

Creating Audio w/ Audacity

Basic instructions for downloading Audacity and creating your first audio file.

Audacity: <http://audacity.sourceforge.net/download/>

A free, open source software for recording and editing sounds. It is available for Mac OS X, Microsoft Windows, GNU/Linux, and other operating systems. Download the stable version Audacity 1.2.6.

You'll also need to download the **LAME encoder** to create MP3 files in Audacity:
<http://lame.buanzo.com.ar/> - Click "libmp3lame-win-3.97.zip" in the first box for Windows.
 Save this zip file to your downloads folder. Double-click this zip file and extract the files to your Audacity folder (it'll make it easier to find).

Open Audacity. Choose **Edit > Preferences:**

Audio I/O tab: select your sound card, headphones or speakers from the "playback" "device" drop-down. Select your microphone from the "recording" "device" drop-down.

You can leave most of the settings on their default. **File Formats tab:** Verify that "Make a copy of the file before editing" is checked. Click "Find Library" under "MP3 Export Setup" and navigate to your Audacity folder and select the "lame_enc.dll" and click open. Click OK on the preferences panel. The other default settings are fine, but you can click on the tabs and adjust the various settings.

Opening, Importing and Saving Files

File > Open or Project > Import Audio (.wav, .mp3, CD tracks, .aiff, .au, .ogg)

Each time you open or record, a new track is created. You can have multiple tracks in Audacity.

File > Save - Save your aup file. This file can only be opened in Audacity but this will preserve multiple tracks and editing. **Keep your .aup file!** When you export to mp3, wav, etc... all tracks are flattened to one track and the editing is permanent.



Recording

Recording is similar to using an old cassette player. Select the drop-down menu under the recording meter and select Monitor input. Create a test track first. Click the Record button and say a couple sentences in your microphone. Check your Microphone Volume Level and check the microphone input meter. Adjust the input volume if needed.

You may also have to make adjustments to your microphone/ speakers using the control panel on your computer.

Click the Stop button to finish the recording or you can click the Pause button to temporarily stop recording (click Pause to start again). Clicking Record again after you've clicked stop will create a new track.

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Audio Tracks

Each time you open/ import or record, a new track is created. Tracks provide an easy way to manage your audio by breaking it into smaller sections for editing.

Make adjustments to your track settings in the left panel and your actual audio is displayed in a wave form on the right for easy editing.

Click the drop-down arrow next to "Audio Track" for more settings and you can also name your audio track.

Mono or Stereo - for podcasting choose mono for a better file size.

Sample Rate (44100 Hz) - default is okay, if you're having problems with a large file size, try reducing this, but review your audio quality.



Editing

The **zoom tool** can be used to zoom in or out of an audio track. Zoom in to edit specific portions of the audio.

The **selector tool** allows you to click and drag over all or a portion of the audio wave. You can then listen to, edit or apply effects to the selected audio.

The **envelope tool** can be used to manually adjust the volume of a portion or sample of the audio without affecting the whole track. Click the envelope tool and blue borders will surround your audio. Click at any point on the blue line to add a handle, symbolized by a white square point. Add a handle on each side of the portion of audio that you want to change. Click on the border and drag toward the edge of the track to increase the volume between those points, and drag towards the inside of the track to decrease the volume. To remove a handle point, simply click and drag it off the track.

The **timeshift tool** is a fast way to alter the time at which a track begins to play. This tool is good for making time adjustments if you have multiple tracks in your projects. Click and drag audio track left and right to move the sample earlier or later in the timeline.

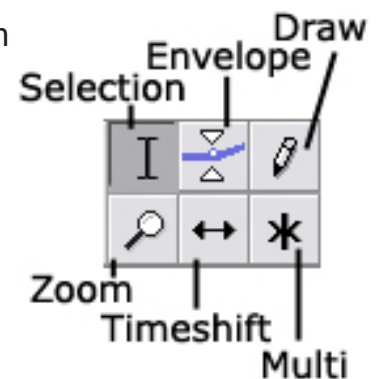
Saving & Exporting

Always save the project (aup file) **File> Save Project...** This will allow you to preserve multiple tracks, envelopes, and other changes for more editing later.

You have a couple file options for exporting your audio. MP3 is the best choice for creating podcasts. This will give you the best quality and the smallest file size and can be played by a variety of players/ plug-ins.

File> export as mp3

You're first time exporting an mp3; Audacity will ask you to locate the "**lame_enc.dll**". Click "Yes" and browse to the lame file we downloaded and saved to the Audacity folder earlier, select it and click open. Now, you can save your file as an mp3.



For more information and assistance with using Audacity or creating a podcast:

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