

# Audacity Overview


## Introduction

Audacity is free, open source software for editing and converting audio. With a microphone, it enables recording on a computer. This handout describes a few basic functions of Audacity. For other functions, please refer to the Audacity wiki: [http://wiki.audacityteam.org/wiki/Audacity\\_Wiki\\_Home\\_Page](http://wiki.audacityteam.org/wiki/Audacity_Wiki_Home_Page)

## Record Audio

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

## Other Functions

Pause: 

Play: 

Stop: 


NOTE: When recording, click Pause when planning to continue recording. Click Stop when planning to start again; recording will start from the beginning and overwrite previous recording.

## Import Audio

Import existing audio into Audacity for editing. Supported audio file formats are noted here: <http://manual.audacityteam.org/man/Play> .

1. Select File > Import.
2. Navigate to and select the audio file to be edited.
3. Click Open.

## Delect Sections of Audio

1. Place cursor at start of cut.
2. Hold down left mouse click and drag to end of cut.
3. Click scissors icon to cut  or select Edit and then Delete.

## Save Project

Saving the project in Audacity format (.aup) enables editing at a future time.

1. Select File > Save Project As.
2. Provide a name for the file and click Save.

## Export File

It is necessary to export the file in order for it to play outside of Audacity. Audacity files can be exported as .wav, .mp3, or .ogg vorbis. Mp3 is the most usable format.

1. Select File > Export As (selecting audio format).
2. Provide a name for the file and click Save.
3. Fill out the fields in the ID3 tags box or just click OK.

## Export File to Mp3 Format (1st time only)

The Download Audacity handout included instructions for downloading the lame\_enc.dll, a necessary file for export Audacity audio to mp3 format. The first time a file is exported to mp3, it is necessary for Audacity to connect with the lame file. After this, Audacity will find the lame file on its own.

1. Select File > Export As MP3.
2. Provide a name for the file and click Save.
3. Message prompting connection to the lame file displays.
4. Click Yes.
5. To find the lame file, navigate to My Computer > C: > Program Files > LAME for Audacity and select lame\_enc.dll.
6. Click Open.
7. Fill out fields in the ID3 tags box or just click OK.