

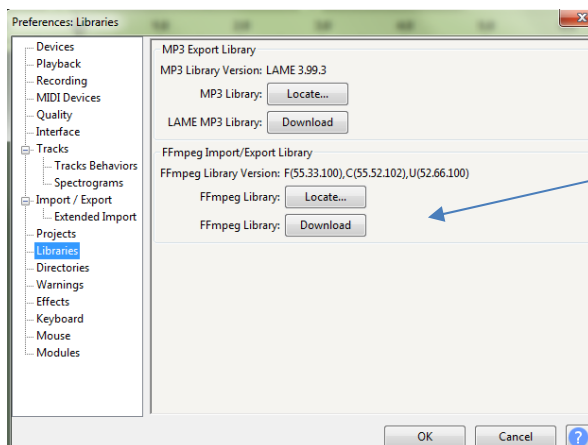


## Audacity: record, import & export on Windows & Macintosh platforms

Audacity is an open-source application to edit sound files and convert them to various formats. It is freely available to the public for download.

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To install Audacity, download from <https://www.audacityteam.org/>. To work with many audio file types (i.e. OGG, ac3, and audio from video) download the FFmpeg plug-in [NOTE: versions previous to 2.3.2 also require the MP3 lame encoder to work with MP3 files].



After installing Audacity, open the application. From the top line menu select **Edit > Preferences** on Windows and **Audacity > Preferences** on Mac. Select **Libraries** from the menu on the left. Select **Download** for FFmpeg. Follow the instructions for adding this export/import Library.

### NOTES when working in Audacity

- If you are using multiple tracks, they should all be the same format.
- Use the [keyboard] space bar to play and stop the audio track
- If Pause or Play is selected you cannot execute commands.

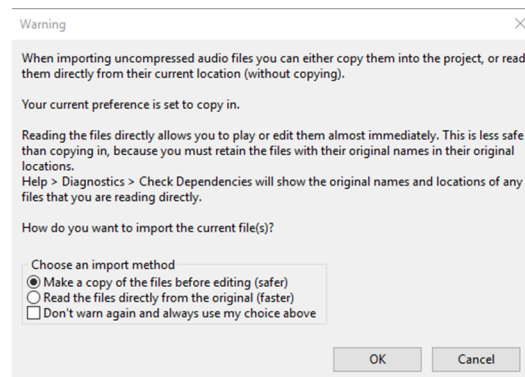


### IMPORTING A SOUND FILE

NOTES: Audio files from a CD must first be “ripped” or extracted using CD extraction software and then imported into Audacity. Audio may be extracted from video.

From the top line menu select **File > Import > Audio...**

Make a copy of the file before editing to ensure that the original audio is untouched and that the file imported into Audacity will always be associated with the project.



## RECORDING IN AUDACITY

As a note, the volume controls within the program are secondary to the computer's volume control. Experiment with both volume controls for appropriate volume levels. If you are using a laptop, the webcam is the default input device. If you are using a microphone or a device such as a cassette tape recorder, the operating system and Audacity must reflect this selection. Always perform a test; review for proper recording levels. The IMC has a variety of cables and adapters to connect most any device to available ports on your computer.

### THREE STEPS IN ORDER:

1. **Connect the device and turn it on.**
2. **Open Audacity. Within Audacity, select the input device. If it is not present, confirm the device is on and plugged in. Quit Audacity and reopen. Select the input device.**
3. **If the recorder is not listed in Audacity, exit Audacity and select the input device/port from the sound preference/settings in the operating system. Open Audacity. Within Audacity, also select the input device.**

### STEP ONE: Connect the equipment and turn it on

#### **USB Microphone:**

Plug the USB microphone into the computer and turn it on **before opening Audacity**. If Audacity is already open, save your project, quit Audacity, turn on the microphone, and then re-open your project. Audacity does not always immediately recognize the microphone.



#### **Microphone:**



Connect the microphone to the dedicated Microphone port. In its absence, use the Line –In port on the computer. Turn on the mic.

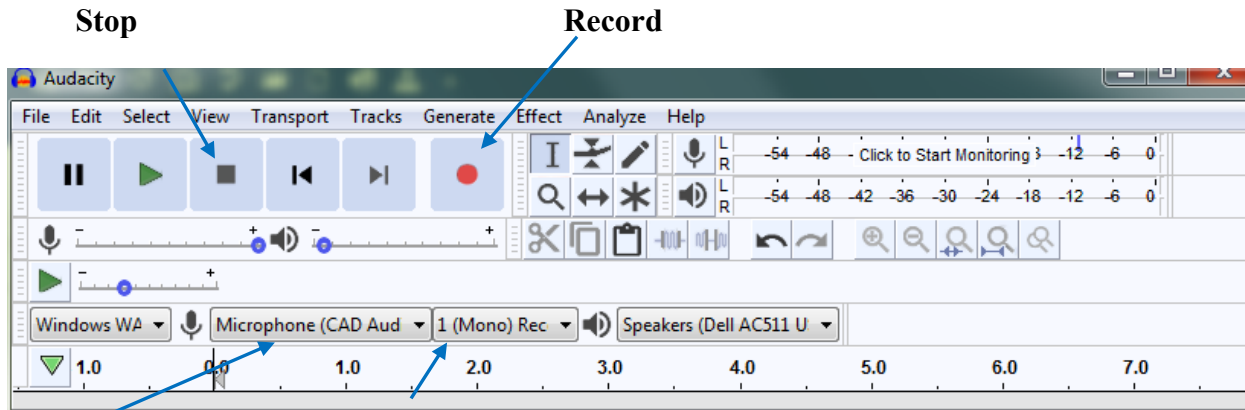
#### **Line In for Microphone, Phonograph, or Cassette Tape Recorder:**

You will need an audio cable to connect the equipment to the computer. One end must be 1/8". Plug the audio cable into "sound out port" (headphones/speaker) on the tape deck, and the other end into the "sound in port" (line level Input) on the computer. If the cassette tape recorder's port is 1/4" use an adapter 1/4" to "1/8."

### STEP TWO: Open Audacity. Within Audacity, select the input device.

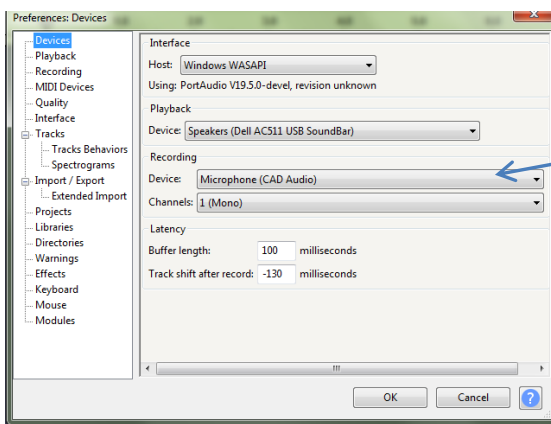
Review the Input Device and Input channel drop down menus to select the source of the audio. In this example, the input device is a microphone, plugged into the microphone port. Complete a test recording and adjust levels.

**Note: if there is no recording, save the project, exit Audacity and re-open the project. Confirm the input device is on and selected.**



**Input Device                      Input Channel**

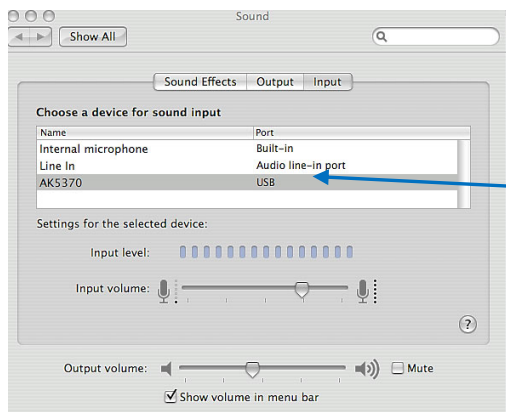
**STEP THREE: IF Audacity does not display the input source, select it in the operating system settings.**



*Prior to exiting Audacity, confirm recording device is on and not listed in Audacity’s preferences  
Select **Edit > Preferences > Devices***

*Confirm that the Recording Device displays the type of recording device or the port you are using for importing audio.*

*If the device is not listed, Exit Audacity. See below to select the Input device in the operating system settings.*

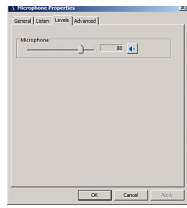
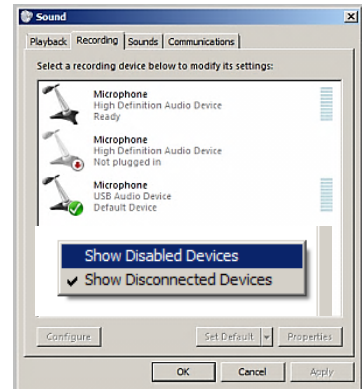


**On a Mac select System Preferences, Sound > Input.** The internal microphone is the webcam. If using a USB microphone, select (example) **AK5370**. Select **Line In** if you are connecting a microphone or cassette player to the Line-In port. Slide the **input volume** to adjust the recording volume.



**On a Windows pc right click on the sound icon. Select Recording devices. Select one device (in this example it is the USB Audio device) and then select **Properties**.**

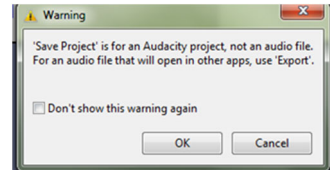
If the device is not displayed, right click inside the recording tab area and select “show disabled devices,” then right click again and select “show disconnected devices.”



Select **Levels** and adjust for recording

## SAVE PROJECT

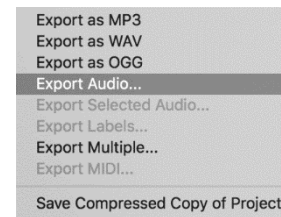
Select **File > Save Project**. Save the project as an Audacity file project: “filename.aup.” Select **Save Project** as you continue to work. Audacity writes all the changes and recorded audio to a directory called Projectname\_data.



## EXPORT - TO CREATE OR CONVERT AN AUDIO FILE

You may export each track as an individual file. You may export only a selection or you may export all the tracks into one audio file. Select the audio format after you would like to export to WAV, MP3, OGG, etc. after you decide the following. File type options are available just prior to exporting, after selecting file name.

Select **File > Export...** Export and review options

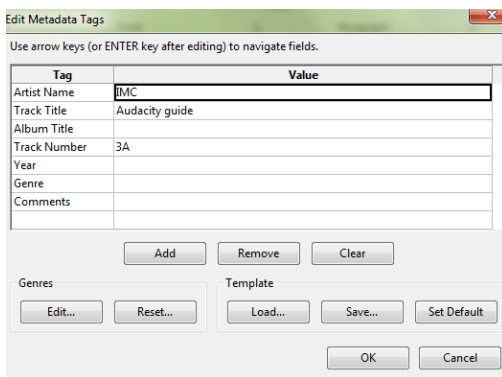


**Export Audio** saves all tracks as one file; select file type here

**Export Multiple...** saves selected audio tracks as separate audio files

**Export Selected Audio** saves highlighted area as an audio file

Select the audio format after you would like to export to WAV, MP3, OGG, etc. after you decide the following. File type options are available just prior to exporting, after selecting Save.



**Edit Metadata** Metadata is information about the artist of a song, the title, track number, etc. Fill in the fields [not required] that will help identify this audio later in applications such as iTunes. Entering metadata is optional. Click on the **OK** button to continue.

**Export Labels-** If you created text markers you may export the Label Track as a TXT file.

