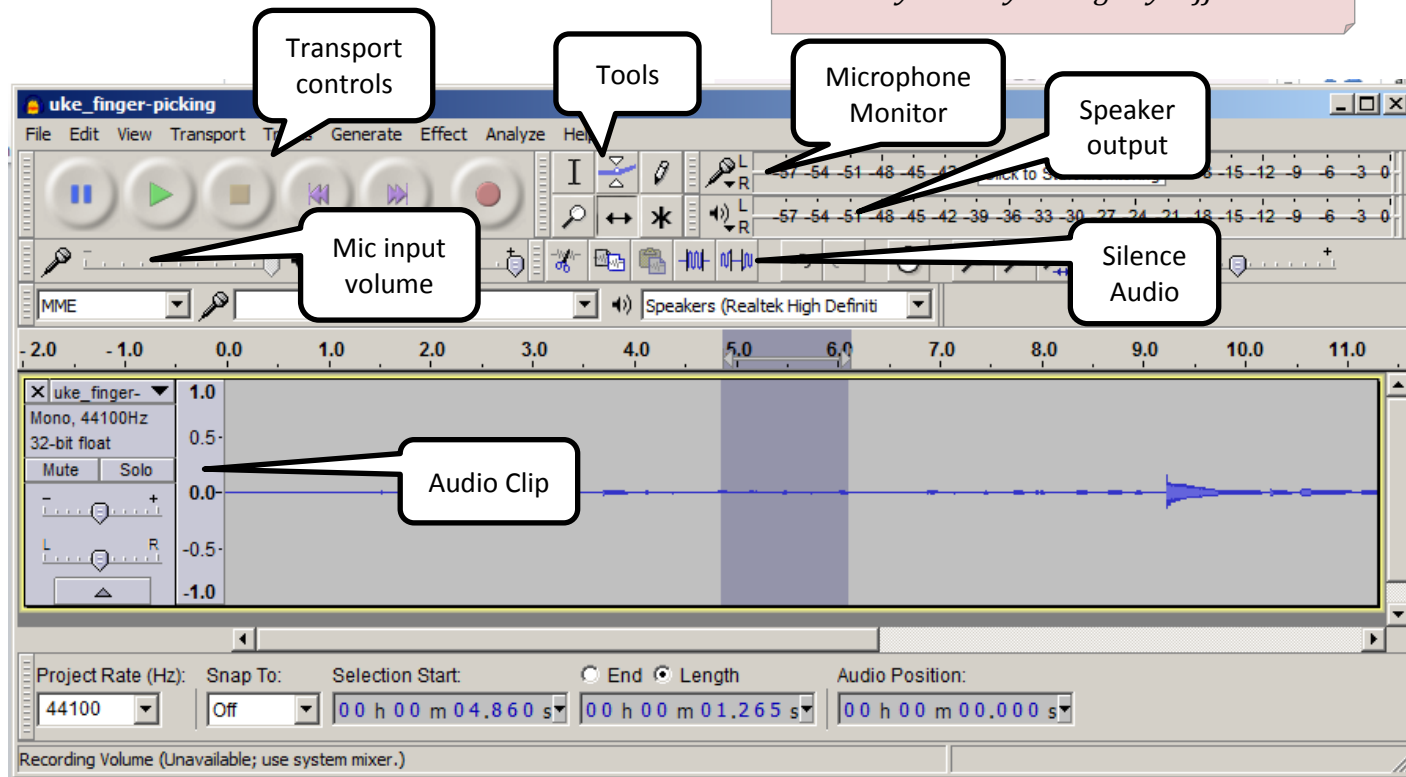


Basic Home Recording and Editing

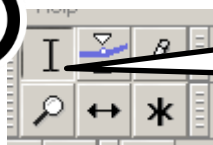
Audacity

Your layout may be slightly different.



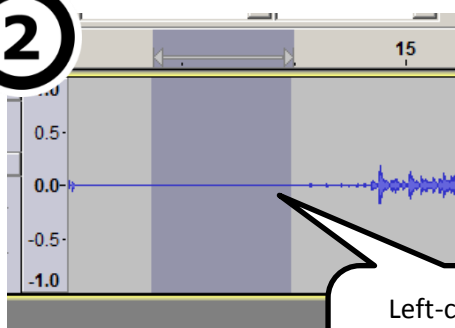
Deleting a section of audio

1



Click the
Selection tool

2



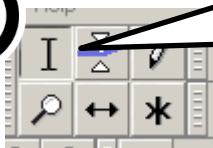
Left-click and
drag to select the
audio that you
want to delete


3

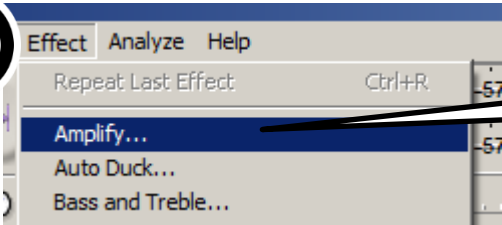


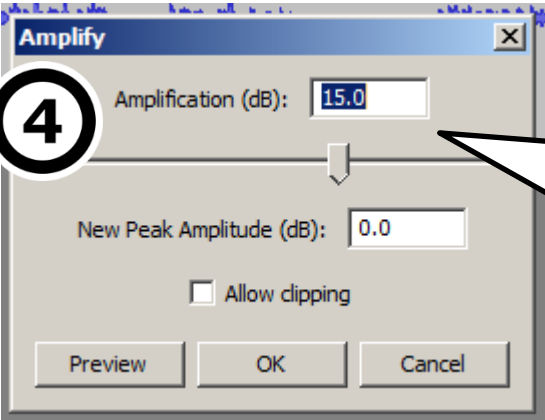
Press the delete button. The audio will
be gone, and the audio to the right will
shift over to fill the space in the clip.

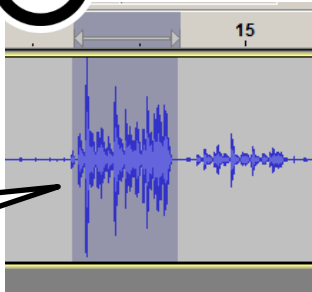
Amplifying a section of audio

- 

1 Make sure the selection tool is selected.
- 

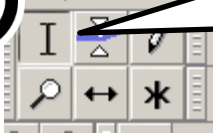
2 Left-click and drag to select the audio that you want to amplify.
- 

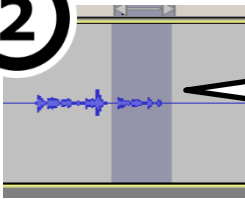
3 Click on the 'Effect' menu, then click 'Amplify'.
- 

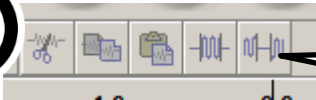
4 Audacity will fill in the options to amplify the loudest part of the clip to 0dB. You can adjust these settings as desired; click 'OK' when they're set.
- 

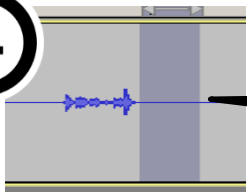
5 Audacity will then amplify the audio.

Silencing a section of audio

- 

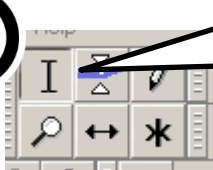
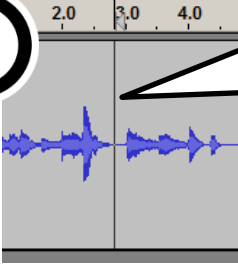
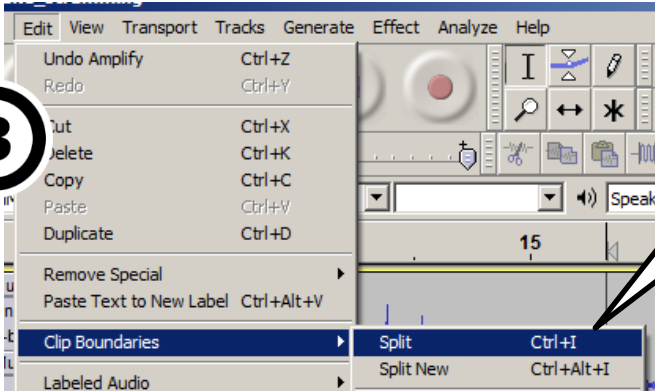

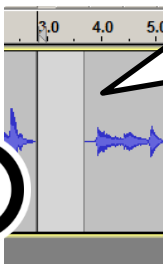
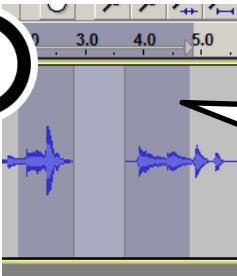
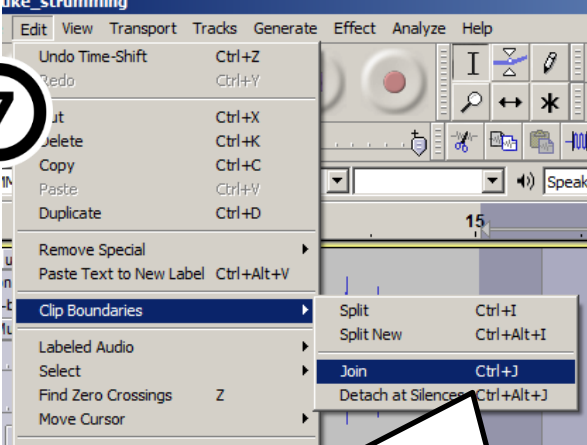

1 Make sure the selection tool is selected.
- 

2 Left-click and drag to select the audio to be silenced.
- 

3 Click the 'silence audio' button.
- 

4 The audio will be replaced by silence in the selected area.

Splitting a clip, moving one part of it, and joining it back together

-  Make sure the selection tool is selected.
-  Left-click to place the play-head at the spot where you'd like to split the track.
-  Click on the 'Edit' menu and select "Clip Boundaries" and then "Split".
-  To move one of the split tracks, select the Time Shift tool. Your cursor will change to match the tool symbol.
-  Left-click and drag the clip you want to move until it is positioned correctly.
-  To join the split clips back together, choose the Selection tool again and left-click and drag over both clips and the gap between them. You only need to select a portion of each clip, not the whole thing.
-  Click on the 'Edit' menu and select "Clip Boundaries" and then "Join".
-  The 2 clips will be joined, with silence filling in the gap that was created by the split.

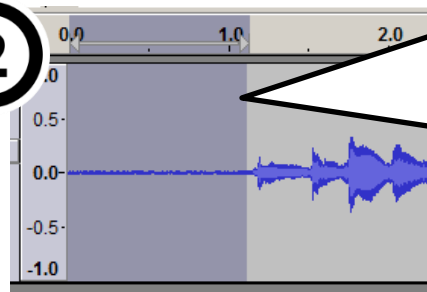
Removing noise

1



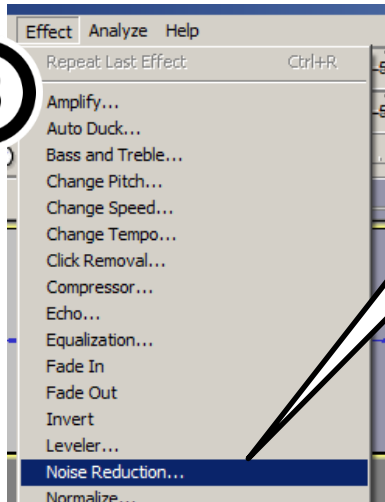
Make sure the selection tool is selected.

2



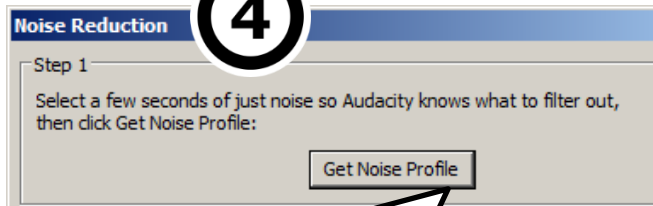
Highlight an area of audio containing just the background noise you want to reduce.

3



Select 'Effect' and then 'Noise Reduction'.

4



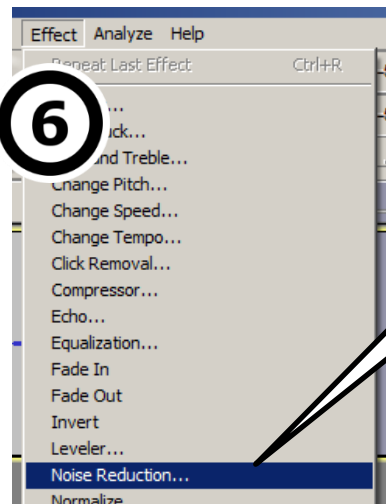
Under 'Step 1', select 'Get Noise Profile'.

5



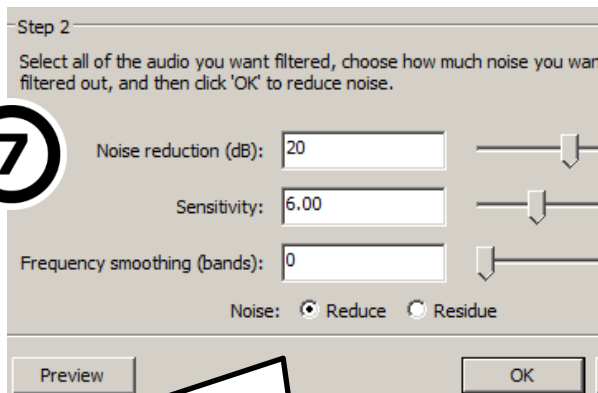
Select all audio from which you want to reduce the background noise.

6



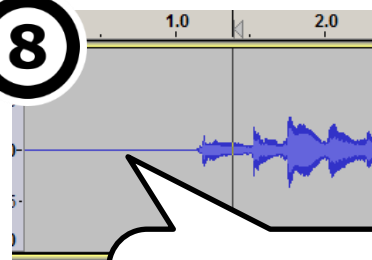
Select 'Effect' and then 'Noise Reduction' again.

7



Under 'Step 2', enter the values you want to use for noise reduction. If you're not sure, try using 12 dB, a sensitivity of 6, and 0 for Frequency smoothing. Click 'OK'.

8



The background noise should be reduced. If it's not good enough, undo the effect and change the values under Step 2.