



Using Audacity

Audacity is a free, open source software program for recording and editing sounds. It is available for both Mac and Windows. You can download it from <http://audacity.sourceforge.net/>.

It's a simple program to learn. You can open any digital file in Audacity or you can record directly into Audacity (if you have a microphone on the computer you are using). It can open digital files saved on an audio recorder as well as the audio from an mpg saved on a digital camera.

When you open Audacity, you can open a file in a new project or you can import a file into an existing project (Project, Import Audio).

The controls at the top of the screen allow you to rewind, play, stop, and record.

The tools on the top left of the screen allow you to select and to time shift portions of the audio. When you select audio, you can use the Edit menu to Cut or Trim portions of track.

You can add multiple tracks, as in background noise and voice over. You can adjust the balance and audio on each track with the controls on the left. You can also delete an individual track in that area.

There are Effects with which you can experiment. Try using Fade-in and Fade-out on a selection.

You should always save your project first, in case you need to edit at a later date (File, Save Project As). Then, you will export as an mp3 file for use in the Soundslides program (File, Export as mp3).