



Quick Start Guide: Audacity

AUDACITY SOUND RECORDING AND EDITING SOFTWARE

Audacity is a rich, but free, program that allows for recording and editing of audio files, especially those with multiple tracks so that audio essays and podcasts can be created. To begin, open Audacity from the desktop shortcut. However, if it is not available with the log-in you've used, download and install it at <https://www.audacityteam.org/download/>.

Check the Audio Setup

Before recording or editing, you want to make sure that you're ready to go, having your equipment set up as you need it to be. Open the **Audio Setup** dropdown menu and check to see your connections are correctly established.

1. Set the **Host** to MME, which will allow for the easiest transfer of your recordings across various platforms and programs.
2. Select the **Playback Device** you want to use so that you can hear the audio while editing.
3. Select the **Recording Device** you'll be using.
4. Make sure that whether you're recording in "mono" or "stereo" matches what your microphone can actually do. Most built-in computer microphones can only do "mono" or record in one channel; having a built-in mic set to record in "stereo" can cause sound problems. To see whether or not your microphone records in stereo, you can check the device's "Advanced" settings using the computer's operating system. (If you are unsure how to do so, please feel free to call the ITS support desk at 406-683-7777.)



Recording with Audacity

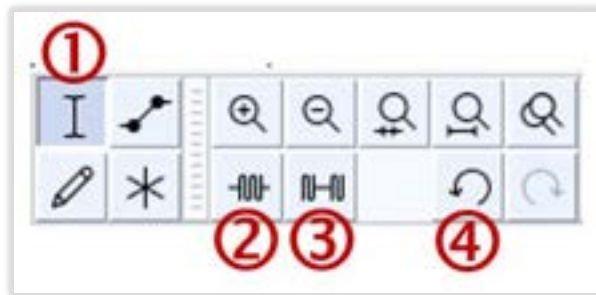
The recording function is pretty straight forward. Use the controls at the top left to begin, pause and stop recording. If you pause/stop then restart, recording will continue in the same track.



Editing with Audacity

At the top of the screen, users will find four important editing tools.

1. The **Selection Tool** allows users to select part of a track OR when placed near a track's name, a hand icon appears so that users can move the track along the timeline.
2. After a section of audio has been selected, clicking the **Trim Audio** button will eliminate everything but the selection in that track.
3. After a section of audio has been selected, clicking the **Silence Audio** button will prevent that audio from being heard in the overall production.
4. Clicking on the **Undo** button will undo the previous action; the button can be clicked multiple times to undo previous actions in sequence.



Other Editing Tools in Audacity

Using the top menu, users can also perform a number of other important editing functions.

- From the **File** menu, users can import audio clips to edit or export their final project to a playable file type.
- Once a section is highlighted, opening the **Edit** menu will allow users to cut, copy, paste, delete, split, and duplicate a selection.
- From the **View** menu, users can zoom in and out.
- Users can add a new track or remove a selected one from the **Tracks** menu.
- The **Effect** menu will allow users to alter selected audio in a number of ways, such as fading out.

An Important Reminder

Audacity projects are not saved as playable files. To create a playable file, open the **File** menu and select **Export**. eLearning recommends exporting as .mp3 file since most platforms will play that file type.

If you need immediate assistance while working in the Sandbox Room (STC 103), call ITS eLearning at 406-683-7777.

If you need assistance with advanced Audacity features, please contact eLearning at learning@umwestern.edu.