Audacity Intro:

1. <u>Storage</u>: Dropbox or Flashdrive is the best way to work on projects from multiple computers.

2. <u>Saving</u>: When starting a Project, go to "Save Project As" – this creates an .aup file and an aup_data folder. These must remain in the same place/folder together. When you import clips or files into a Project they are saved/stored in that folder. When you reopen a project, open the .aup file and it pulls the elements from that folder.

3. <u>Recording</u>: To prepare to record, set the record levels. The stereo meters are at the top right in the Audacity window.

- Click on the down arrow next to the mic icon and select Start Monitoring.
- Talk into the computer mic.
- For basic speaking in a controlled environment, -12db to -6db is the range you want.
- The red line shows average peak; the blue line will show the max peak. If it goes past -6db, slide the volume back with the slider next to the mic icon to the top left.
- Then you are ready to hit Record.

4. <u>Pause v. Stop</u>:

- Pause allows you to continue recording on the same track.
- Stop creates a new track the next time you hit record.
- If you accidently Stop and want to record again on a pre-existing track, hit SHIFT and click Record.

5. <u>Tracks</u>: To create a new track or "layer" in a Project you can:

- Go to File -> Import -> Audio and select a file, or
- Just drag and drop into the window.

6. <u>Naming</u>: It is important to "name" tracks well and clearly. In the top left corner of each track next to "Audio Track" you can click on the down arrow and rename the track. This is important once you get 8, 10, 12 tracks going.

7. <u>Tools</u>: Top-middle of the interface next to the stop button are the 6 primary tools. You'll predominantly be using 4 of them.

- <u>Selection</u> I – one click selects starting point or line, click and drag selects a section, or two clicks the entire track.
- <u>Envelope</u> X – modulates volume of an entire track or section, drag the cursor or swipe up and down on a mouse pad.
- <u>Draw</u> / – manipulates individual samples or "nodes" if you zoom all the way in—can fine tune volume on clicks and pops, for example.

- <u>Zoom</u> O – zooms in on sound wave for more refined cuts and out for large-scale cuts or edits: select a spot and the tool will zoom in to that spot, or zoom all the way out to see entire track. (Also see View for quick zooms, especially back to normal, or fit window and fit vertically.)
- <u>Time Shift</u> <-> – allows you to move a selection up and down the timeline and drag a track or selection into another track.
- <u>Multi-Tool</u> * – all five tools at once activated by mouse position.

8. <u>Playback</u>:

- Use the "Jump to Beginning" button in the control toolbar, or
- Move the slider just above the selection toolbar back to the start to play from beginning, or
- Select a starting point anywhere is the timeline.
- Mute – mutes that individual track and plays back the rest.
- Solo – isolates that track for playback and mutes the rest.

9. <u>Editing</u>: You can't edit a track while it is on Pause. Must Stop to edit.

10. <u>Cutting</u>: Select a clip or section and:

- hit delete, or
- use Scissor icon in the edit toolbar, or
- Edit -> Cut, or
- to just silence a selection click Silence button in the edit toolbar, or
- Edit -> Remove Special -> Silence Audio.

11. <u>Effects</u>: Audacity has a number of effects you can experiment with. One you'll certainly need is to Fade In/Out to create smoother transitions.

- Select a clip or section of a clip
- Go to Effects across the top
- Then scroll down to select Fade In or Fade Out

12. <u>Assets</u>: In addition to making sure you save and keep project files and folders in the same place, get in the habit of naming "assets" (files, clips, docs, et al), keeping them together in folders, and stored together on a Flash drive or in Dropbox. Much of a project is basic file management.

13. <u>Saving</u>: Save Projects as often as possible. There are practically unlimited Undos, even after saving. So no reason not to Save.