

# Super-Fast Guide to Audio Editing

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**Audacity** is a free, *totally free*, audio editing program. Get it here:

<http://audacity.sourceforge.net/>

## Installing Audacity

1. **Download** Audacity to your own computer.
2. The file you downloaded is an installer file. Do whatever your operating system requires to install it (*e.g.*, double-click and put into Program Files, or drag and drop the DMG into Applications).
3. You could start editing audio immediately, but *don't*.
4. **Download** the **LAME encoder file**. Follow these instructions to do so: <http://audacity.sourceforge.net/help/faq?s=install&i=lame-mp3>
5. Unzip or uncompress the downloaded LAME file.
6. It is very important that you know *exactly* where you saved the lame\_enc.dll or LameLib file. Reason: The very first time you try to export an MP3 file from Audacity, it will ask you: **Where is the LAME encoder file?** You must *show Audacity where the file is*. You will do this only *once*.

*If you don't* follow steps 4, 5 and 6, you will not be able to export MP3 files from Audacity. However, you will not have a chance to do **Step 6** until you have some audio to export.

**So, make a note for yourself:** The first time you export an MP3 file, you must remember where you put that LAME file *after* you unzipped it.

## Opening an Audio File

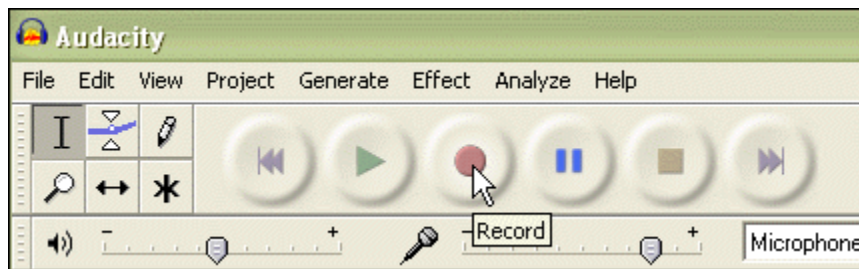
How do you open any file in any program? **File** menu > **Open**.

**Note:** Audacity *cannot open* WMA files. If you have WMA files, you must convert them first (convert to the WAV format, for example). Conversion can be done with **Switch** (Mac and Win) or **EasyWMA** (Mac only)

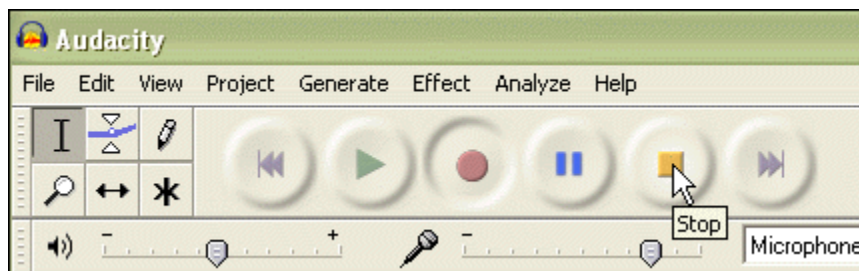
- Switch: <http://www.nch.com.au/switch/index.html>
- EasyWMA: <http://www.easywma.com/>

## Recording Your Own Voice

1. Connect a microphone.
  - a. If your computer has a **Mic In** port, plug in a microphone.
  - b. If your computer has a **Line In** port, get a USB microphone or an audio adapter such as the iMic:  
<http://www.griffintechology.com/products/imic/>
  - c. If you have a built-in mic, okay, but it won't be the best quality.
2. Open Audacity.
3. Click the red button. Start talking.

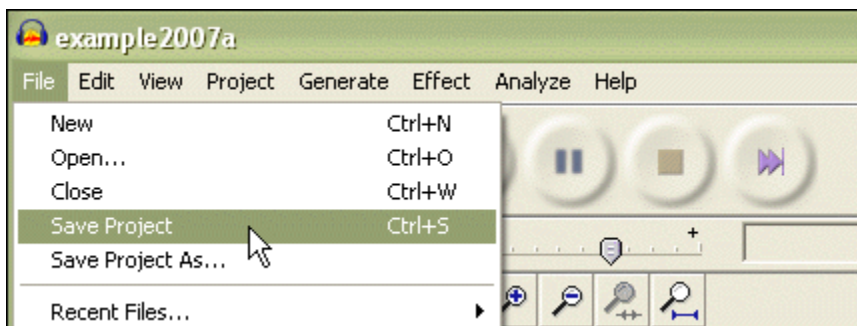


4. When you've finished, click the Stop button.



## Saving Your File

How do you save any file in any program? **File** menu > **Save**. But no, in this aspect, Audacity is different.



Like many audio editing programs, Audacity wants you to **save a "project"** and not a file—until you are completely finished with your editing. When you

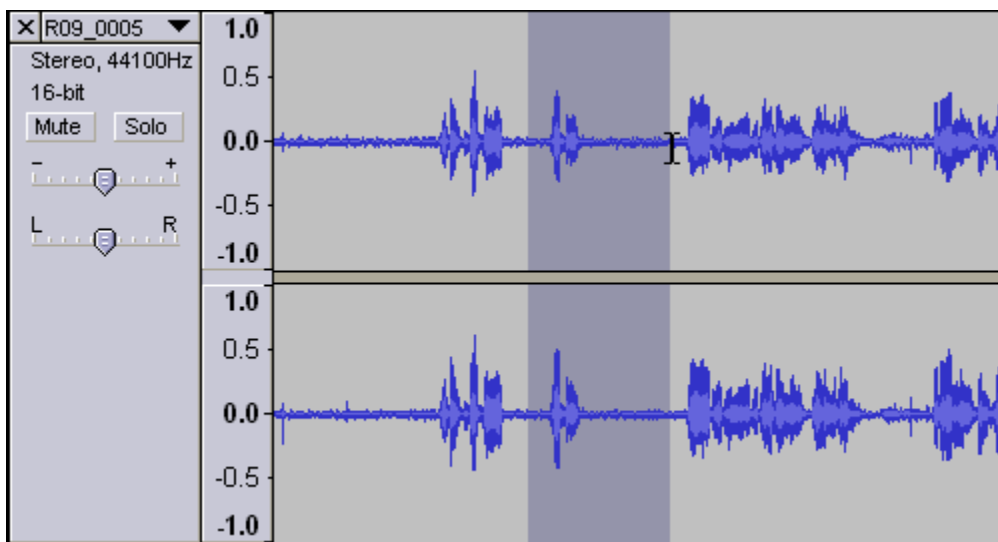
are finished, you will **export** a new file. But until then, you will just go on saving your project as many times as necessary to avoid losing your work.

**TIP:** Save the project into the same folder that contains your raw audio files. Keep all these files together (in the same folder) if you move the project to a different computer to continue editing. If you don't, probably you will lose the ability to edit the project.

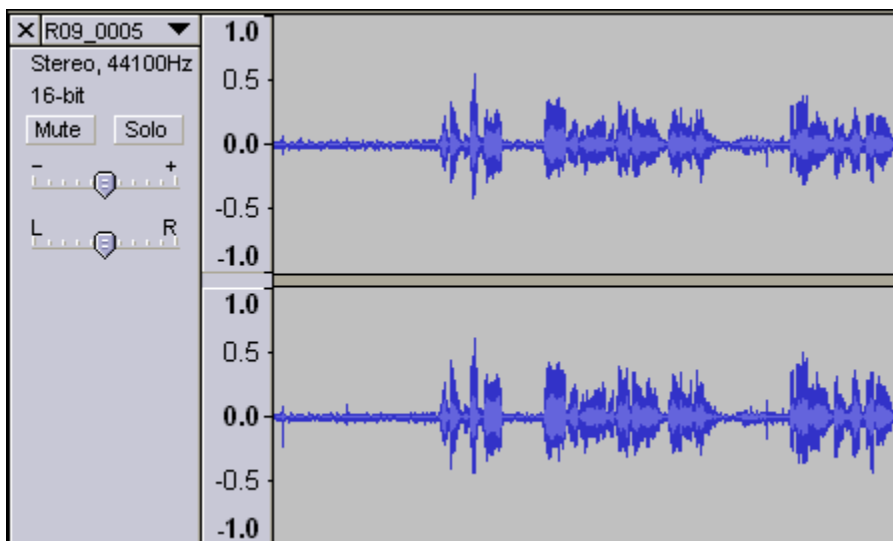
## Editing Audio

The basics are easier than you might assume.

**To delete something**, first you will click, hold and drag to select the section:



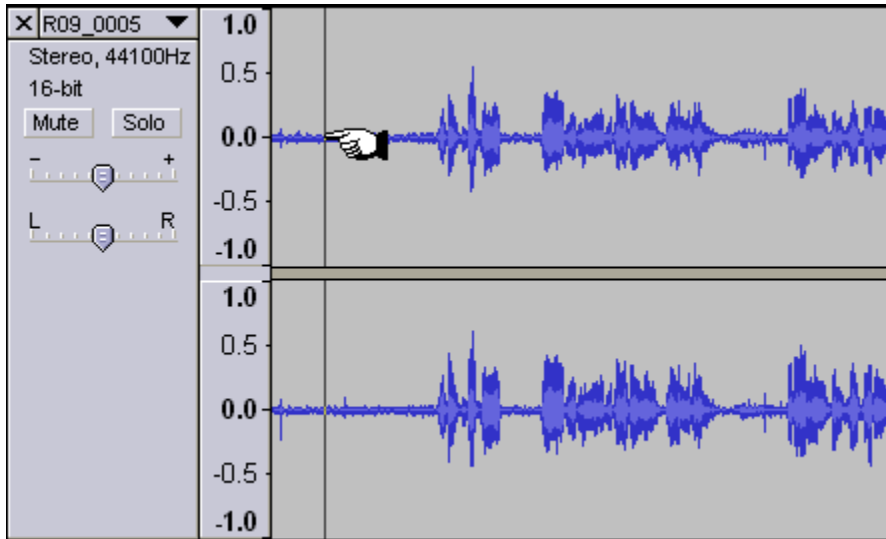
Then press the Delete key on your keyboard. (**Note:** The player must be **stopped**, not paused, or else this will not work.)



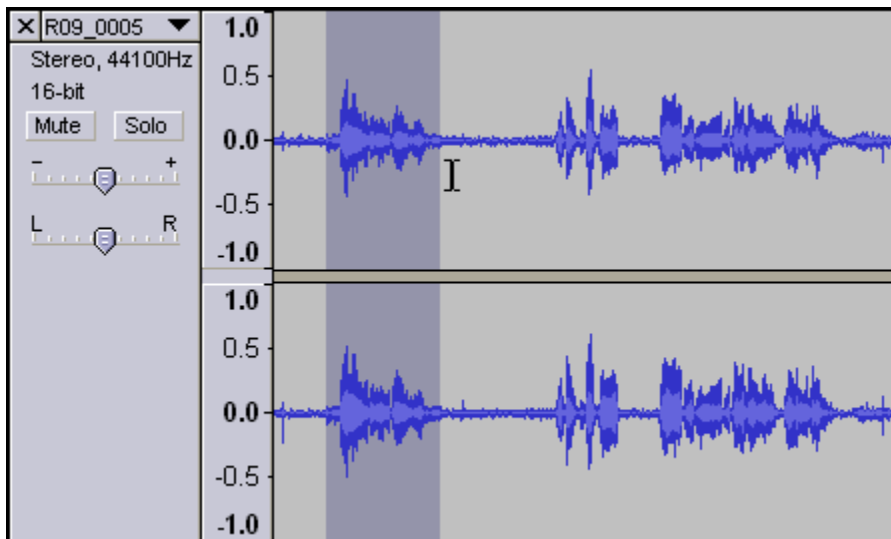
If you make a mistake, hold Ctrl (Win) or Cmd (Mac) and press **z**.

**To move a section** from one place to another, first select it (as shown above), but hold Ctrl (Win) or Cmd (Mac) and press **x** (for *cut*). This is exactly the same as Microsoft Word. **Cut**, **copy** and **paste** all work in your audio editor.

Move the cursor to where you want to add the cut section, and click once:



Then hold Ctrl (Win) or Cmd (Mac) and press **v** (for *paste*):

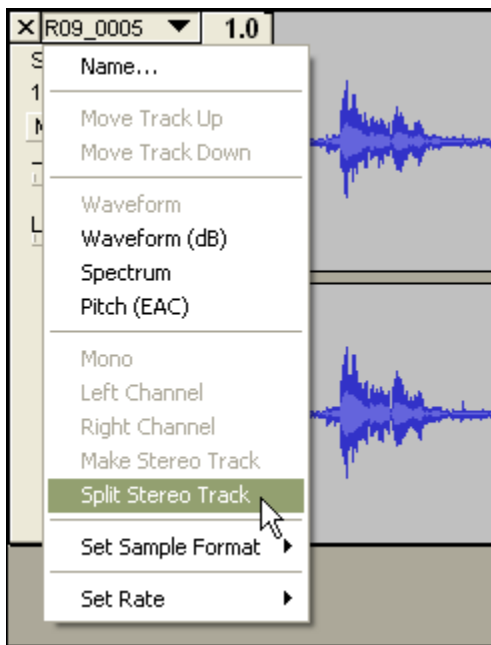


## Before You Export the Finished File

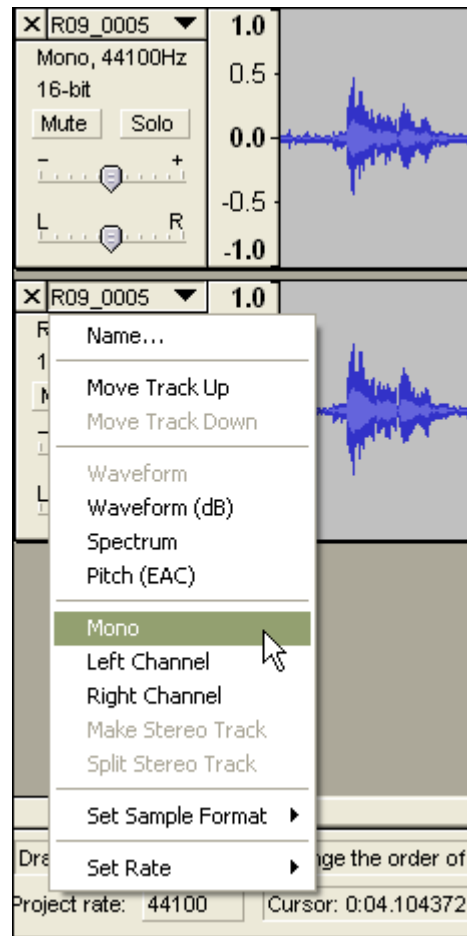
When you've completed your editing, you will want an MP3 file. First, you should convert a **stereo** file (two tracks) to a **mono** file. This reduces the file size by 50 percent.

### Convert Stereo to Mono

1. Click the track name (here it is "R09\_0005"; yours will be different) to open menu. Select "Split Stereo Track."



2. After splitting, change EACH track to **Mono**.



3. Select **all tracks** by shift-clicking each track until all are highlighted.

4. **Project** menu > **Quick Mix**

(or **Tracks** menu > **Mix and Render**)\*

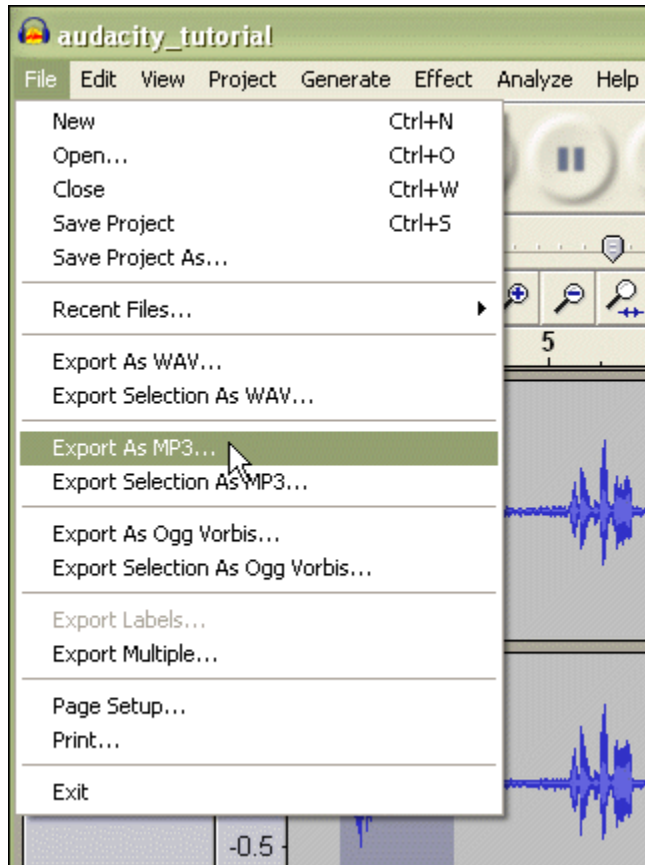
If you had only one track, you don't need to do this.

\*New version of Audacity

## Exporting the Finished File

If you have completed all your editing, then it's time to export an MP3.

**File** menu > **Export As MP3** (see below for new version!)



You can leave the “ID3 tags” blank, or fill them in.

Voilà! You have an MP3 file suitable for uploading to the Web.

## Exporting the Finished File (New Version)

1. **File** menu > **Export ...** (opens a dialog box named “Edit Metadata”)
2. Click OK.
3. Now you can choose where to save the file and what to name it. Make sure that at the bottom, where it says “Save as type,” it says **MP3 Files**.