



# Audacity Overview

## Introduction

Audacity is a free software for converting and editing audio. With Audacity and a good quality microphone, you can turn your computer into a recording device. Audacity includes a wealth of functionality. This handout describes a few basics. For other functions, please refer to Audacity help.

## Record and Play Audio

1. Plug a microphone into your computer. If it has an On/Off switch, turn it on.
2. Click the Audio icon in your computer taskbar and check to be sure that it is not mute and that the audio is not too low.
3. Open Audacity.
4. Click the red record button.

## Other functions

- Click the button to the right of the record button to Pause.
- Click the button to the right of the Pause button to Stop.
- Click the button to the left of the record button to play.



If you want to pause and then append to a recording, select Pause. If you choose stop and then start recording again, it will record over your first recording.

## Import Audio

It is possible to import existing audio in to Audacity for editing. When you import an audio file, Audacity claims that the program can identify the file format 90% of the time. If it can't, it will provide you options for identification.

## Delete Sections of Audio

To cut out sections of audio

1. Place your cursor where you want to start the cut.
2. Hold down the left mouse click.
3. Drag to where you want to end the cut.
4. Release the mouse click.
5. In the menu, select Edit and then Delete.

## Save Project and/or Export

If you are not ready to export your audio, choose File and Save Project As.

The project will save as a .au file as well as a data folder of other .au files.

When you wish to return to the project to complete your editing, open the .au file that is not in the data folder.

If you do want to export your audio, choose File and then Export As .wav or .mp3. Both formats will play on a computer. Mp3 is most likely to play on an mp3 player.