Audacity

play

record

pause

stop

selector - used for grabbing

envelope - used to change the volume of a small area

Multi-tool - a combination of the select and envelope tools.

time shift - used to move an audio region to an earlier or later point in time line.

zoom - used to zoom

delete track

turn off sound on all other tracks BUT this one

turn off sound on this track

X Audio Track ▼
Mono, 44100Hz
16-bit
Mute   Solo
−   +

L   R

1.0
0.5
0.0
-0.5
-1.0

this is your recording

adjust volume

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.
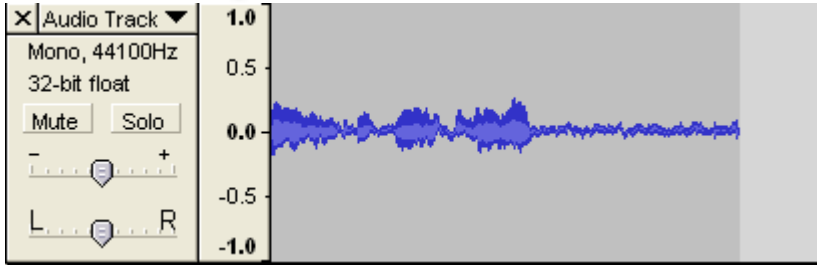
Tips and tricks:

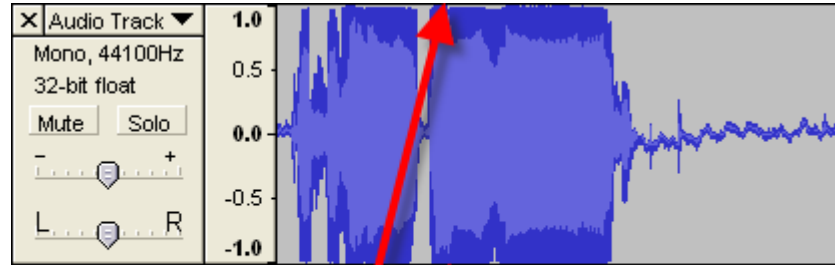### Adjust the Microphone Volume:

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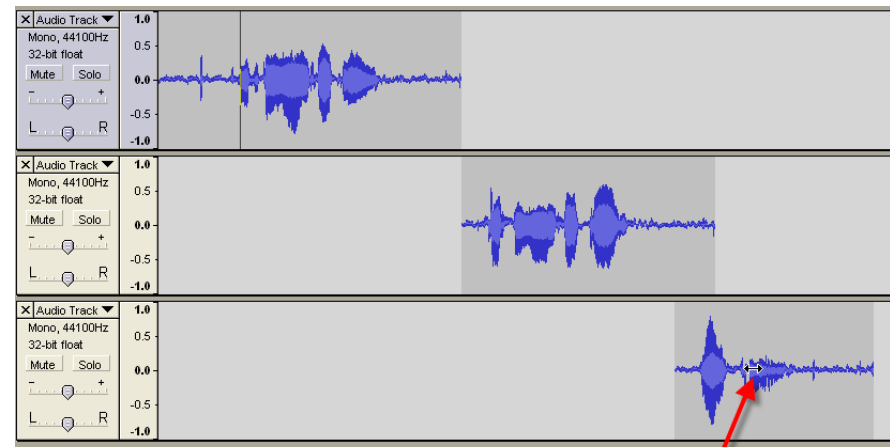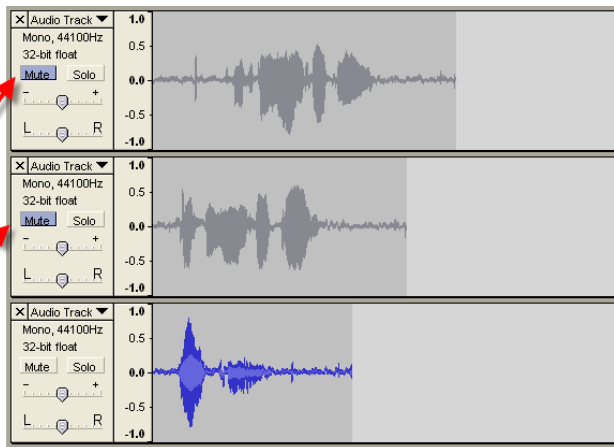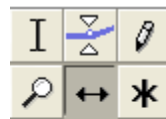
Nice Sound

Too Loud!

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. remove Mute.

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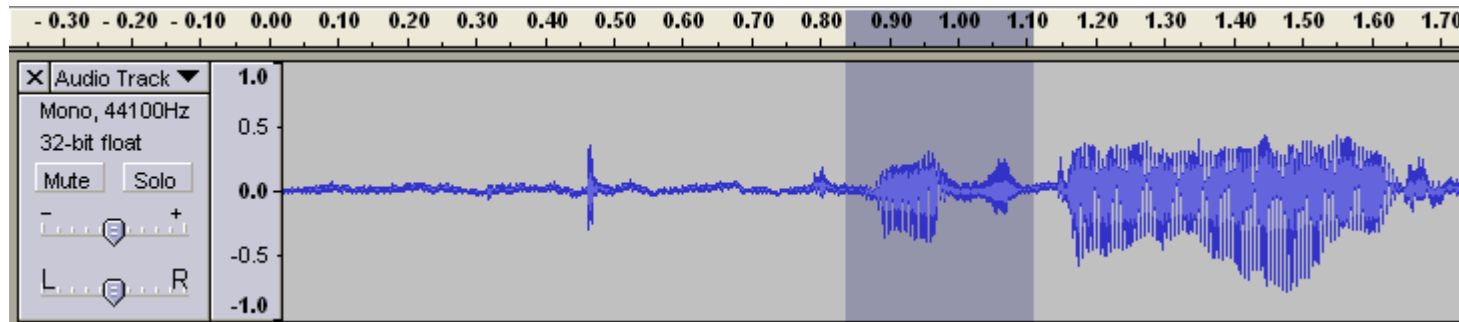

Use the Time Shift Tool

Remove Mistakes

Use the zoom key to see the sound ⊕ ⊖ ⊕ ⊖ waves better.

Highlight the section of the podcast you want to remove. Delete it by pressing the delete key, click

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!