

## Editing Audio – Handout 2

Now that you have recorded your Audio you can use Audacity to edit your audio tracks. Audacity is what is called a “Multi-Track” audio editing suite. It allows you to edit and record multiple pieces of audio into individual tracks that can be individually manipulated and played together simultaneously to create a multi layered audio project.

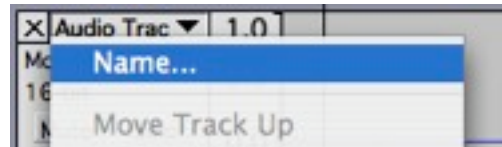
### Working With Tracks

If you have clicked record in Audacity more then once or imported any audio you will have multiple tracks.

### Renaming Tracks

After you have several audio tracks in your project it becomes difficult to tell them apart. Rename the tracks to something more descriptive such as “Background Music”, “Introduction” or “1<sup>st</sup> Question”.

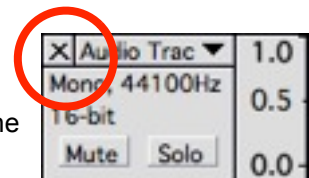
To rename a track click on the down pointing arrow next to its default name (Audio Track) and select *Name* from the drop down menu, then type the new name for the track and click *OK*.



### Deleting Tracks

Sometimes an entire audio track might be unwanted.

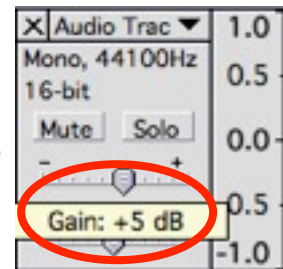
You can delete the entire track by clicking on the **X** next to the name of the track in the upper left hand corner.



### Adjusting volume

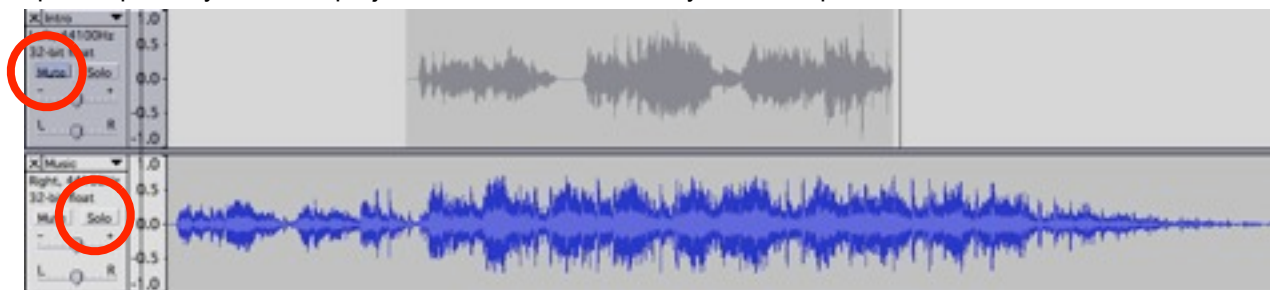
If the entire audio track is too loud or too quite compared to the other audio tracks in our project you can adjust the volume of each track individually.

To adjust the volume of an entire track click on the slider with – on the left side (for quieter) and + on the right side for louder. Adjust the volume to the desired level and play your project to test it.



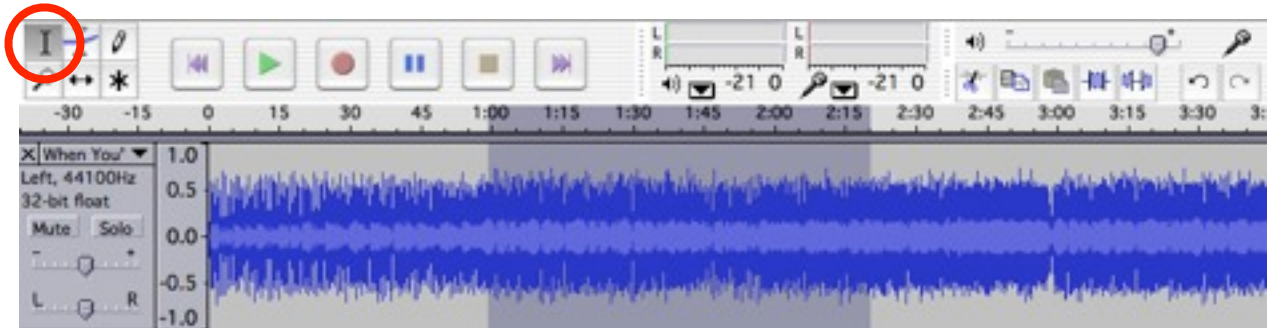
### Muting and Soloing

You can mute a single track (by clicking mute) or mute all tracks except one (by clicking solo on the track you want to hear.) This will grey out all the muted tracks. This is helpful when you want to work on one specific part of your audio project and not be distracted by the otehr parts.



## Manipulating Audio Selecting

You can change individual parts of an audio track by dragging and selecting sections of the audio with your mouse. Click on the **I** tool in the top left corner of the program window then drag your mouse across the section of the audio that you wish do change.



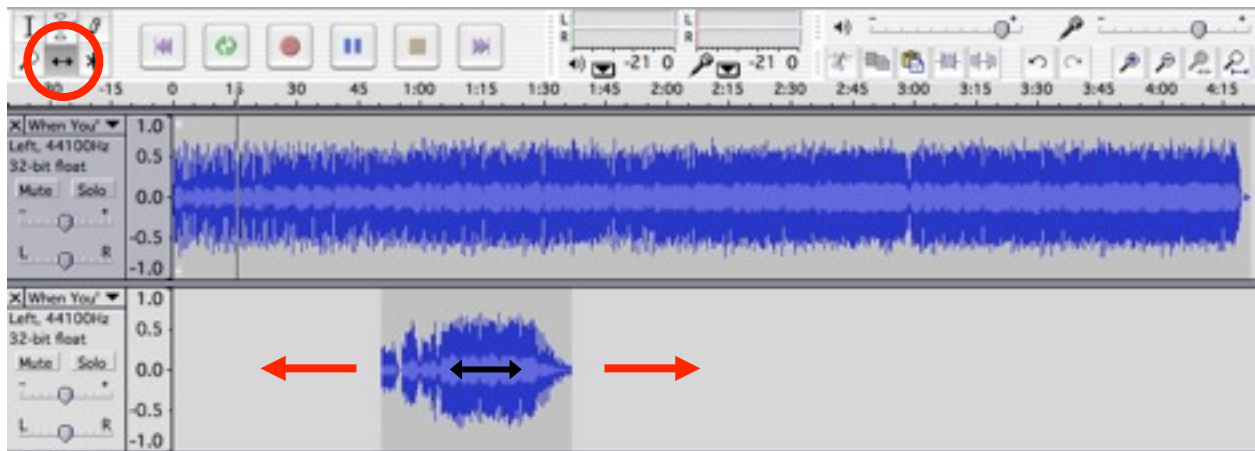
## Cutting and Pasting

You can use the standard cutting, copying and pasting with selections. The cut, copy and paste controls are in the **Edit** drop down menu. After you have copied or cut a selection of an audio track you can paste it. The selected audio will either be pasted into the audio track at the point you have your mouse at or if you do not select an audio track to paste into the selection will be pasted into a new audio track.

## Moving Audio tracks

You can change when an audio track starts and ends on your timeline by clicking and dragging it to the left or to the right.

To move an audio track click on the ⇄ tool in the top left corner of the program window. Then with your mouse click and drag your audio track to the right (to have it start later) or to the left (to have it start earlier.)



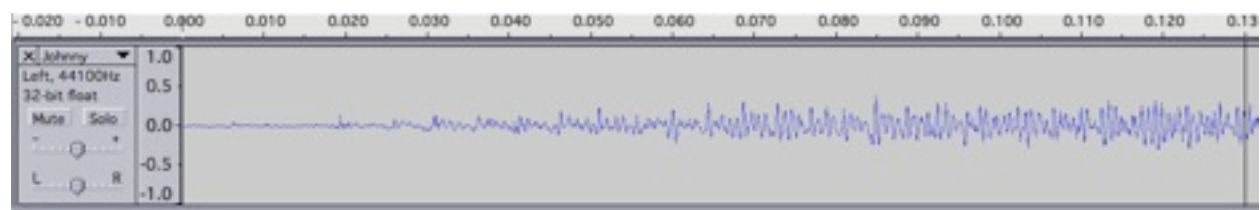
## Zooming In and Out

Along the top of the track is the timeline with markers. The time line starts at zero and increases as you go further right indicating later parts of your audio project. You can zoom in or out of your audio project in order to see a small section or the entire project on the screen at once. To zoom click on the magnifying glass icon on the top left part of the program. Once selected place your cursor over the audio track and zoom in by left clicking the mouse and zoom out by right clicking.

### Zoomed Out



### Zoomed In



## Effects

The drop down menu item **Effects** has many tools you can use to manipulate audio selections. You must first select part of an audio track before you can run an effect.

One effect that can be very useful is **Amplify**. You can use amplify to increase or decrease the volume of the audio you have selected. You can also use the **Fade In** and **Fade Out** effects at the beginning and end of tracks to have the increase/decrease gradually instead of abruptly.

## Saving Your Project

Audacity has a proprietary audio format (called .aup) that allows you to individually manipulate all of your project's audio tracks. To save your project click **File** -> **Save As** and give your file a name. This file can be opened only in Audacity. To export your audio project so that it can be played on a portable player or CD see Handout 3 – Exporting Audio.