



Introduction to Audacity

- If you're working on a Mac, there are many stock sounds that you can use. To find them, type "Sounds" into the Spotlight search (the magnifying glass at the top right corner of your screen) and select a .wav from the Sounds folder that pops up. Download it to your desktop by holding down the Ctrl key while clicking on the link and select "Save Link As..."
- Next, go to the file on your desktop and right click on it (or hold the Ctrl key while clicking on the icon), and choose "Open With..." > "Audacity". (If, for some reason, Audacity is not already on your computer, you can download it here: <http://audacity.sourceforge.net/>.)
 - Before you begin editing, it's a good idea to Zoom In on the track. To do this, go to View > Zoom In (shortcut: ⌘ + 1). To Zoom Out, use ⌘ + 3. To Reset, use ⌘ + 2.
- **DELETING A PORTION OF THE TRACK:** Simple highlight the portion of the track you want to delete, then go to Edit > Cut. To hear your track from the beginning, make sure to hit the Stop button, then the purple "Return" button to the farthest left on the control panel.
- **ADDING SILENCE TO THE TRACK:** To generate silence on your track, simply highlight a piece of the track and go to Generate > Silence.
- **ADDING OTHER EFFECTS TO THE TRACK:** Highlight a portion of the track and experiment with fading the audio in and out by going to Effects > Fade Out or Fade In.
- **CHECKING AUDIO RATE:** If you choose to add another track to your existing track, it's important to make sure that when you copy & paste one track onto another, the "rate" of the tracks is the same. Otherwise, it's possible that the sound of the audio clip will become distorted (i.e., sound like a chipmunk or be in slow motion). To check the rate, look for the box on the control panel that says "Mono, 11025Hz," for example.
- **EXPORTING AS .MP3:** If the track is not already an .mp3, Audacity makes it possible to export the audio file as an .mp3. First, you must download and install the "LAME Encoder" plug-in somewhere on your computer. To do this, go to: <http://lame.buanzo.com.ar/>. (NOTE: Yes, it looks somewhat sketchy but it's legit!).
 - Click on the link below "For Audacity 1.3.3 or later on Mac OS X (Intel or PPC), or Audacity 1.2.5 on Mac OS X (Intel):" You should see a .dmg downloading onto your computer.