Audio Editing with Audacity

Activity 1: Importing Audio

Download the workshop files from: **bit.ly/3wqciHh**

1. Open Audacity
2. Save your project (Go to: File → Save Project → Save Project)
3. Locate the workshop files in the File Explorer (make sure the folder is unzipped)
4. Drag and drop the interview-audio-recording-UNEDITED.mp3 file into Audacity

Activity 2: Cleaning Up Audio

Part 1: Cutting audio

Removing unwanted portions of the audio recording.

1. Highlight a section of audio with the ⌶ tool
2. Delete the section of audio with the ✂ tool (or Delete on the keyboard)
3. Repeat for all remaining sections (refer to Cut List below)

Cut List:

Introduction (ends at "Welcome Amanda")

- ☐ "or go for a jog" (unclear)
- ☐ Sigh
- ☐ Fumble/repeat

Question 1: What is Procasta-Baking?

- ☐ Stuttering

Question 2: What is a typical day of a Procrasta-Baker?

- ☐ Cough/laugh
- ☐ Cough

End activity after the response to Question 2 (approx. 5:00 min mark).

Part 2: Splitting audio

To mark when the introduction ends, split the audio track after Elaine says "Welcome Amanda"

1. Using the ⌶ tool, place cursor at the end of the introduction
2. Go to: Edit → Clip Boundaries → Split or Right Click → Split Clip

Activity 3: Leveling Audio

Repairing inconsistent audio levels when multiple people are speaking.

Part 1: Compressing the loud parts

1. Identify the average dB level of the quietest part
2. Select the entire track (CTRL + A)
3. Go to: Effect → Compressor
   a. Threshold: dB level of the quietest part
   b. Ratio: extremeness of difference between the loud and quiet voices
   c. Attach Time: 0.10 sec
   d. Release Time: 0 sec
   e. Uncheck the boxes

Part 1: Amplifying the track

1. Select the entire track (CTRL +A)
2. Go to: Effect → Amplify
   a. New Peak Amplitude: -3

Advanced Audio Editing Technique:

Try out the **Filter Curve EQ** effect to make your audio sound more balanced.
Learn about this effect on the Audacity Wiki page:
manual.audacityteam.org/man/filter_curve_eq.html

Activity 4: Adding Background Music

Part 1: Adding a music track

Import the background music file into the Audacity project.

1. Locate background-music.mp3 in the File Explorer
2. Drag and drop the file below the interview track in the Audacity project

Part 2: Moving tracks

Determine the timing of the background music in the introduction.

1. Mute the interview track
2. Listen to the background music to determine when the introduction audio should begin
3. Unmute the interview track
4. Move the interview track to meet the desired timing
   - Move the second part of the interview track to make space

- Audacity will not allow tracks to me moved in paused mode (stop the track instead)
2. Listen back and make any necessary adjustments to the timing

Part 3: Adjusting music volume

Use the envelope tool to fade the volume down in the music track.

1. Select the ⚊ tool
2. Working in the music track, add a point to where the fade will begin
3. Click and drag down a second point where the fade will end and to the desired level
4. Listen back and make any necessary adjustments to the fade

Once Activity 3 is completed, move the second part of the interview track so it plays after the introduction segment.

Activity 5: Exporting Audio

Note where your final file is going, and the format required.
WAV = higher quality, larger file size
MP3 = lower quality, smaller file size

1. Go to: File → Export as .MP3 / .WAV
2. Follow the prompts in the export window

Don't forget to save your Audacity project.