Opening a file in Praat:

Open Praat. From the "Open" dropdown menu, click "Read from file…" and choose the file you want to open (see Figure 1).

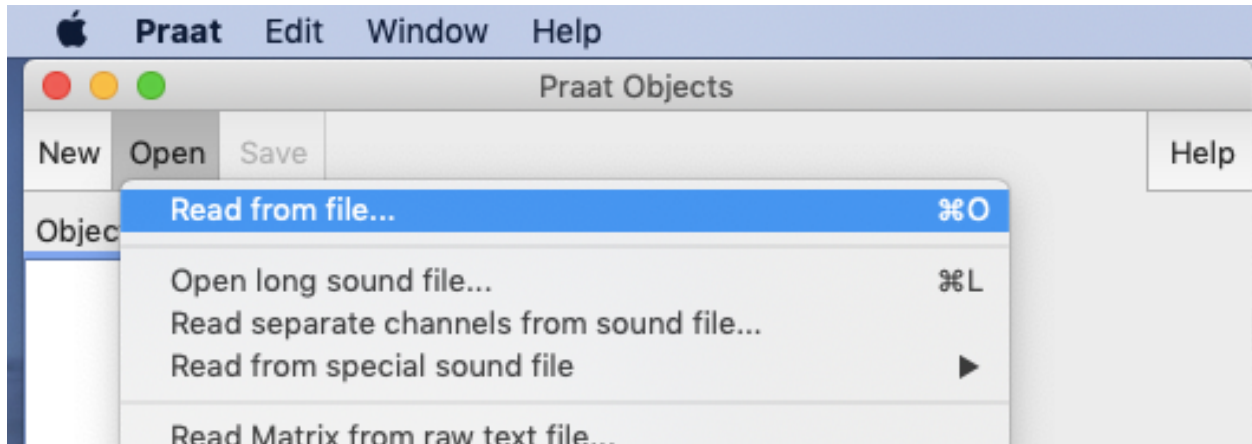

Figure 1: Read from file…

Only select "Open long sound file…" for very long recordings.

If you have a stereo recording, you may want to convert the file to a *mono* file to make measurements less complicated and the waveform easier to view. Select the file that you want to convert on the Praat objects list. Next, from the "convert" menu at the bottom right of the Praat Objects window, select "convert to mono" (see Figure 2). The new mono file will appear in the list with "mono" appended to the file name.
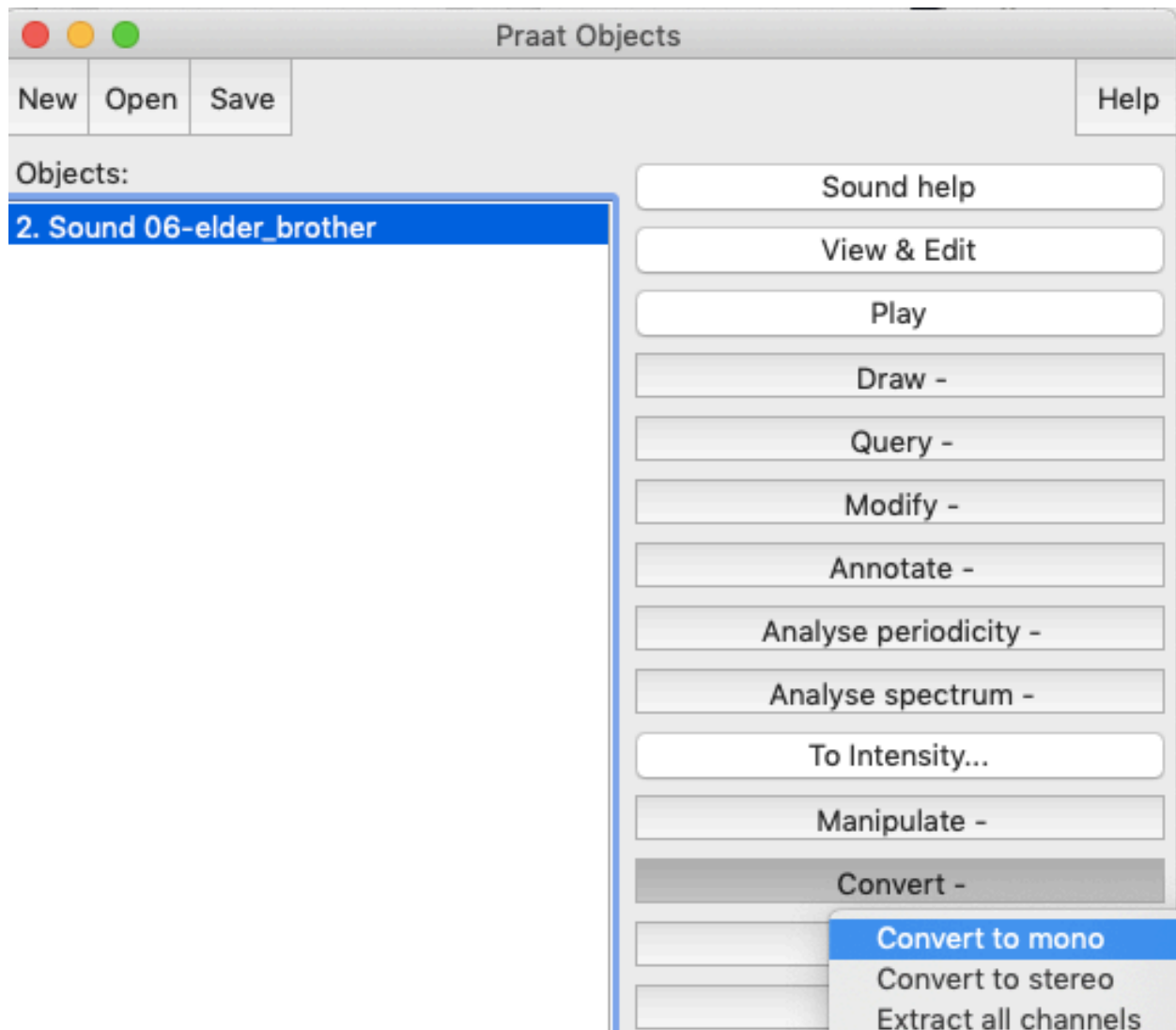
Figure 2. Convert to Mono

Viewing and analyzing a spectrogram and waveform in Praat

After opening or converting a file, it appears on the objects list. Click the file you want to view, and a menu will appear on the right side of the objects window (see Figure 3). Click "View & Edit" in that menu and the spectrogram and waveform will open.
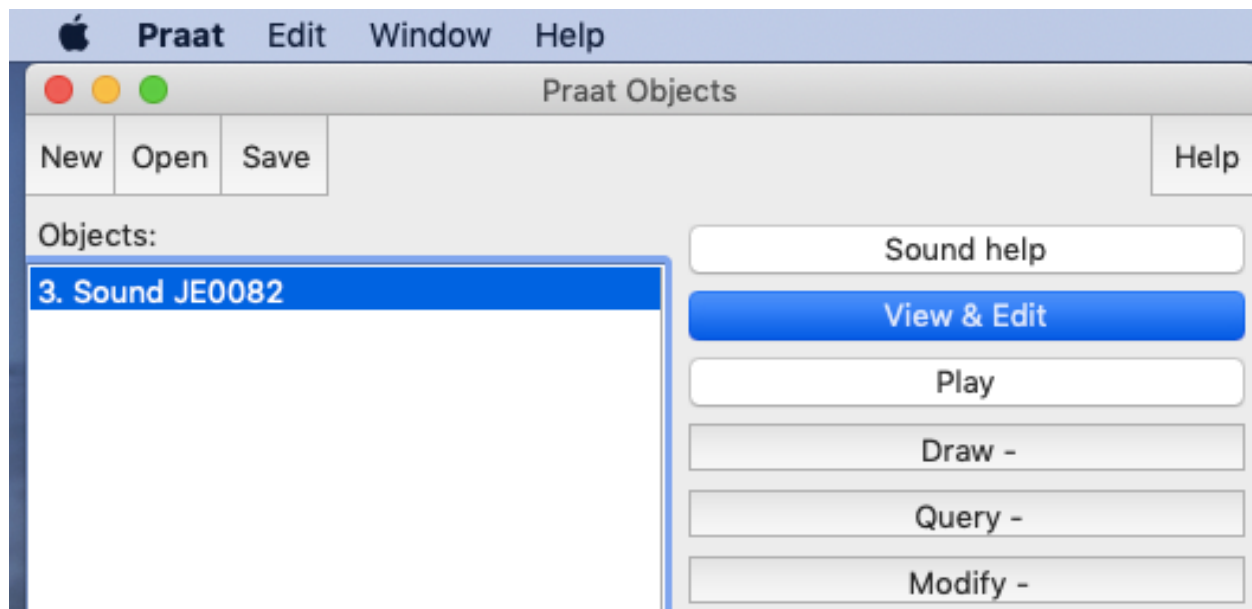
Figure 3: Select the sound and click "View and Edit"