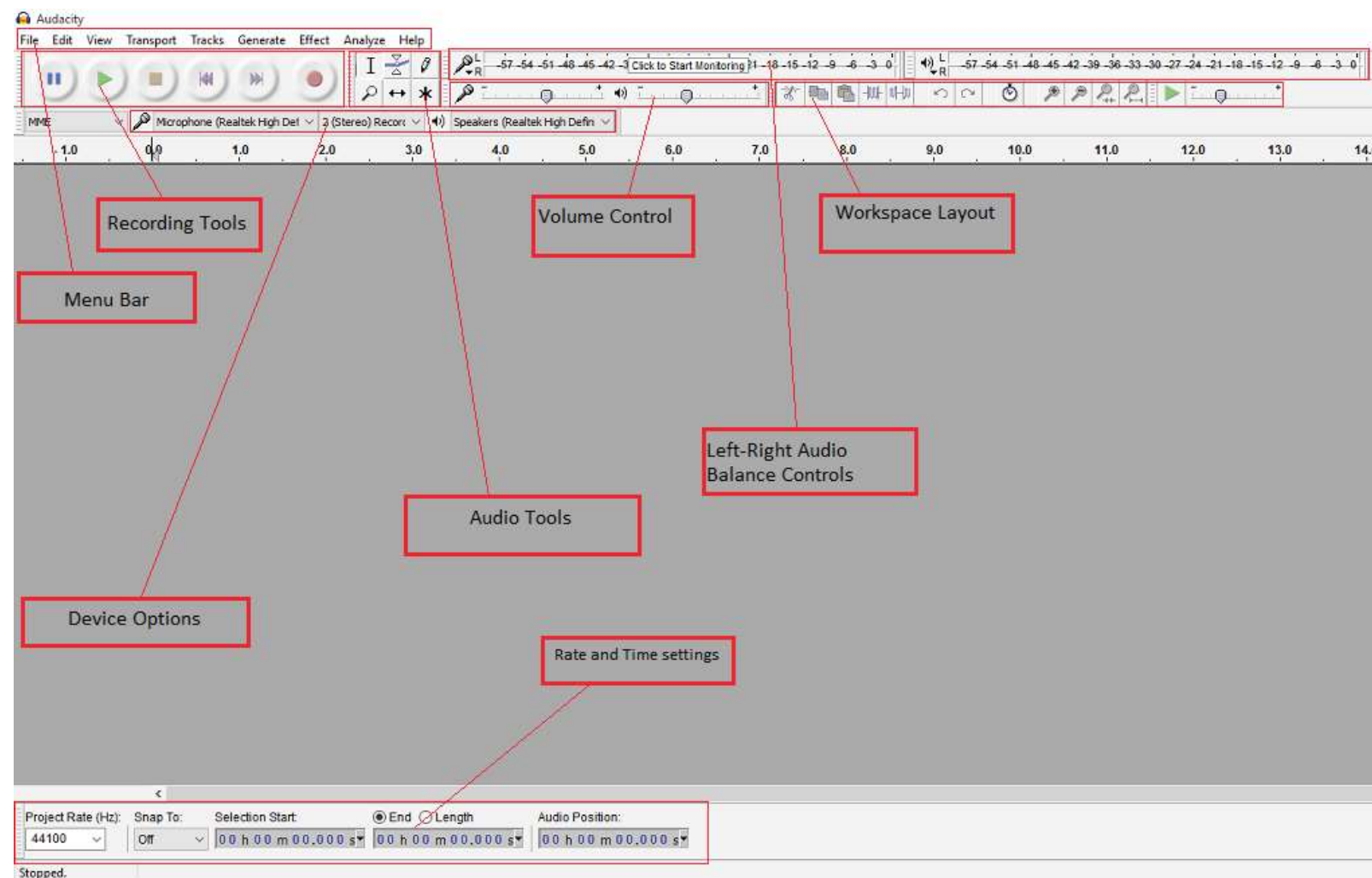


AUDACITY WORKSPACE OVERVIEW



KEYBOARD SHORTCUTS

Play/Stop	Space Bar
Move left/right	[]
Undo	CTRL + Z
Redo	CTRL + Y
Add Label at Selection	CTRL + B
Collapse Tracks	CTRL + Shift + C
Expand Tracks	CTRL + Shift + X
Delete	CTRL + X

Audacity 2016

GETTING STARTED

A basic audio manipulation program used to how to record, import, manipulate, and export audio. With Audacity you can create beautiful audio tracks that will fit most aspects of your editing needs.

DOWNLOAD WORKSHOP FILES

Go the STC Workshops page (<http://www.wwu.edu/techcenter/pages/workshops.shtml>) and select Audacity I (**Audacity_I.zip**)

Click '**Save File**' and save to the Desktop

Double-click **Audacity_I.zip** on the Desktop, this will create a folder on your desktop called "**training temp**".

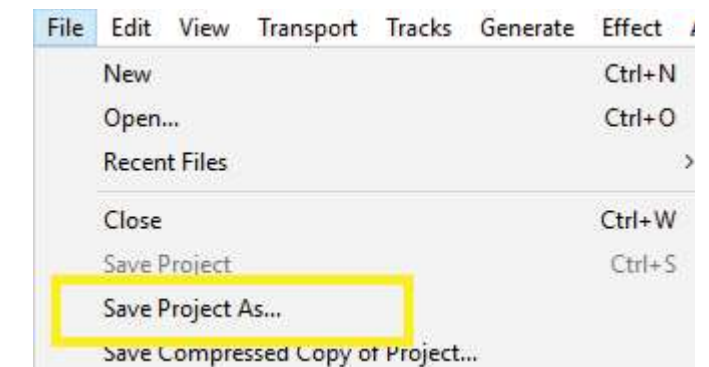
Double-click **Audacity_I** to open.

Audio Manipulation Basics

1. Recording and importing audio
2. Splicing, Muting, Cut, Copy, and paste editing
3. Organizing and mixing audio
4. Adding fade in and out effects
5. Refining Audio
6. Saving a project
7. Exporting a project

Creating A Project

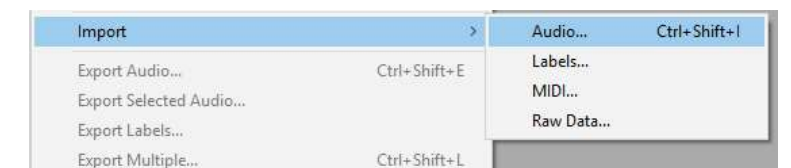
Once you start up Audacity navigate to the file tab. Click and choose "Save Project As..." and give your project an appropriate name and file path



Importing Audio

To import Audio navigate to the "Menu Bar" and click "File". Under File click "Import" and under import click "Audio".

Then navigate to the audio files you wish to import into your project.



Recording Audio

In order to record audio navigate to the "record and playback controls" just below the menu. From here click the red circular button to record through the connected microphone. To stop the recording click the square button.

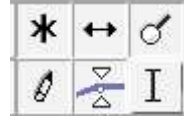
Note: To change the current Microphone, click the dropdown on the microphone tab under the recording and playback tool bar.



Edit and Organize Audio

To edit audio we will be using the primary keys editing keys located next to the recording tools.

Here we have six basic editing options. (From Left to Right) Selection, Envelope, Draw, Timesthiff, and Multitool.



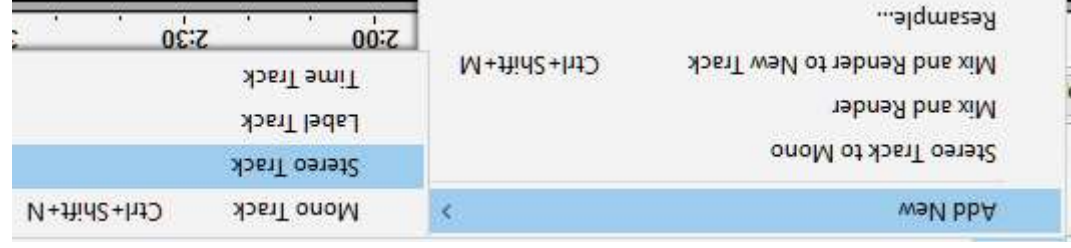
Organizing Audio

To Organize your audio click on the timesthiff tool. Then select your entire audio segment or part of your audio track by clicking and dragging with the timesthiff tool. Finally click and hold your selected audio to drag and move it into the appropriate position on your sound tracks. (Normally your most important audio is placed on the top track and your least important audio (background music) is placed on the bottom track).



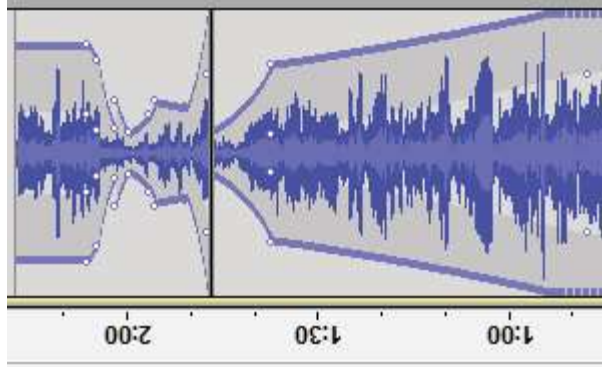
Editing Audio

To splice and cut audio navigate to the "Splicing and Cutting tools" section and click the cut command button. Select the appropriate segment of audio you would like to cut, copy, or mute. Then navigate to the "Splicing and Cutting tools" section and click the cut command button. Navigate to "Tracks", "Add New", and click "Stereo Tracks". After creating a new track select the audio you wish to cut with the selection tool. Navigate to the splicing and Cutting tools and click the "cut" button. Then click on your new track and click the "paste" button.



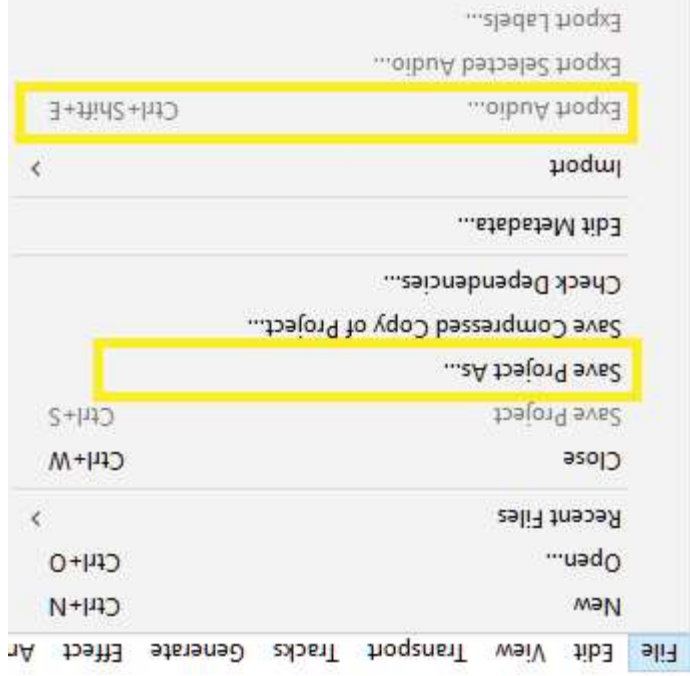
Adding Fade in and out effects

To fade music first select the audio segment you would like to work with and click the "Envelope" tool. Then click and drag the blue line above the audio wave to adjust the volume of the sound at that specific time to either fade in or fade out.



Saving and Exporting

To save your project simply click on "File" in the menu bar "Save Project as" and navigate to the appropriate folder. To export your project as an audio file click "File" in the menu bar "export audio..." and save it in the appropriate audio format.



To splice and cut audio navigate to the "Splicing and Cutting tools" section and click the cut command button. Select the appropriate segment of audio you would like to cut, copy, or mute. Then navigate to the "Splicing and Cutting tools" section and click the cut command button. Navigate to "Tracks", "Add New", and click "Stereo Tracks". After creating a new track select the audio you wish to cut with the selection tool. Navigate to the splicing and Cutting tools and click the "cut" button. Then click on your new track and click the "paste" button.