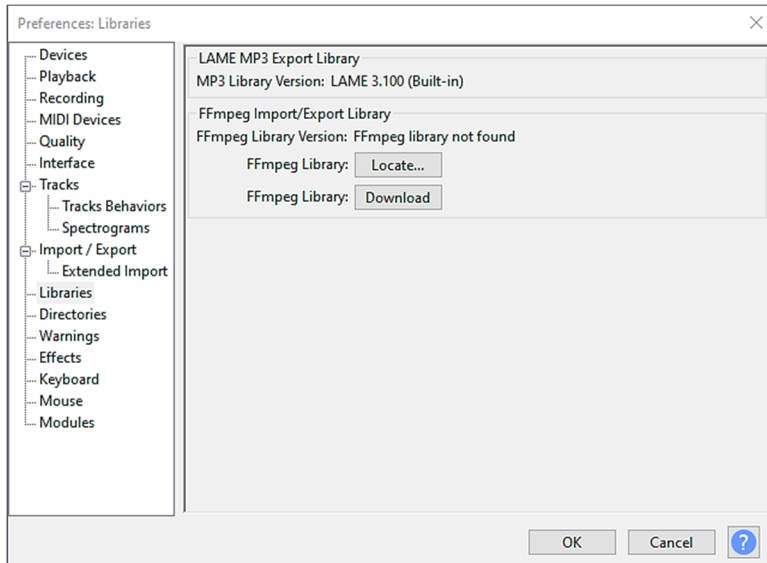




# Audacity: Tips & Tricks

Audacity is an open-source application used to record, edit sound files and convert them to various formats. *NOTE: This document illustrates Audacity 3.0*



**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.**

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:

- Before you begin, create a folder to store the Audacity project file and ALL the audio files. Move all audio files into this folder *before* importing into Audacity.
- Audacity does not auto-save. You must invoke the Save command.
- Select File > Import, not File > Open when working with existing audio files.
- Audio may be extracted from video.
- Audio files from a CD must first be “ripped” or extracted using CD extraction software.
- Select View > History to view and manage actions, including undo changes.
- Use the [keyboard] space bar to play and stop.
- If Pause or Play is selected you cannot execute commands.
- For most commands begin with the Selection tool.

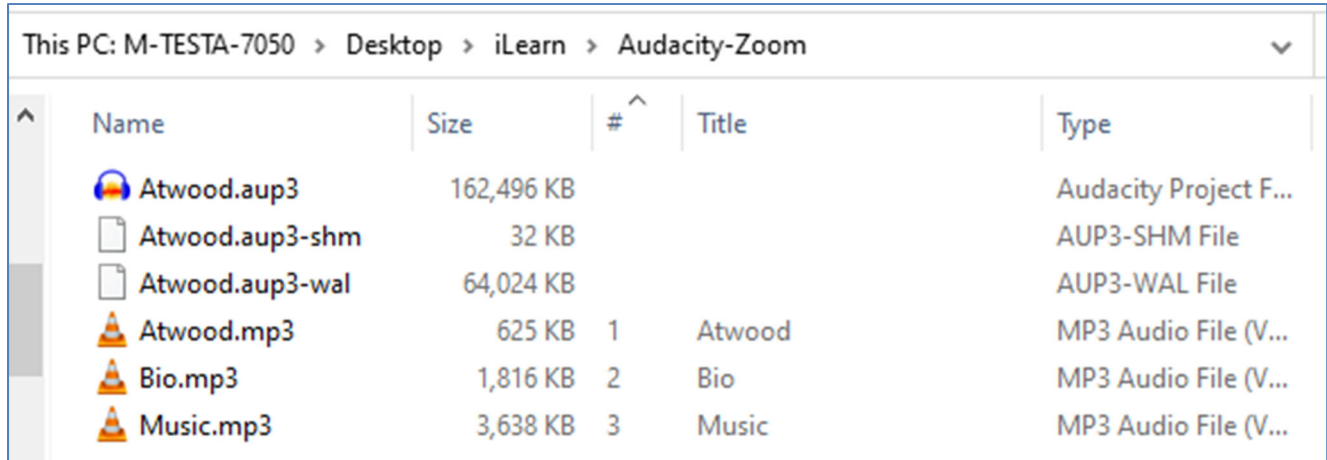


## Save the Entire Project

Before you open Audacity, create a folder on the computer [not a usb drive] to store the Audacity project file [filename.aup3] and the audio files you may be importing. Move all audio files into this folder *before* importing into Audacity.

Audacity does not automatically save as you work. You must execute Save. Select **File > Save Project**.

This is an illustration of what is included in a project; all contents are in one folder on the computer.

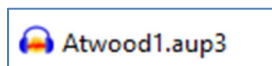


Name	Size	#	Title	Type
Atwood.aup3	162,496 KB			Audacity Project F...
Atwood.aup3-shm	32 KB			AUP3-SHM File
Atwood.aup3-wal	64,024 KB			AUP3-WAL File
Atwood.mp3	625 KB	1	Atwood	MP3 Audio File (V...
Bio.mp3	1,816 KB	2	Bio	MP3 Audio File (V...
Music.mp3	3,638 KB	3	Music	MP3 Audio File (V...

- All three mp3 files are audio files placed in the folder prior to opening Audacity
- File > Save Project created the Atwood.aup3 file.
- Prior to closing the project, there are two temporary work files on Windows and only one on the Mac. WAL and SHM files. For example, Atwood.aup3-wal. On Mac there is only the WAL file. These are removed when the project is closed or upon exiting Audacity.

## Backup the Project

To back up the project select **File > Save Project > Backup Project**. Select another location [external hard drive, SD card, thumb drive, etc.]. You may have multiple back-ups so naming is important.



The process will take some time; be patient. The .aup3 file will contain the audio tracks and the edits made up to the time of backup. The Backup does not include the separate original audio files [i.e. Bio.mp3].

Always transfer the backup project to the computer before opening and working in the file.

## Backup the Project including the original audio files


Save the project and close Audacity. Copy/paste the folder to another location or upload the folder to OneDrive for Business.

## Recording in Audacity

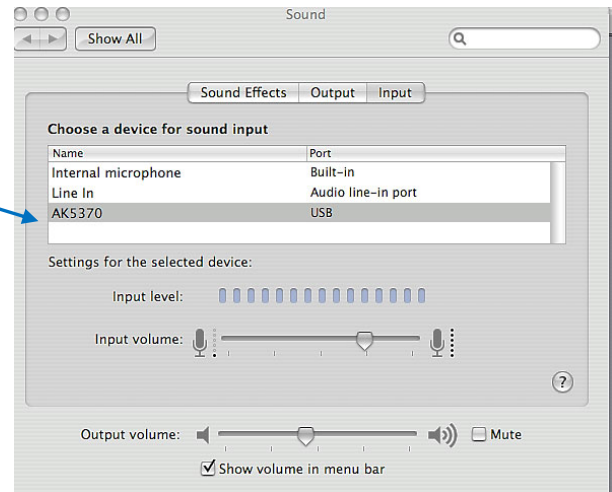
If you are using a laptop, the webcam is the default input device. If you are using a microphone or a device such as a cassette tape recorder, the operating system and Audacity must reflect this choice. Always perform a test; review for proper recording levels.

### Set up the microphone and equipment; three steps in order:

1. Connect the device and turn it on BEFORE opening Audacity.
2. Select the input device/port from the sound preference/settings in the operating system.
3. Open Audacity and select the recording device.

On a **Mac** select Apple  > System Preferences. Select Sound > Input. The internal microphone is the webcam. If using a USB microphone, select it (example AK5370 USB).

Slide the input volume to adjust the recording volume.



On a **Windows** computer there are a couple of ways to select the input device.

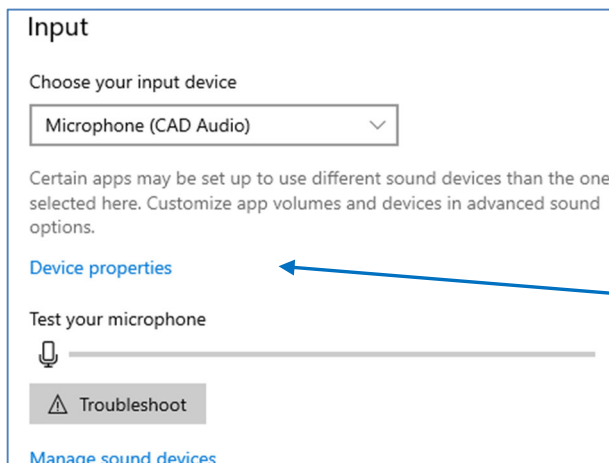


Right click on the sound icon at the bottom of the screen. Select **Open Sound Settings**.

**OR:** From the Windows Start menu select **Settings**.  
Select **System > Sound**

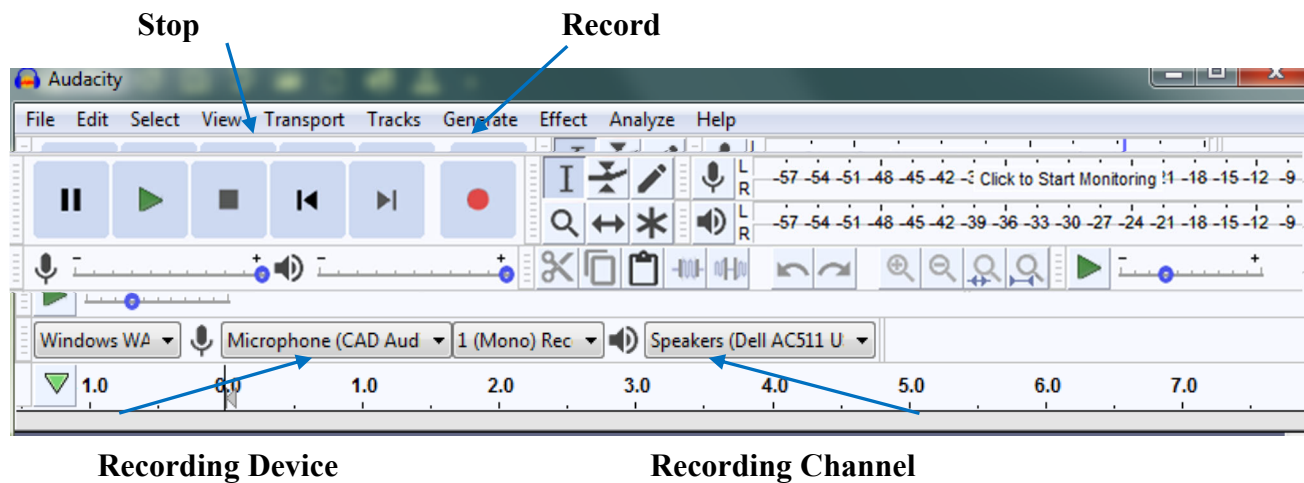


Confirm the input device is chosen. If it is not listed, turn the microphone on, for example, and try again.



Select Device properties to adjust recording level

Open 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.

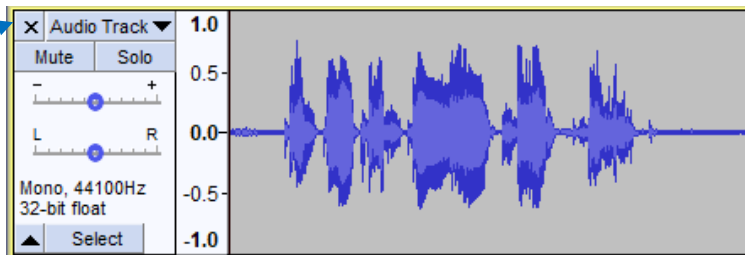


If the recorder is not listed in Audacity, exit Audacity and again select the input from the operating system. Open Audacity once more and within Audacity select the input.

## Record

When ready press record. Press play on the cassette player if applicable. Press stop when done. The first recording should be a test. Confirm the volume and quality of the recording is suitable.

Delete the test track and continue.

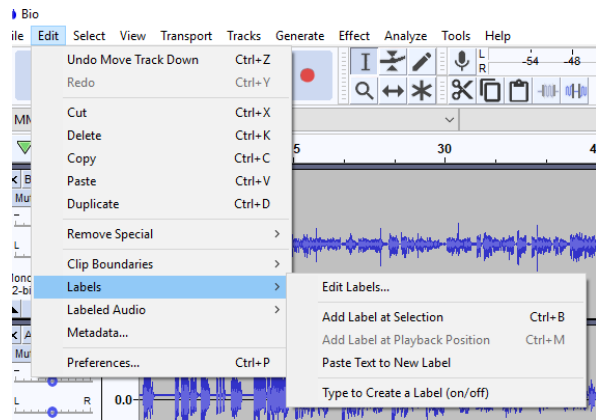


## Label Tracks

Labels are text markers used for a variety of purposes including assisting with editing, transcription, marking playback and recording points in time, etc.

To create a label track select **Tracks > Add New > Label Track**





Use the **Edit > Labels** menu

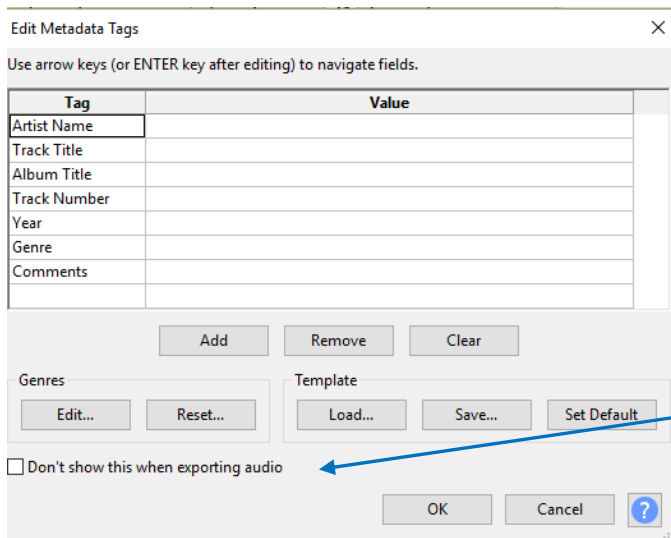
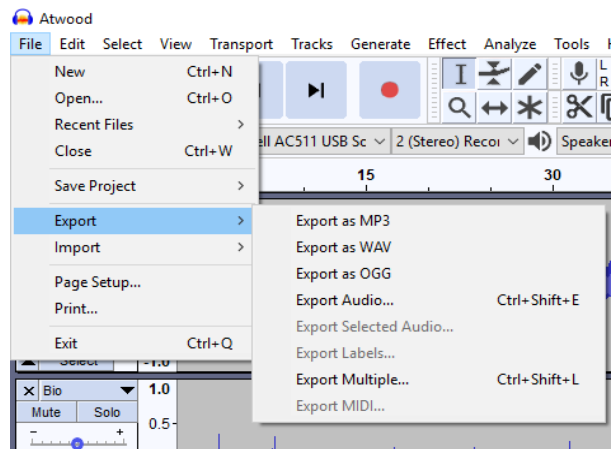
## Create and Convert Audio Files

Select **File > Export...**

**Export Audio** saves all tracks into one file.

**Export Multiple...** saves selected audio tracks as separate audio files if they are not “greyed-out” [i.e. muted].

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



### Edit Metadata Tags

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 tags is optional. See the box to bypass this step.

Written by Regina Testa, Head, IMC, Innovate Make Create Center; 2/2020; 4/2021

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