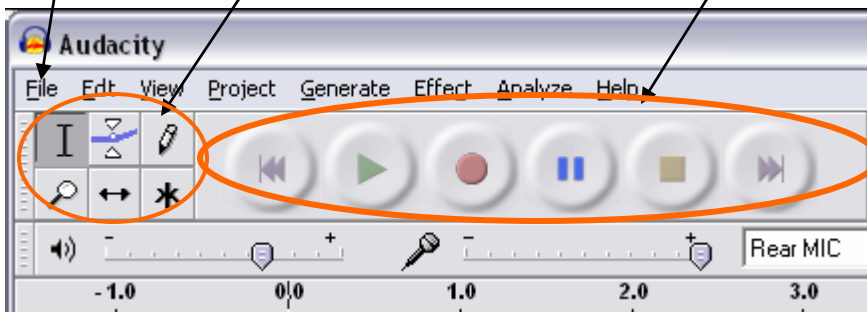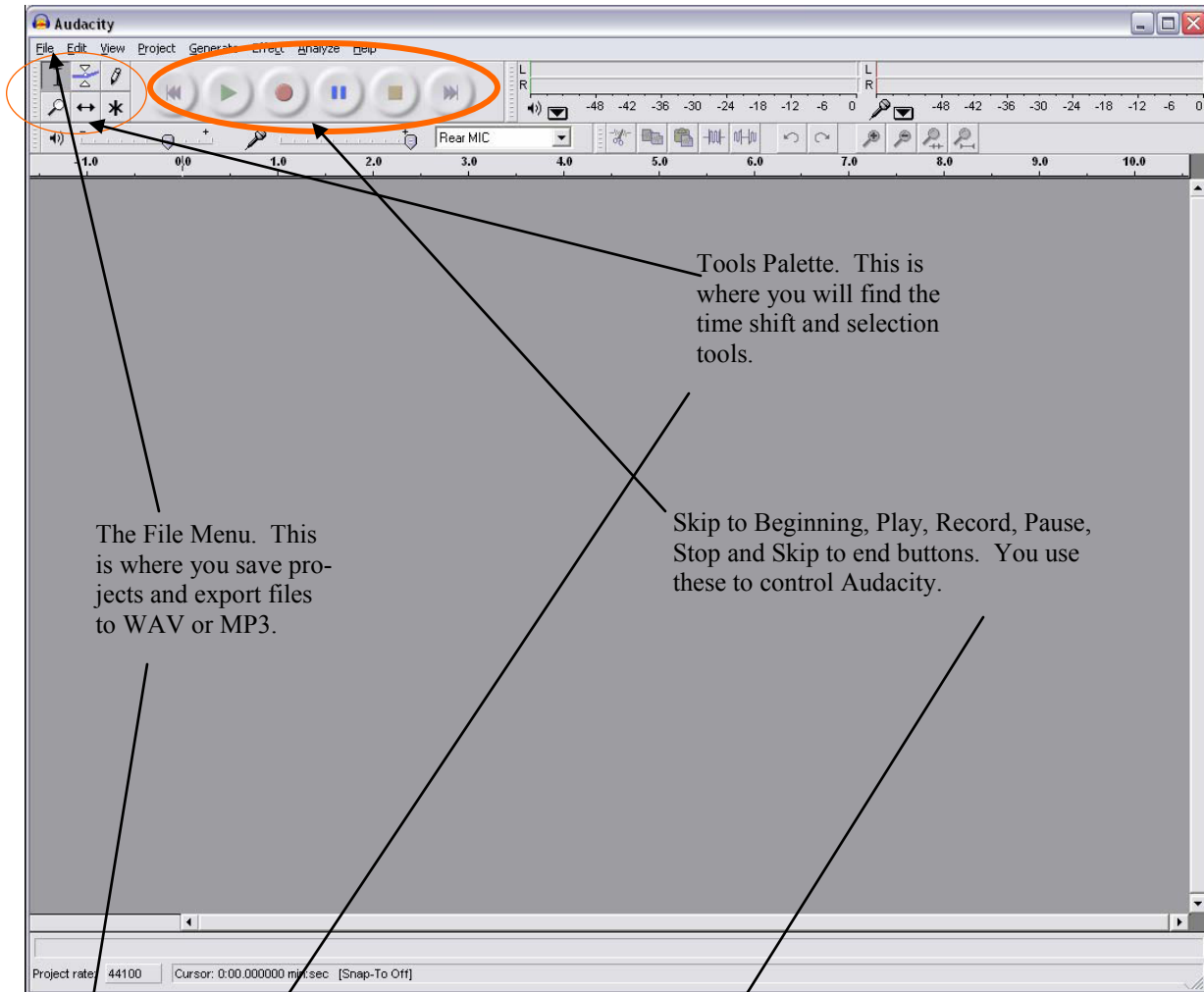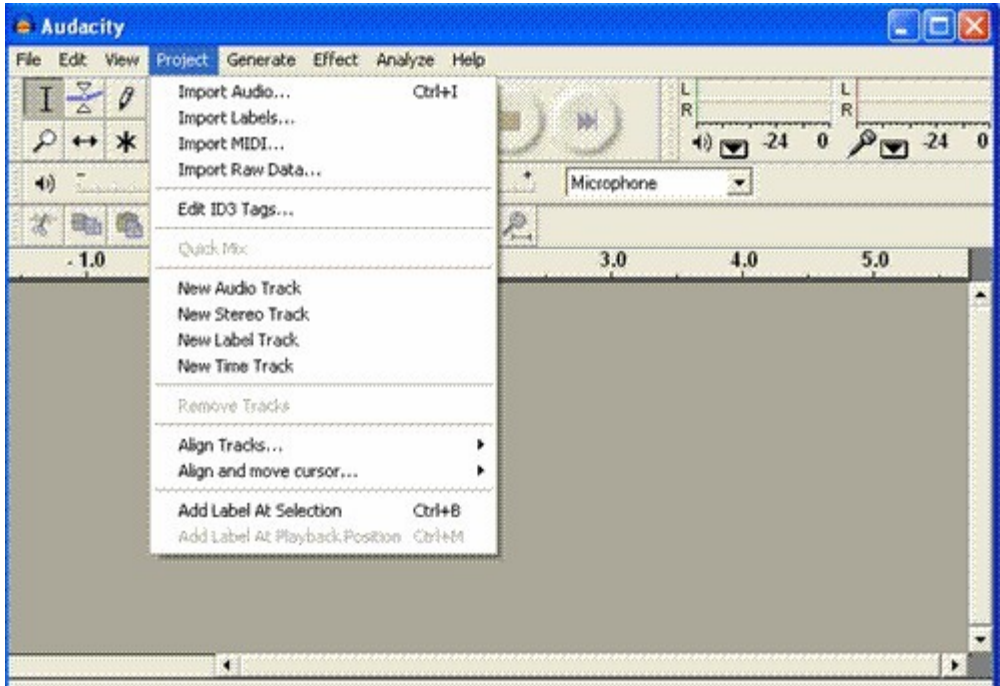# AUDACITY TUTORIAL

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Tools Palette. This is where you will find the time shift and selection tools.

The File Menu. This is where you save projects and export files to WAV or MP3.

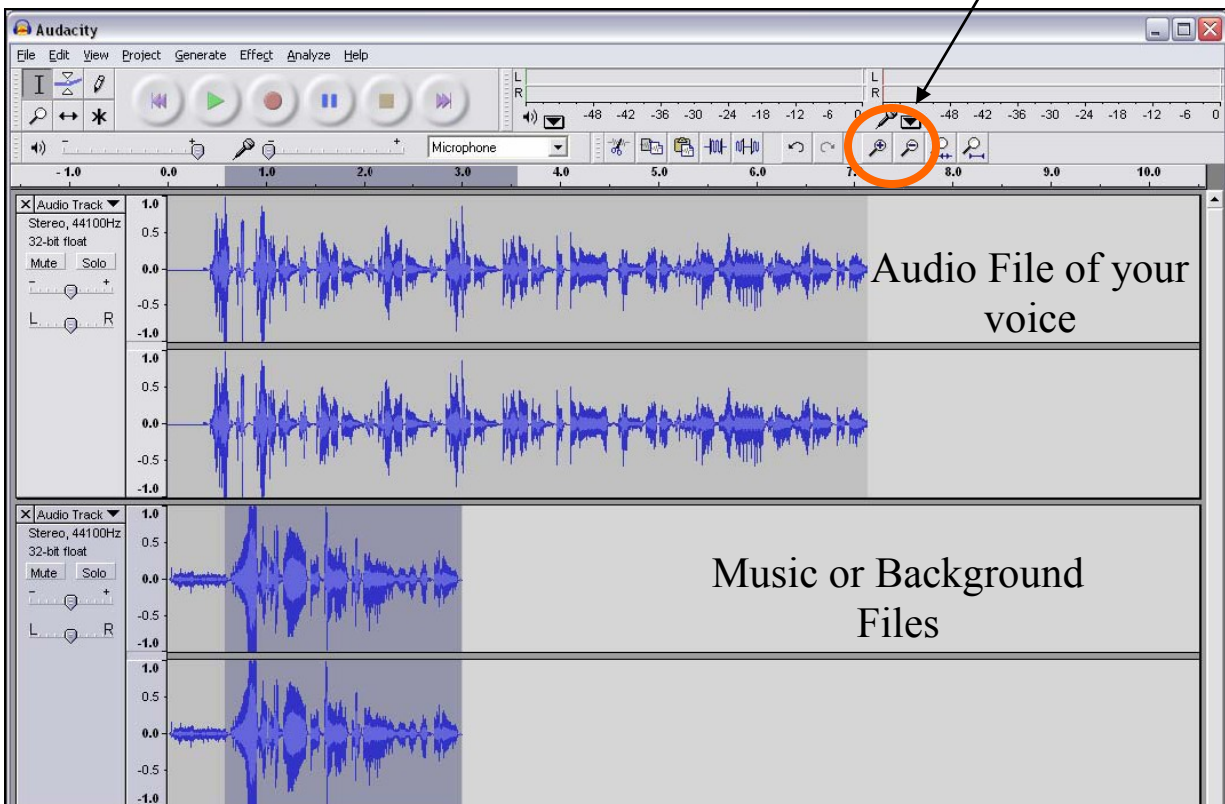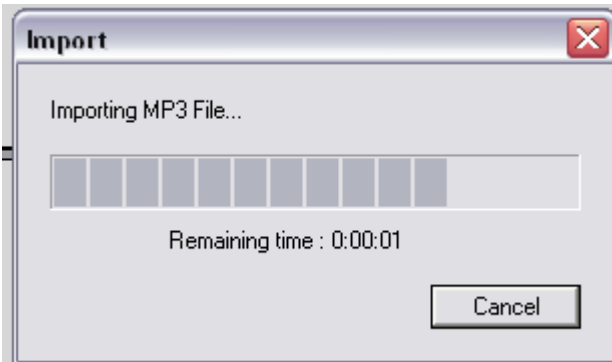Skip to Beginning, Play, Record, Pause, Stop and Skip to end buttons. You use these to control Audacity.

Close up view of the Tool Box Area.

To Import an MP3 file do the following-

1-Click on Project.
2-Click on Import Audio
3-Select your Recordings file from your drive.
4-Let the File Import.

Now will you will have the audio file in Audacity as shown in the picture at the bottom of this page. You can make all the changes you would be able to make to your own voice! Zoom in until 1/2 second increments for more refined editing.

Import

Importing MP3 File...

Remaining time : 0:00:01

Cancel

Audio File of your voice

Music or Background Files

You can control the volume of each track here. If you need a music track in the background for instance than you can just lower the slider for the music track.

Selection Tool

Selected Selection to Cut
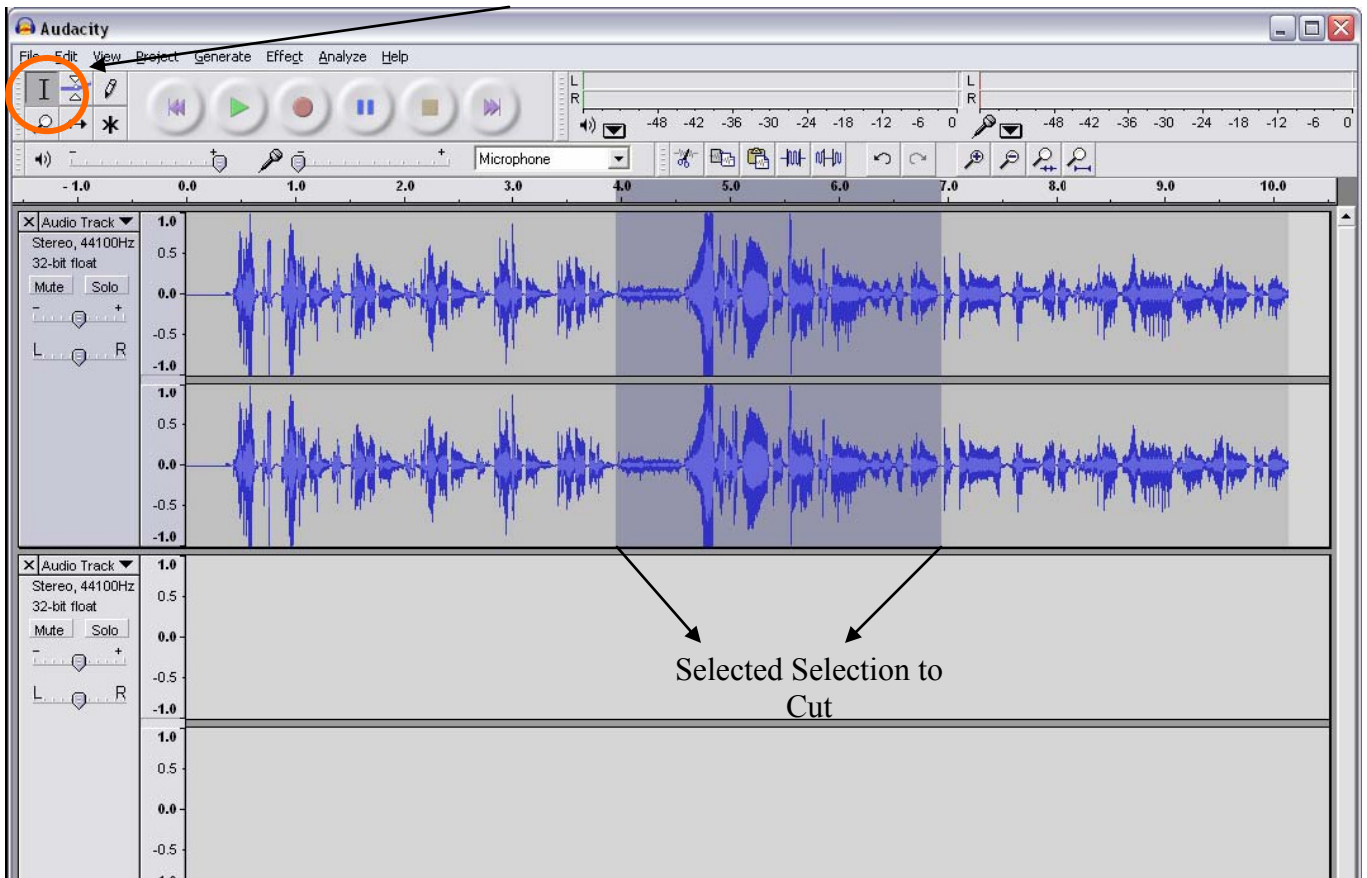
With Audacity you have the ability to manipulate what you have recorded. Use the Selection Tool that looks like an **I** to highlight a portion of the audio. You can now delete it using the **Delete Key** or **Copy/ Cut** and **Paste** it to another track like the image below.

New placement of Selected Clip
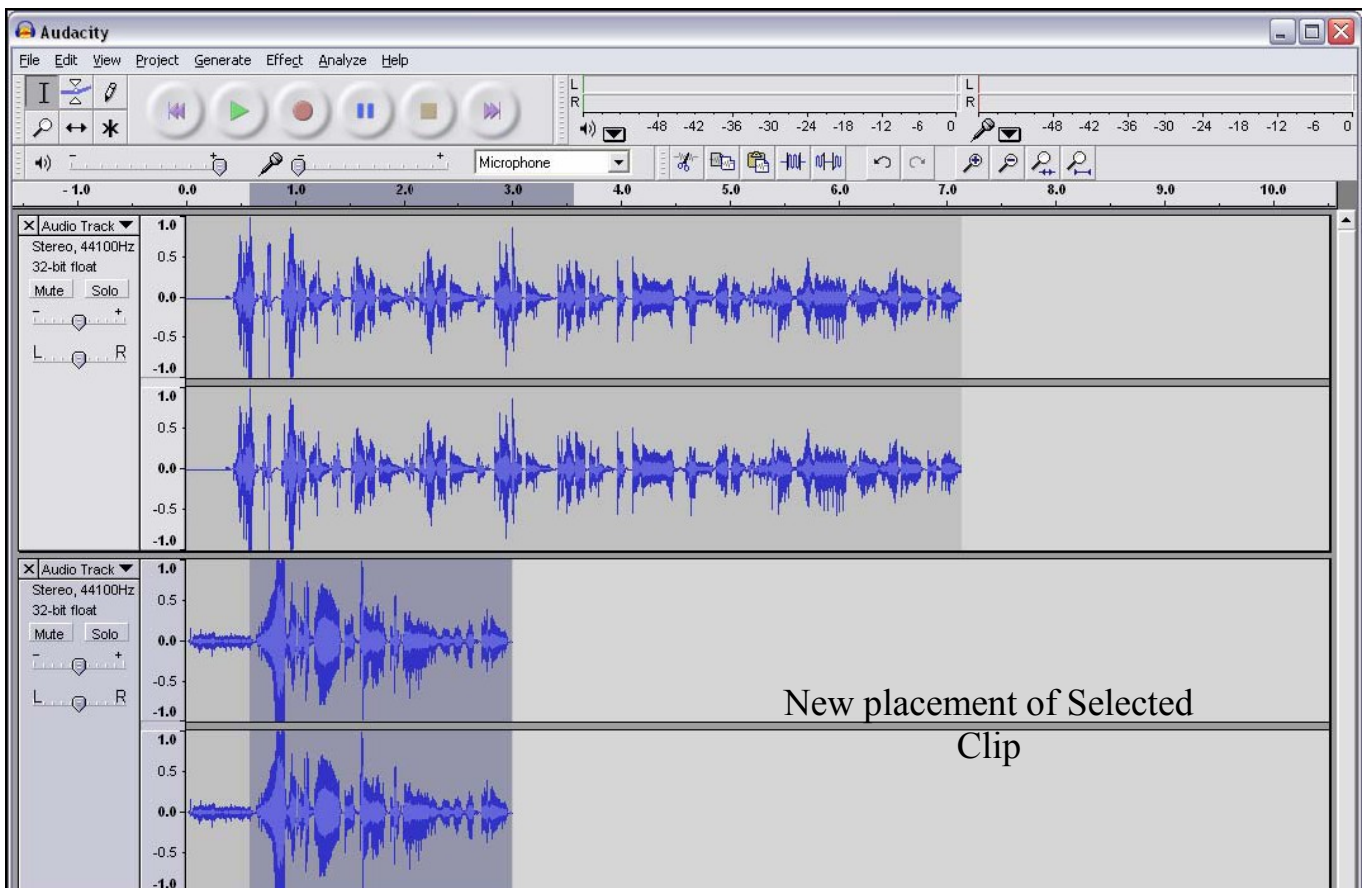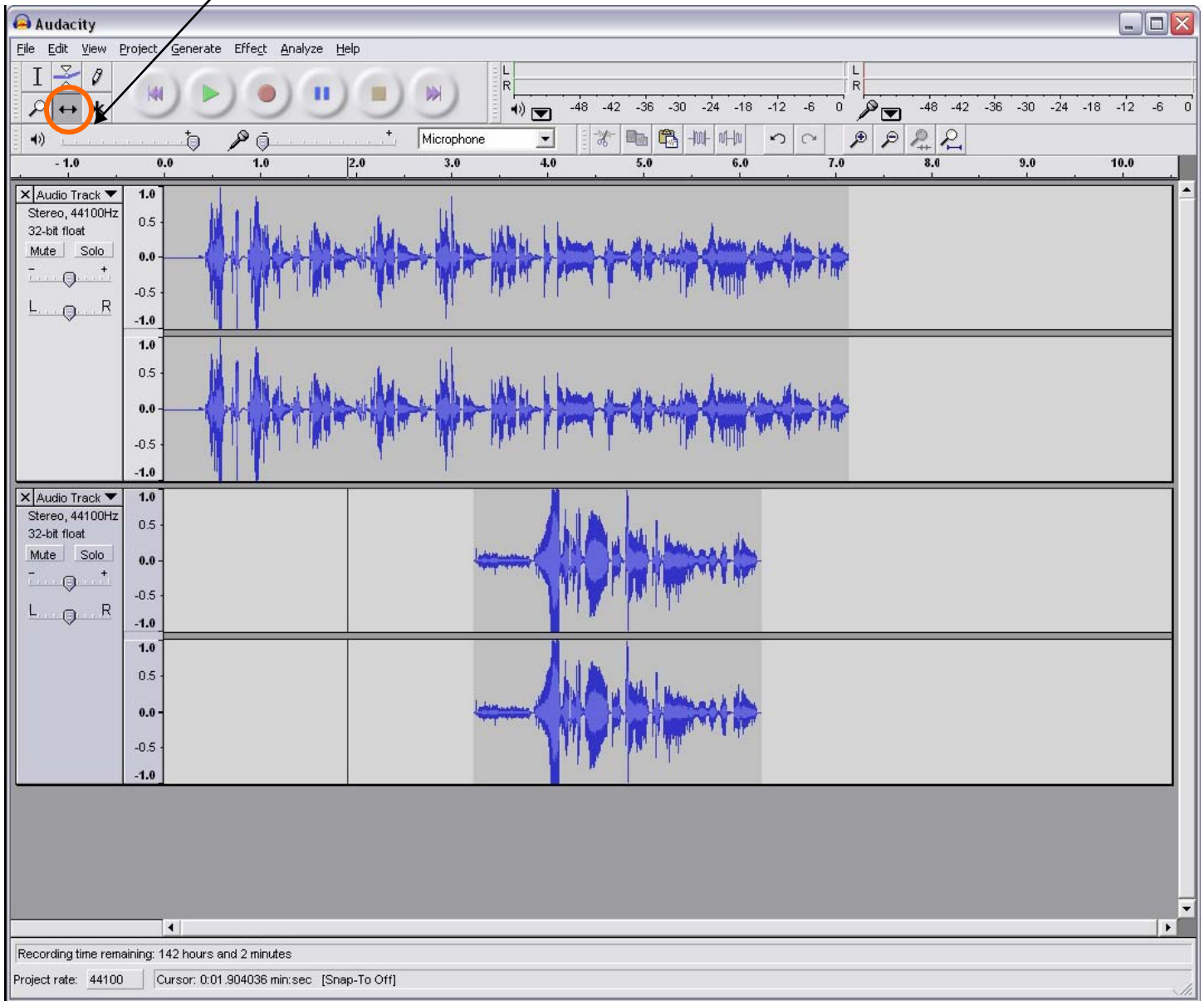
Time Shift Tool

The **Time Shift Tool** lets you move around the audio clips you have created. Here I have moved the clip I cut and pasted from Track one so that it is in a new location. After you click on the **Time Shift Tool**, click on the track you want to move and drag it to the time you wish.

Audacity

File Edit View Project Generate Effect Analyze Help

New	Ctrl+N
Open...	Ctrl+O
Close	Ctrl+W
Save Project	Ctrl+S
Save Project As...	
Recent Files...	▶
Export As WAV...	
Export Selection As WAV...	
Export As MP3...	
Export Selection As MP3...	
Export As Ogg Vorbis...	
Export Selection As Ogg Vorbis...	
Export Labels...	
Export Multiple...	
Page Setup...	
Print...	
Exit	

Finally when your project is done you will want to both

Save the Project so you can make future changes to it and,

Export a sound file that everyone can listen to.

Saving the Project-

1-Click on File.
2-Click on Save Project As. Make sure that you Save to a drive on your **computer .**

It is a good idea to create a new folder for the project to sit in. Audacity projects contain both a folder of information and a data file. By creating a folder to save the project into you ensure those two components stay together.

Exporting as MP3-

To export an MP3-

1-Click on File.
2-Click on Export as MP3.
3-Save the file to **a computer drive.**

You can also save a selection of your file as an MP3.

If you have a portion of your project that you wish to export, say an intro or ending, highlight it with the selection tool and then choose **"Export Selection as MP3."** Instead of exporting the entire project you will ONLY export that portion that you have highlighted!