

We recommend using Audacity software to edit your audio recordings

- It is Open Source (community built) and available for free
- It is fairly simple to learn
- It has all the features you need to produce radio features and shows
- There is a lot of help available online
- It works on any computer operating system

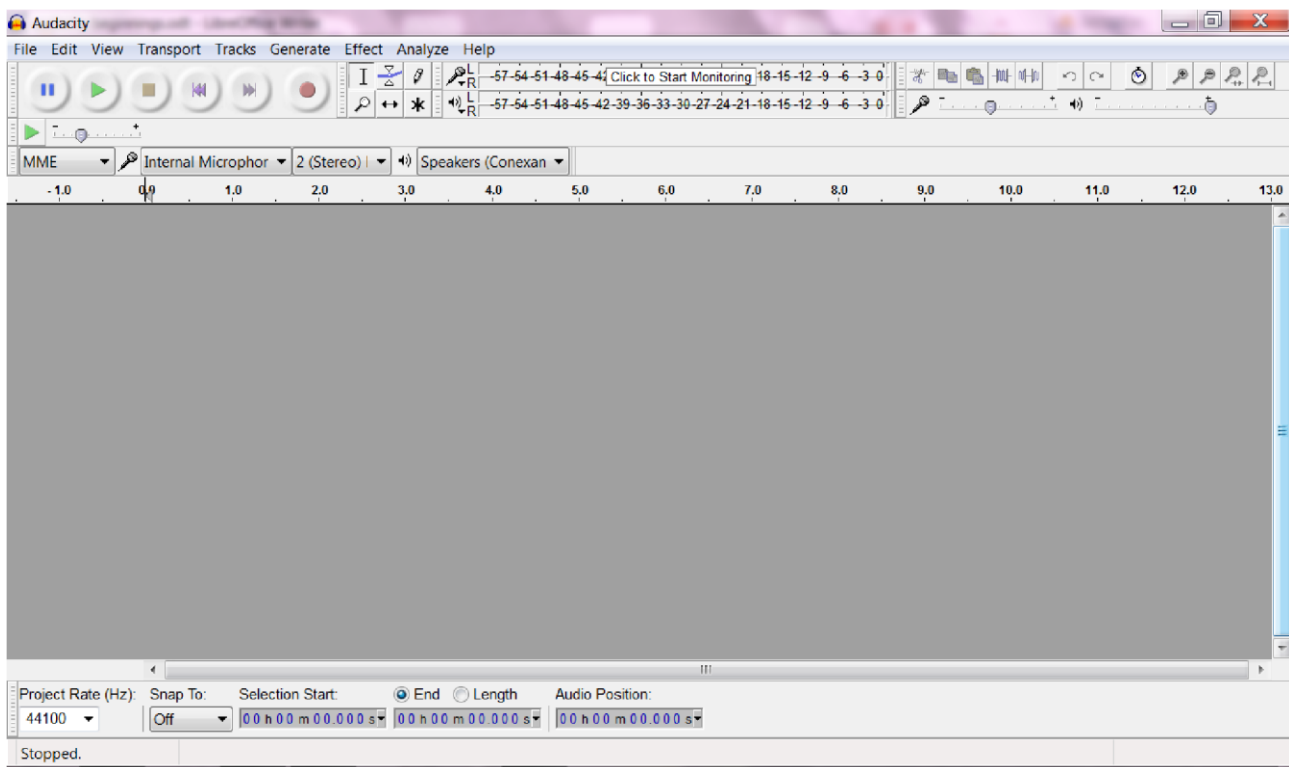
Getting started

Download from <http://www.audacityteam.org/> and install on your computer.



The icon on your computer looks like this:

When you open it you will see a blank window like this:

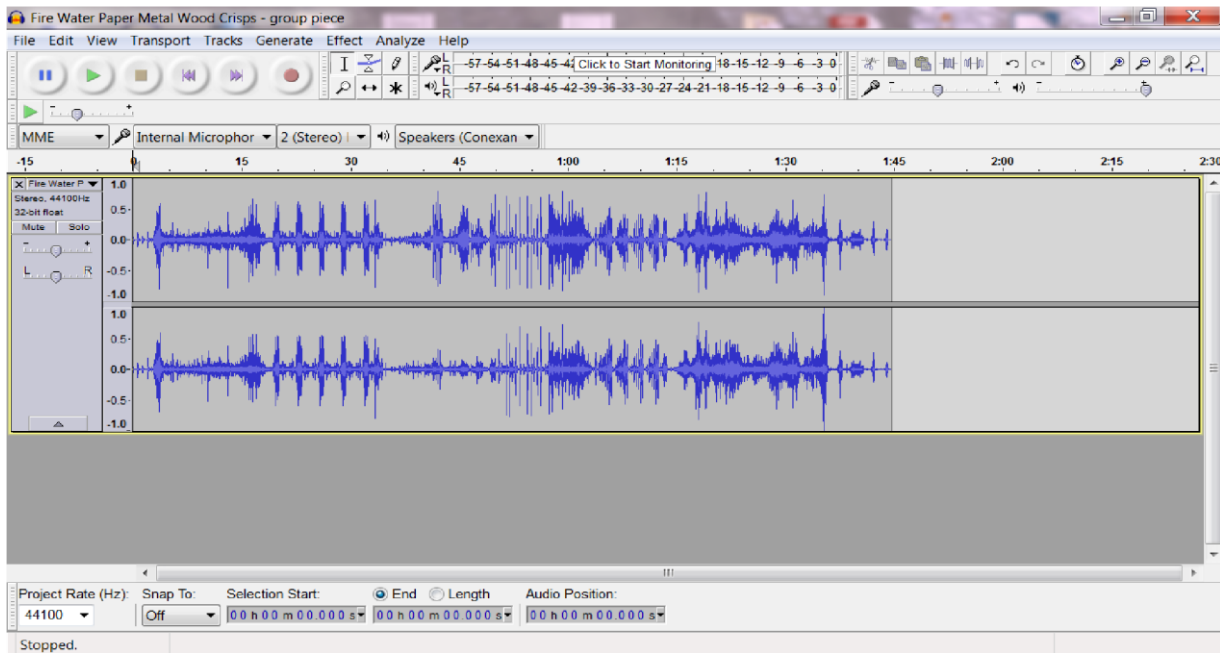


Importing your files

To import existing audio to work with select *File --> Import --> Audio*. Then browse to the existing audio files on your computer that you wish to use and hit OK. You can also drag a file into the Audacity window.

Get started by dragging and dropping a sound file into the grey empty space.

Now you should see something like this:



You have created a project, where you will work on your piece.

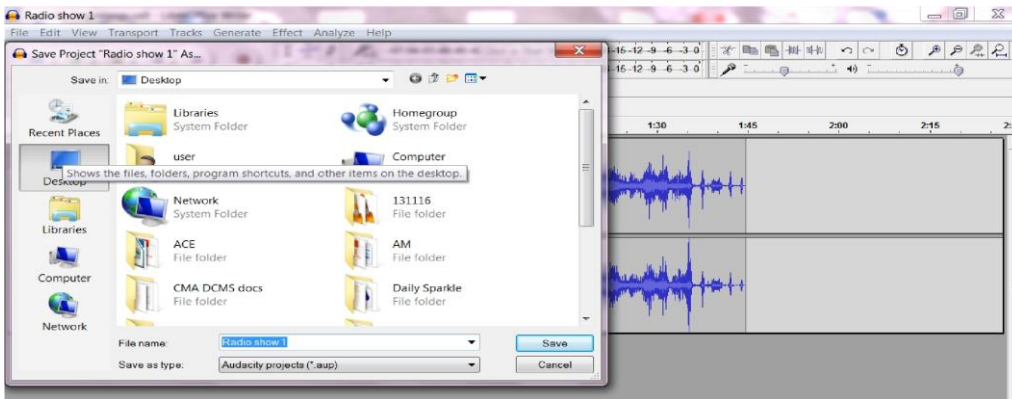
Playback Controls

These are much like the buttons on a tape deck, enabling you to listen to your tracks, pause, rewind, etc.



Saving and Exporting

Save your project, by clicking on File>Save Project As



Give it a nice name and save it somewhere useful. This will create two things:

- .aup file
- a folder of related data

These will not work in future without each other! Keep them together.

It is important to know the difference between Saving and Exporting while working in Audacity.


If you are working on a project but wish to close Audacity in order to continue working on the project at a later date it is important that you save your work. Audacity saves your project into a folder which will include all the separate audio tracks that you have either recorded or imported into your project. Audacity project files (.aup) let you save everything you're working on exactly as it appears on the Audacity screen. Most other audio programs cannot open Audacity project files. If you want to save your project into a file that can be opened by other programs you will need to export it instead. Select *File --> Export...* from the menu to export your Audacity project.

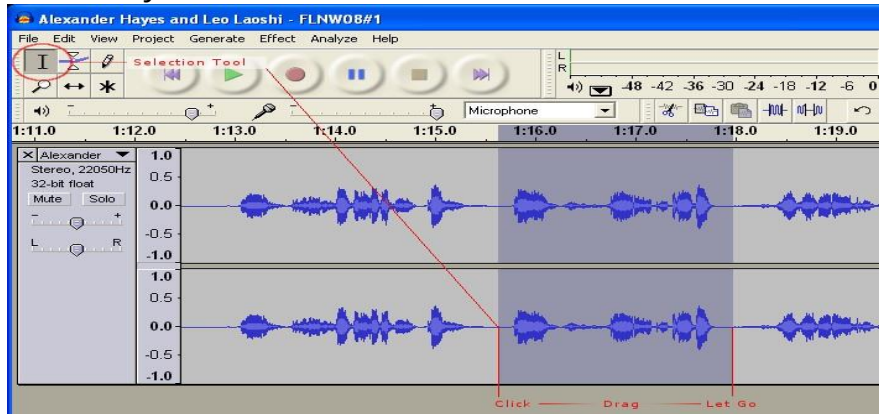
Exporting compresses all your tracks into a single file for playback on a computer or mobile music player. The most common formats in use for exporting are MP3, or Wav files. You cannot easily edit an exported Audacity file again in Audacity as it will be *flattened* into a single track. It is always a good idea to save your work as an Audacity file before exporting.

After selecting the Export option you will be asked for a filename and the filetype to export your project as.

Use MP3 for sending or posting online. Use Wav for a higher quality file. Either of these can be burnt onto audio CD, as your CD burning software will convert it for you. You should be able to choose from a variety of bit rates for your MP3s. We recommend a high quality one, such as 320kbps.


Selecting part of a track


To select part of a track for editing, click on the the Selection Tool -  - and click and drag across the selection you wish to work on.




The selected part of the track now appears a darker shade of grey and you may now apply an action to just that selection.

Editing tools


These useful buttons  are cut, copy and paste, and work just like they do in word documents, etc.

Cut  - removes the section of selected track from the window and places it in the clipboard in case you want to paste into a new track or new project. You can also use the button to perform this action on the selection.

Copy  keeps the selection in place but makes a copy in the clipboard for pasting into a new track or new project. You can also use the button to perform this action on the selection.

Paste  pastes your selected audio where your cursor is

Delete - removes the selection completely from the track. You can use the Delete key on your keyboard to perform this action on the selection.

Zooming in  shows you more detail about the waveform. This can be useful for editing out short sounds, such as a tap or cough.

Zooming out  shows less detail but is useful to get a wider overview of your project.

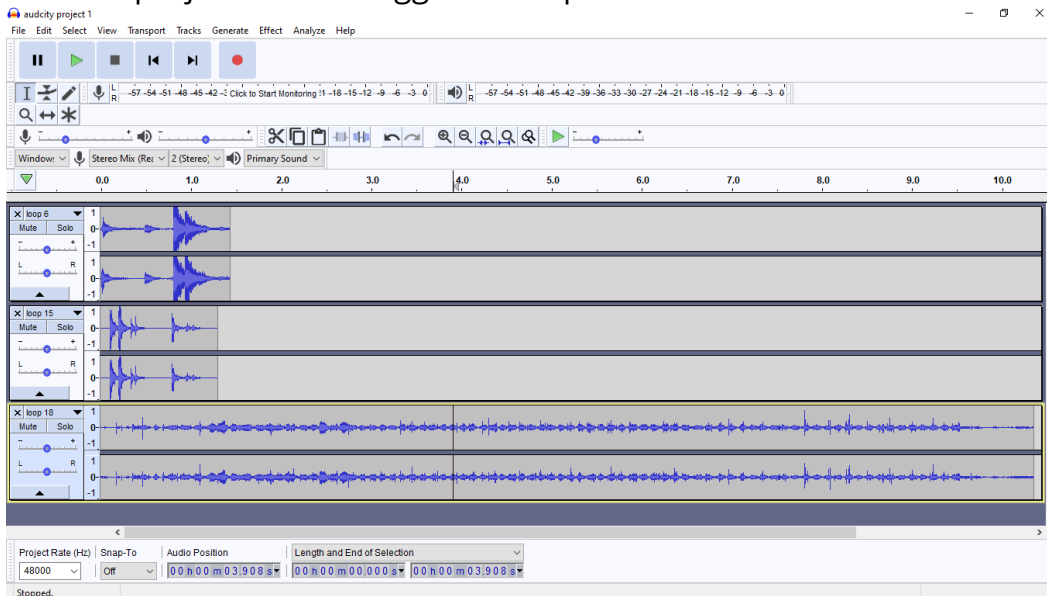
Working with more than one track

You can import any number of tracks, they will appear one below another. If you play them now, you will hear them all at once. Instead, we want to move them around so we can hear them in the order we want.

You can slide any track to where you want it by using the Time Shift Tool. You can overlap sounds as much as you like and add music to interviews etc.

For many radio shows, it's often best to work in two tracks. Typically, these two tracks might be 'voice' and 'music'.

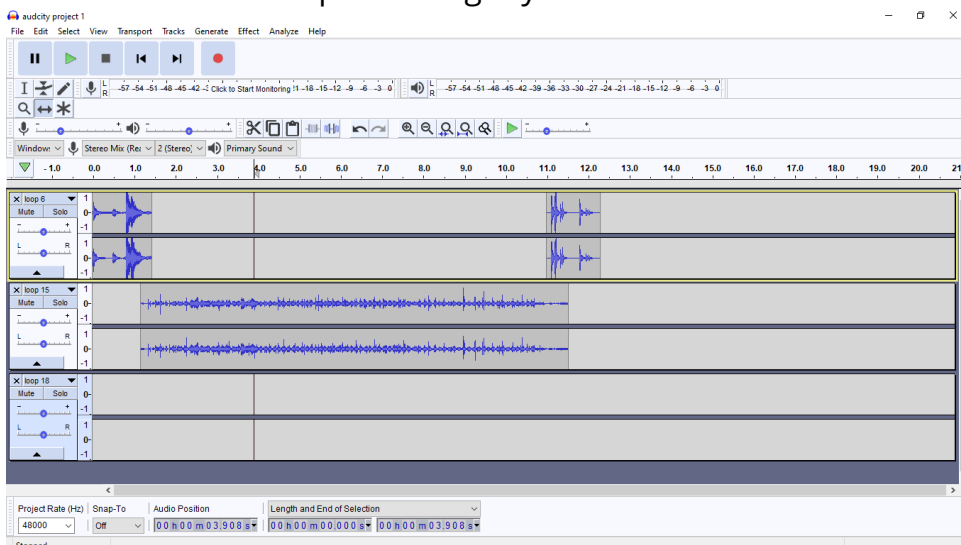
Here's a project I have dragged three pieces of audio into:



Next I click on the 'time shift tool' which looks like this:

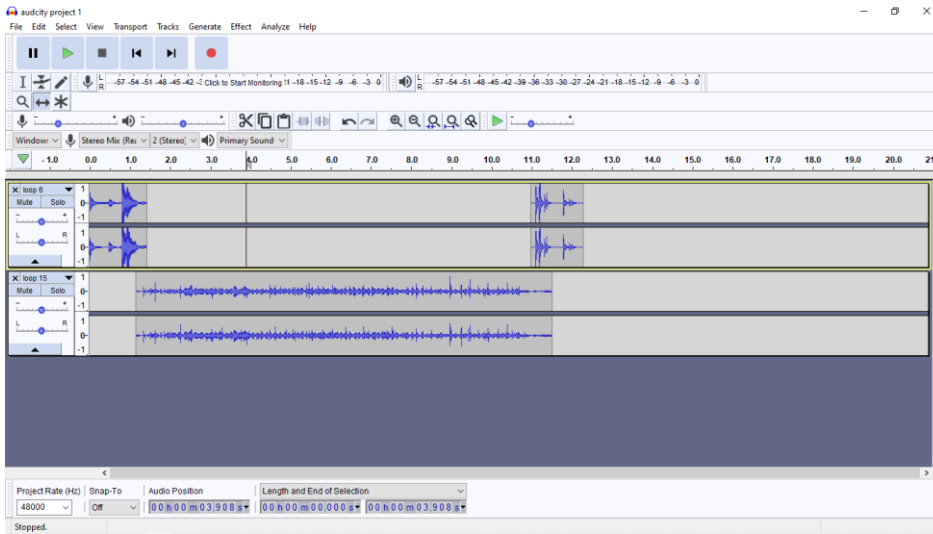


Now I can click and drag on my tracks, and put them in the order I want. I'm going to use two tracks so I can overlap them slightly.

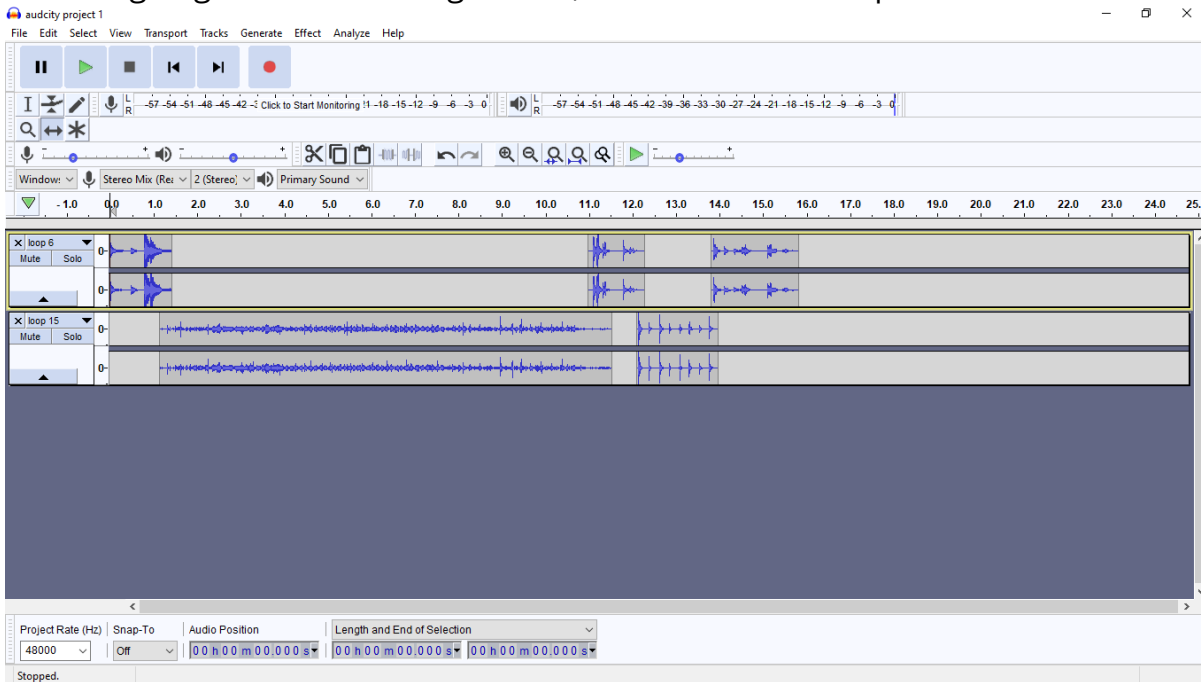


Soundart Radio

Then I delete the track I no longer need:



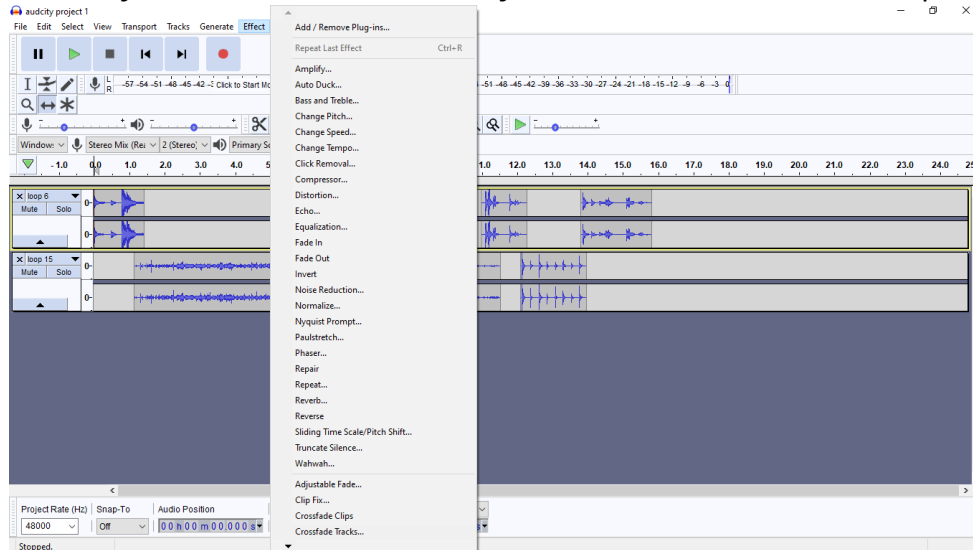
I'm now going to do something similar, with more audio clips



And so on, until I have the show I want, which I would then save and export, as outlined above.

Effects

There are many effects in the effects menu that you may wish to play around with. They will only work on an area you have selected. When you click on 'effect' a list of options will appear.



The most useful are:

Normalize: It's a good habit to routinely normalize your tracks so that they all play at a similar volume.

Amplify: turn a whole track, or short sections of it, up or down.

Fade in/ fade out: these are often useful at the beginning and end of a track.

You can also reverse your audio, speed it up etc if that makes you happy.