning to CD or playing back in dance performances, I advise sticking with the uncompressed wave (WAV) format as it'll be the highest quality. (If this is confusing then don't worry, just remember to select WAV when you export)

For further info, manuals, tutorials, etc, etc. please follow this link: http://audacity.sourceforge.net/help/

Want to use Audacity at home for editing? You can! Audacity is open source, free to use, and available for Windows, Mac, and Linux operating systems.
Download it from: http://audacity.sourceforge.net/ or http://audacity.sourceforge.net/download/

Want to export your work as an MP3 file rather than a WAV file? You will need to download and install the "LAME MP3 Encoder" when you install Audacity.
Instructions here: http://manual.audacityteam.org/o/man/faq_installation_and_plug_ins.html#lame

Have no access to a computer with Audacity? You can use the Mac computers in Wilner lab whenever there is not a class scheduled. If the lab is locked then speak with Renea. Remember to bring and save onto a flash drive, as your edited files will be deleted from the lab computers upon shutdown.