**Student Instructions**

**A blue headphones with a yellow and red sound wave

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Open up Audacity.

* In audacity head to “File”, “Import”, “Audio”, and select all the .mp3 files in the “Presentation Sounds” folder.
* Finally, you should be able to see multiple tracks with separate “soundwaves” on your screen.

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Saving the Project

* Note that saving the project is not the same as saving the audio files.
* To save the project, go to file, save project, save project as…
* Name the project “Your Last Name\_Sounds”.

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Play/Mute/Solo

* At the top left of the screen, you can play/pause the track
* To select certain tracks to not play, you can mute the track (press the mute button under the name of the track)
* To only play a certain track, you can mute the track (press the mute button under the name of the track)

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Selecting/Cutting Parts of the Audio

* By left clicking and holding then releasing to either the left or the right, we can select a part of the audio (to select the whole track, click the blank part of the blueish gray box).
* When selected, you can play the audio and split the audio (you can also cut/copy/paste or delete the audio (remember that you can ctrl+z to undo!).

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Specical Effects: Reversing Sound

* Solo the Distressed\_Scream
* Select the first half of the scream (bonus: try to get the selection to \* end right before the voice crack)
* Split the section, then delete the second half.
* Then copy and paste the selection.

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Specical Effects: Reversing Sound 2

* Now click on the second section of the track and go to effect, special, and select reverse.
* Then to join the two clips, select the whole track, then go to the edit tab, audio clips, join.

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Exporting Each Track Separately

* To export each track separately, make sure that all the tracks you want to export are unmuted (you can unmute all the files by soloing a track then pressing solo for that track again); then go to file, export, export multiple (note that if you export the project as .mp3, all the tracks will combine into one audio file)
* Make sure to choose .mp3 as the format, tracks as the “split files on” and name files using track names.

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