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**ANTH 4100: Making Anthropology Public**  
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**Introduction to Audacity**  
[bit.ly/fa22-hersh-audacity](http://bit.ly/fa22-hersh-audacity)

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## **Audacity**

Audacity is a free, easy-to-use, multi-track audio editor and one of the more popular free audio editors used for creating podcasts. It can be used with Windows, Mac, and Linux operating systems.

<b>How to Use Audacity</b>	<b>1</b>
Audacity 101	1
Helpful Videos and Sources:	2
Key Terms	2
Tips for Using the Audacity Toolbar	2
Metadata Tags	3
Keyboard Shortcuts for Audacity	4
<b>General Tips for Podcasting</b>	<b>5</b>
Tips for Getting Started on Your Interviews	5
Tips for Audio Recording	5
Tips for Zoom Recording and Transcription	6
Fair Use, Copyright, and Public Domain Resources	6

## **How to Use Audacity**

### **Audacity 101**

- Click on the red button to record your track!
- To edit out sections of your recording, select the part of your track you want to remove, then hit “delete” on your keyboard.
- You can split tracks by selecting the point in the clip you wish to divide, then go to Edit > Clip Boundaries > Split.
- You can move tracks by dragging and dropping them with your mouse.
- Save your project by going to File > Save Project > Save Project (or Save Project As, if you are creating your project).
- Finished? Export your project before sharing your recording! Go to File > Export > Export as an MP3.



## Helpful Videos and Sources:

Audacity for Beginners: <https://www.youtube.com/watch?v=DjhllsLH32I>




Audacity for Podcasting: <https://www.youtube.com/watch?v=xl-WDjWrTtk>

## Key Terms



- **Track:** a single audio channel or stream.
- **Multi-track:** an audio recording or channel with more than one track or recording of sound. Another term for this is “multimedia.”
- **Clipping:** splitting audio into separate sections or making “clips.”
- **Waveform:** the curve within a track showing the volume and duration of individual sounds. Waveforms are measured by a vertical scale of -1.0 to +1.0, centered on the 0 line. The audio is louder when the top and bottom of a waveform lie closer to -1.0 and +1.0, and the audio is quieter when they lie closer to the 0 line.
- **Mixing:** the process of audio production, or mixing tracks of recordings, music, and other desired media.
- **MP3 File:** the most general audio file format. Others include .wav, .mp4, etc.

## Tips for Using the Audacity Toolbar



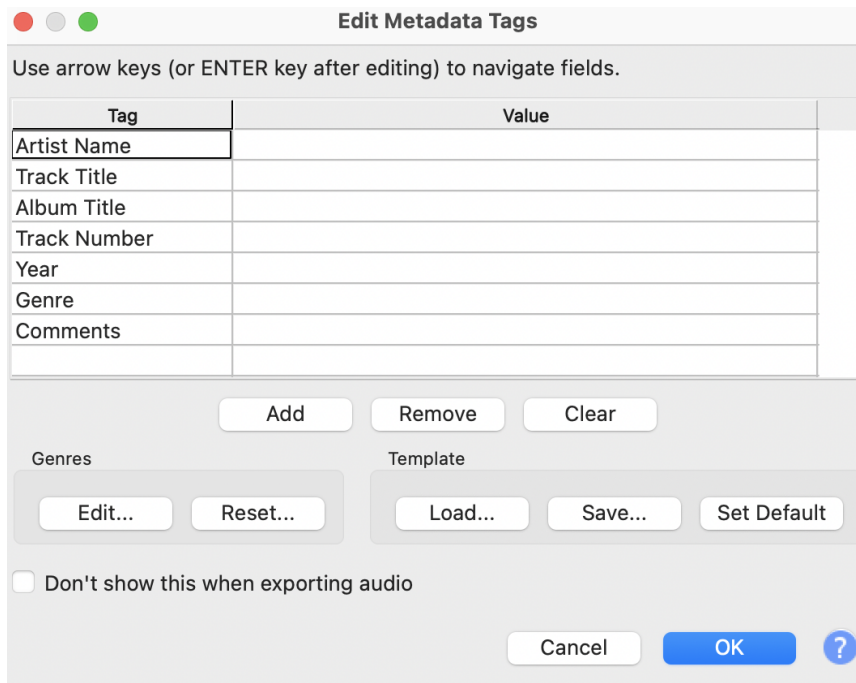
- This is the Audacity toolbar.
-  The selection tool will be selected automatically when you open Audacity.
-  The most useful tool is the multitool, which allows you to use all the functions of the other tools without switching to them.
  - The selection tool is the default.
  - Hover over the waveform borders to use the envelope tool.
  - Use your trackpad to zoom.
  - Zoom in and left click to use the draw tool.
-  The envelope tool allows you to smooth changes in volume by using control points at the top and bottom of the waveform.
  - Clicking on the blue border will create control points, which you can then move around to adjust the waveform envelope.



-  The zoom tool lets you zoom in and out of the waveform in order to make adjustments.
-  The draw tool allows you to manually redraw the waveform to change the volume or correct background noise.
  - You can only use the draw tool if you've zoomed into the waveform.

## Metadata Tags

- When you export your audio as an MP3 or WAV file, Audacity will prompt you to enter metadata tags to identify the file. Once you've chosen a location to save your file, the tags window will pop up.



Tag	Value
Artist Name	
Track Title	
Album Title	
Track Number	
Year	
Genre	
Comments	

Buttons: Add, Remove, Clear

Genres: Edit..., Reset...

Template: Load..., Save..., Set Default

☐ Don't show this when exporting audio

Buttons: Cancel, OK, ?

- There is no option to add artwork to your file, so you will need to use a different application on your computer.
  - To do this on a **Mac**, open the **Apple Music** app and import the file from your documents into your library.
  - Right-click on the track and click "Get Info." You will see the metadata information you entered in Audacity



Tag	Value
Artist Name	DITI Researcher
Track Title	DITI Audacity Sample
Album Title	DITI
Track Number	1
Year	2022
Genre	Audacity Podcasting
Comments	

Use arrow keys (or ENTER key after editing) to navigate fields.

Buttons: Add, Remove, Clear

Genres: Edit..., Reset..., Load..., Save..., Set Default

Don't show this when exporting audio

Buttons: Cancel, OK, ?

DITI Audacity Sample

DITI Researcher

DITI

Details Artwork Lyrics Options Sorting File

title DITI Audacity Sample

artist DITI Researcher

album DITI

album artist

composer

Show composer in all views

grouping

genre Audacity Podcasting

year 2022

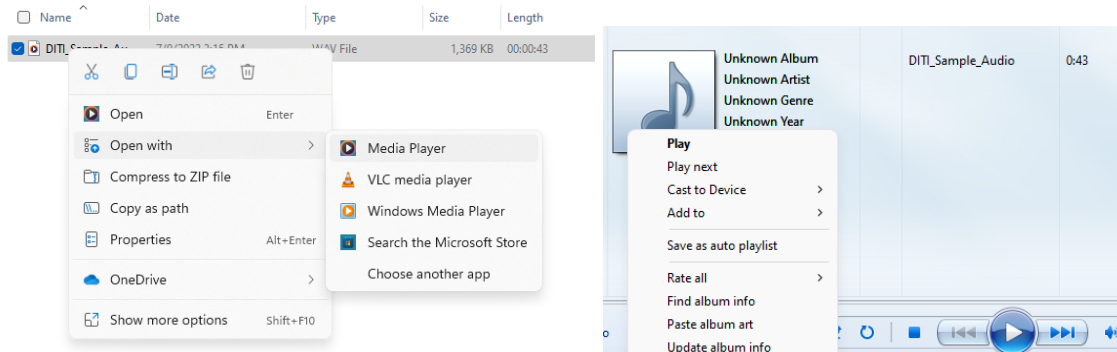
track 1 of

disc number of

compilation Album is a compilation of songs by various artists

Buttons: Cancel, OK

- Clicking the “Artwork” tab will let you upload an image to accompany your podcast file.
- To do this on a **PC**, right click on the MP3 file in your documents, select “Open With” and then “**Windows Media Player**.”
- Copy the image you wish to use, and then right-click on the file in the Windows Media Player music library and select “Paste album art.”



## Keyboard Shortcuts for Audacity

Here are some keyboard shortcuts for working in Audacity. For Mac Users, **Ctrl** is the equivalent of the **⌘ / Command** key.

- Importing audio: **Ctrl+Shift+I** (adds file as a new track to an existing project)
- Undo: **Ctrl+Z**
- Redo: **Ctrl+Y** (redoes the most recently undone action)
- Cut: **Ctrl+X** (removes selected audio data and adds it to Audacity clipboard)
- Delete: **Ctrl+K** (deletes selected audio data)
- Duplicate: **Ctrl+D** (creates a new track of current selection)
- Selection Tool: **Fn+F1** (use cursor to click and drag the portion you wish to select)



- Envelope Tool: **Fn+F2** (Adjust volume fade for selected audio data)
- Zoom Tool: **Fn+F4**
  - Zoom to Selection: **Ctrl+E** (Zooms in to the selected audio data)
- Splitting audio clip: **Ctrl+I** (Splits audio clip at the cursor point)
- Silence audio: **Ctrl+L** (Silences selected audio data)
- New Mono Track: **Ctrl+Shift+N**

More keyboard shortcuts can be found at the Audacity website:

- [https://manual.audacityteam.org/man/keyboard\\_shortcut\\_reference.html](https://manual.audacityteam.org/man/keyboard_shortcut_reference.html)

## General Tips for Podcasting

### Tips for Getting Started on Your Interviews

- Develop a detailed script first and indicate when specific types of audio and media should be included.
- Involve multiple voices through interviews. One person talking without interacting with another person or media is probably not interesting.
- Read the script out loud to practice so the recording sounds natural. You want it to sound like a dialogue, rather than like you are reading off a script (even if you are!).

### Tips for Audio Recording

- Start recording well in **advance** and do several **takes**
  - The original recorded audio is often much longer than the actual podcast episode.
  - Do not record everything at once! Break your script into segments that you can record several takes individually.
  - **Editing often takes much longer than the actual recording!**
- Find a quiet space to do any audio recording
- Use headphones or microphones to capture your audio
- Reserve space at the [Digital Media Commons](#) in Snell Library for professional studios and equipment!

### Tips for Zoom Recording and Transcription

- Prior to the interview, make sure that Local Recording and Closed Captioning options are enabled for your Zoom account.
  - Log into the Zoom web portal at [northeastern.zoom.us](https://northeastern.zoom.us).
  - Navigating to Account Settings under Account Management.
    - Click the Meeting tab and enable the Automated captions option.
    - Click the Recording tab and enable Local Recording



- At the beginning of the interview, turn on Recording and select Record to this Computer. An indicator will appear on the top left corner.
- Enable the Closed Captions or Live Transcript option via the CC button, and select Enable Auto-Transcription.
- In the case that you selected Recording to Cloud, you will also be able to access and download the audio file and transcript from your Zoom account by logging into the web portal.
  - Navigate to the Recording Management tab under Account Management
  - Select the relevant Cloud Recording and access audio and transcript data.
- To transcribe a local recording that does not have Closed Captions or Live Transcript, you can upload the audio file to OtterAI at <https://otter.ai/> for auto-transcription.
  - The free version of OtterAI has a thirty-minute limit for audio clips, you can adjust accordingly by splitting your interview into multiple thirty-minute clips and uploading as needed.

### Fair Use, Copyright, and Public Domain Resources

Here are some resources for finding creative commons and public domain media. Don't forget to provide credit!

- Free Music Archive: <https://freemusicarchive.org/>
- BBC Sound Effects: <https://sound-effects.bbcwind.co.uk>
- Internet Archive Audio library: <https://archive.org/details/audio>
- Partners in Rhyme: <https://www.partnersinrhyme.com/pir/PIRsfx.shtml>
- The Public Domain Review: <https://publicdomainreview.org/collections/>
- Musopen: <https://musopen.org/>
- CC Mixer: <http://ccmixter.org/>
- Creative Commons Search: <https://search.creativecommons.org/>
- Free sound effects : <https://freesound.org/browse/>

For more information:

- DITI Guidelines for Copyright, Fair Use, and Media Resources:  
<https://docs.google.com/document/d/1vXMRgk3wCX3GWyHTCS7pz2mkSh4qGDCAfY4PeHKrJhs/edit>
- Copyright and Primary Sources:  
<http://www.loc.gov/teachers/usingprimarysources/copyright.html>
- Fair use guidelines: [https://www.lib.purdue.edu/uco/CopyrightBasics/fair\\_use.html](https://www.lib.purdue.edu/uco/CopyrightBasics/fair_use.html)