

# Audacity

The diagram illustrates the Audacity interface with several key components and their functions:

- Transport Controls:** A row of six buttons: a double left arrow (rewind), a right arrow (play), a red circle (record), a double right arrow (pause), a square (stop), and a double right arrow (fast forward). Red arrows point from labels below to the play, record, pause, and stop buttons.
- Toolbox:** A grid of icons for editing. Red arrows point from labels to specific tools:
  - selector** - used for grabbing (I icon)
  - envelope** - used to change the volume of a small area (blue triangle icon)
  - Multi-tool** - a combination of the select and envelope tools (pencil icon)
  - time shift** - used to move an audio region to an earlier or later point in time line (double arrow icon)
  - zoom** - used to zoom (magnifying glass icon)
- Track Control Panel:** A panel for an audio track with various settings and a volume slider. Red arrows point from labels to specific controls:
  - delete track** - points to the 'X' icon in the track header.
  - turn off sound on all other tracks BUT this one** - points to the 'Solo' button.
  - turn off sound on this track** - points to the 'Mute' button.
  - adjust volume** - points to the volume slider.
- Waveform:** A visual representation of the audio recording, labeled "this is your recording".

You can download Audacity (a free program) from <http://audacity.sourceforge.net/>. If you want to save files as MP3s, you will also need to download the Lame encoder <http://audacity.sourceforge.net/download/windows>. When you save your file as a MP3 the first time, follow the directions to install the Lame encoder.

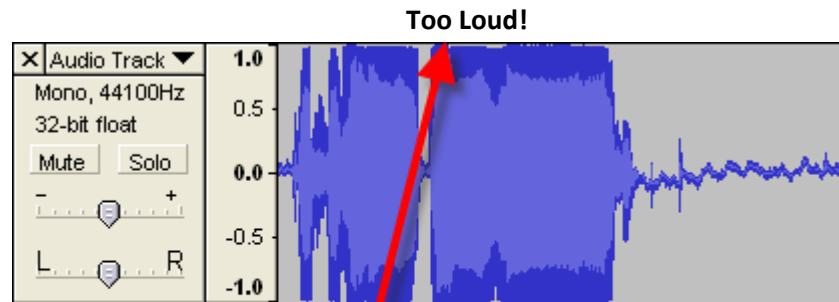
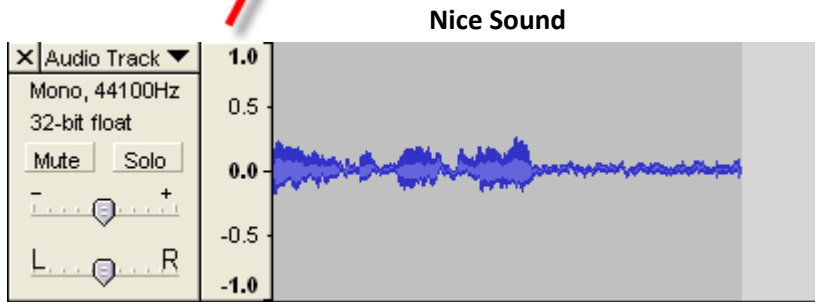
## Tips and tricks:

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### Adjust the Microphone Volume:



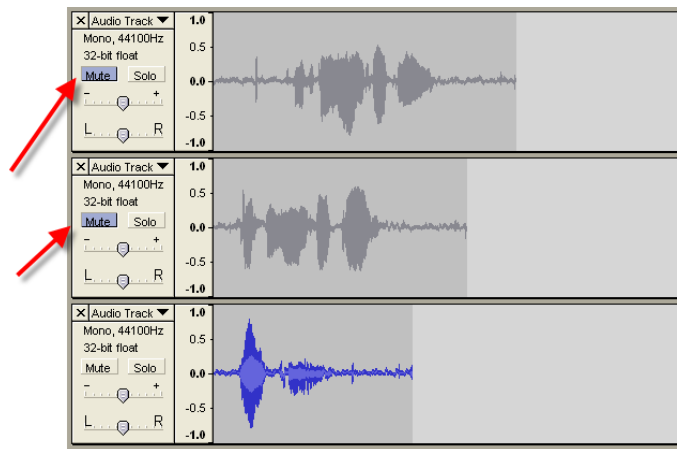
Use the microphone volume button. Make sure sound waves are not touching the top or bottom of the track (it would sound very good).



### Record long passages in segments:

Record a segment and then stop. Press mute on that track, then record another (by hitting the record button again). Another track will appear below it. Record all your segments, then put them in order.

Press mute on tracks before recording another.



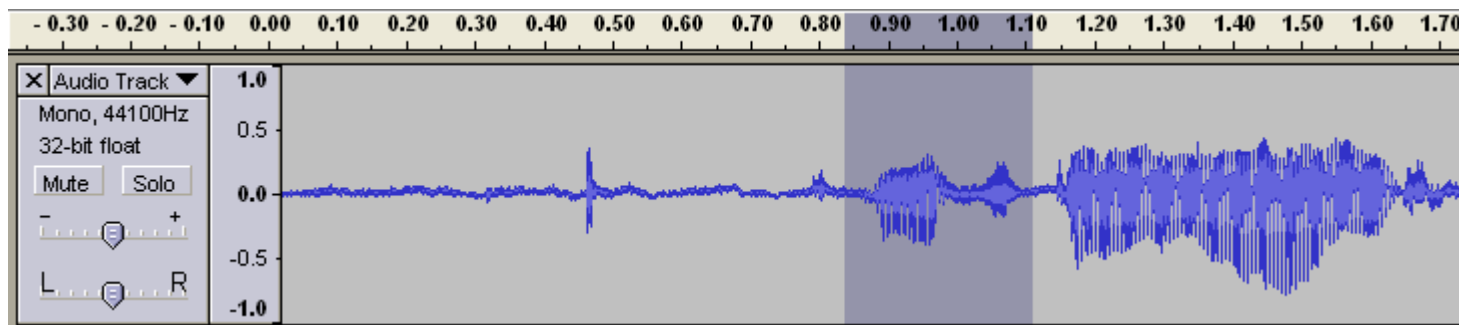
Use the Time Shift Tool



Click and drag each segment into place. Don't forget to remove Mute.



Highlight the section of the podcast you want to remove. Delete it by pressing



### Add Effects:

Highlight the section of the podcast in which you want to apply the effect.

Go to **Effect** on the top menu and choose an effect to apply. Play around with it until it gives you what you want...they are all different!

