

# Audacity Guide

**IMPORTANT: In order to save your audio files as MP3's you MUST have the special codec available on the ISIS Mapping DVD & Website.**

- You can open any audio files you have access to using the File>Open command.
- You are looking at a visual representation of a sound recording. The size of the peaks refers roughly to the volume being produced.
- Play the file back using the controls at the top of the window. Use the selection tool (which looks like a capital "I") to set your playback start point.
- In Audacity, you can create multi-track "projects" that allow you to overlap sections of audio. For example, you could have relevant music or ambient in the background while your speaker speaks. Add an additional file to your project using the Project>Import Audio command.
- Notice the individual controls to the left of each track. You can mute, solo, adjust the volume, or adjust the balance of each track by itself.
- Make sure you understand the three most commonly used options in the topleft toolbox.
- The Selection tool is used to create selections for cropping, deleting or copying.
- The Magnifying Glass tool is used to expand or reduce the size of the magnification area. Click the area you want magnified to get a closer view. This tool is useful when trying to crop out a specific portion of audio.
- The Time Shift tool allows you to move the entire waveform back and forth in time. This is usually only useful if you have more than one track.
- Most of the commands you'll be using appear under the "Edit" menu at the top. These include Cut, Copy, Paste, Trim, Delete, and Silence.
- To save your file, go to File>Export As MP3' or File>Export As WAV.