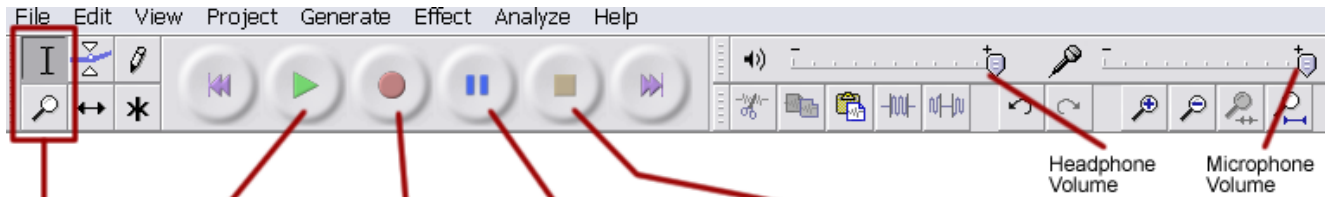


Audacity – A Quick Overview



PLAY	RECORD	PAUSE	STOP
<ul style="list-style-type: none"> Click to play audio. Shift+Click to Loop-Play selected audio. 	Click to record audio on a new track.	Click while recording to take a break. Then click again to continue recording on the same track.	Click when you are finished recording a track. New recordings will go on new tracks.

Selection Tool	Magnification Tool
Use to Select, Cut, Paste, and Delete wave forms	Use to zoom in and out on wave forms.
	Click the tool to select it, then <ul style="list-style-type: none"> Click on a section of audio to zoom in Shift+Click on a selection of audio to zoom out.

Click "Mute" to mute this track

Click "Solo" to mute all other tracks

Click the "X" to delete a track

Too Loud Too Quiet Good

Basic Recording

Open Audacity (Double click on the icon on the desktop or click Start | Programs | Audacity)

Test your microphone levels (optional).

- Press RECORD.
- Speak into the microphone
- If necessary, adjust the microphone volume.
- Press STOP when you have the correct levels.

Delete your practice track

Exporting & Saving

When you finish working with your audacity tracks, you have several options for saving your files. You can save your files as an Audacity Project, or export them in .wav, .mp3, or .ogg formats. Here's an overview of these options:

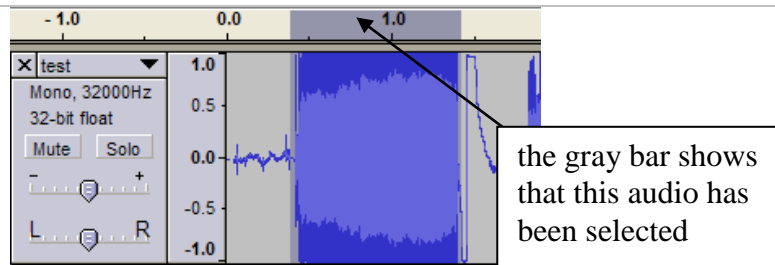
File Format	Audio Quality	File Size	Compatible with	Best format for
Audacity Project	Excellent	BIG!	Only Audacity!	Files you plan to continue editing in Audacity.
.wav format	Excellent	BIG!	Most media players	Audio CDs, High Quality Recordings
.mp3	Good	Small	Most media players	Web audio
.ogg	Good	Small	Only Audacity	Files you have finished editing, listen to only in Audacity

Most of the time, you will save your files in .wav or .mp3 format. Audacity and .ogg formats are only good options if you are planning on doing further editing or if you know the files will only be used with Audacity.

Deleting audio

1. Click and drag to select the audio that you want to delete.

2. Press *backspace* or *delete* to delete this section of audio



The Edit Menu

1. Click and drag to select the audio that you want to modify.

2. Select an option from the Edit menu.

Edit Menu Options include:

- Cut, Copy, and Paste
- Trim (delete all audio except the selection)
- Delete (the selected audio)
- Silence (replace the selected audio with silence)
- Duplicate (copy the selected audio to a new track)

