



- Select *Project > Import Audio...*
 - Locate the file you want to import and Audacity will import the song as a new track. Click on *Open*.
- To import an MP3 audio file into your project**



- Select the *Envelope tool*
 - Click on the blue line that will appear along your track
 - Drag the blue line up or down to adjust volume
 - Click two or more points along the blue line
 - For more precise control of the volume level
- Changing the volume level with the envelope tool**

After selecting the portion of the track you wish to silence, press the *L key* while holding down the *Control (Win)* or *Command (Mac)* key. This is a quick way to get rid of a cough or other unwanted sound without changing the length of the recording. Since a complete silence sounds unnatural, consider using the *Envelope tool* instead.

Silencing unwanted sections

The time shift tool allows you to move the audio in a track so that it starts playing after the audio in another track. You can use this tool to sequence your tracks in the order you want them in your project.

Time shift tool



After copying a portion of the track, click at the point you want to insert the audio and press the *V key* while holding down the *Control (Win)* or *Command (Mac)* key.

Pasting selections

After selecting the portion of the track you wish to copy, press the *C key* while holding down the *Control (Win)* or *Command (Mac)* key.

Copying selections

After selecting the portion of the track you wish to cut, press the *X key* while holding down the *Control (Win)* or *Command (Mac)* key.

Cutting selections

- Click the *Select button*
- Click and drag across the part of the track to select
- Press the space bar to listen to your selection
- Adjust your selection by holding the shift key while you click and drag again



Making selections

Noise Reduction. The first thing you should do is record a few seconds of background noise. Then record the rest of your track (music or vocals) as usual. When you're finished, you can perform noise reduction:

- Select the background noise you recorded
- Select *Effect > Noise Removal...*
- Click on *Get Noise Profile*
- Select the entire track
- Select *Effect > Noise Removal...* again
- Use the slider and the *Preview button* to get the quality you want while removing as much background noise as possible
- Click on *Remove Noise*

Amplifying and Normalizing. You can use Audacity's *Amplify* effect to bring up the volume level on a selection or an entire track:

- Select the section of audio you need to amplify
- Select *Effect > Amplify*.
- Make sure *Allow Clipping* is checked
- Use the slider and the *Preview button* to set the level
- Click on *OK* to perform the amplification
- You may also select the *Normalize* effect to even out the audio level of your entire track

In the *Audio I/O tab*, elect your mic from the recording device dropdown menu.

Select either one channel for mono; two for stereo.

You have to tell Audacity where it should find the LAME Encoder, a plug-in that allows the program to export to MP3. You will only have to do this once. Click on the *Find Library button* in the *File Formats* tab. Click on *Yes* when the window pops up. Find the LAME Encoder file (*lame_enc.dll* on Windows; *LameLib* or *libm-p3lame.dylib* on the Mac) and click on *Open*.

Select a *Bit Rate* for your recording. If you are only recording vocals (for a podcast) you can set the bit rate lower. This will result in a smaller file. For music MP3s the bit rate should be set to 128 or higher for best quality.

Click *OK* to close the Audacity Preferences window.

Click the *Record button* to start recording. (Audacity creates a new track each time you press this button.)



Click the *Pause button* to pause or resume recording.



Click the *Stop button* to end recording.





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