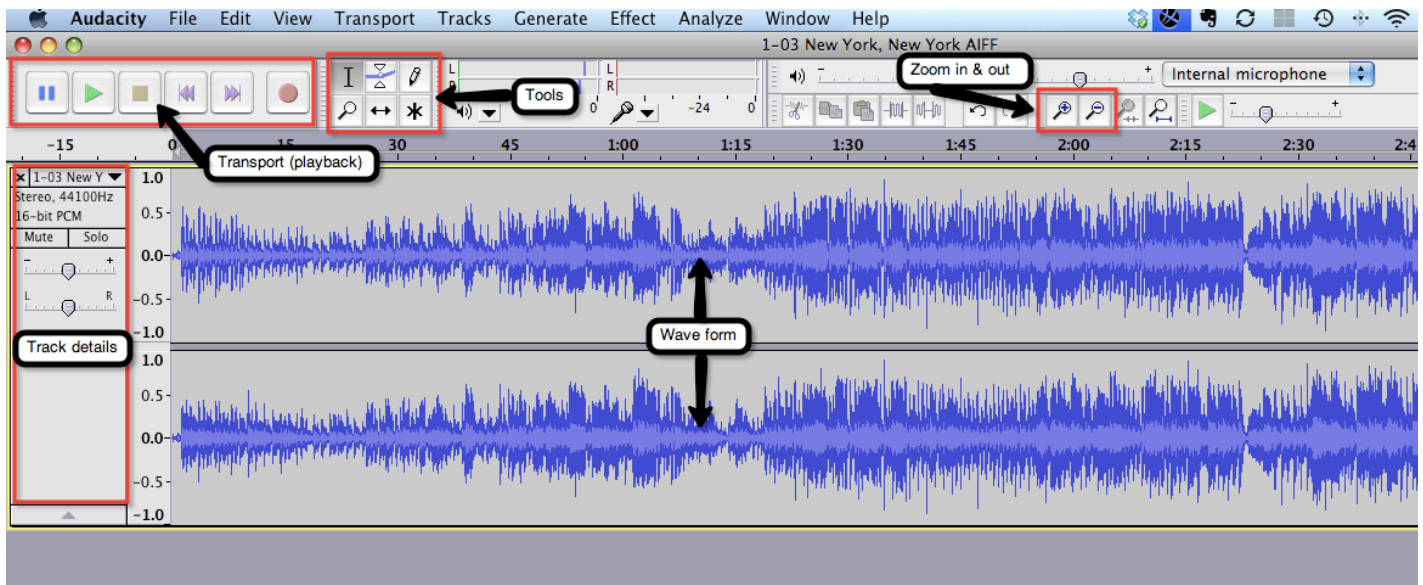


Audacity: How-To



Import audio (a song or SFX)

Before we start

You can't import a song into Audacity directly from a CD. You need to "rip" the required track from the CD using a separate audio extractor program. Try:

- iTunes (Mac and PC)
- Windows Media Player
- Audiograbber
- CDex

The best formats to use are WAV files (PC & Mac) or AIFF files (Mac only). MP3 files are also readable by Audacity but their quality is not as high as WAV or AIFF files.

Import song into Audacity

- Go to **File > Import > Audio**
- Navigate to the song/sound effect you want to import
- Click **Open**
- You can also drag songs directly from the iTunes window into Audacity (...sometimes)

Adjusting the view

- Zoom in/out using the zoom tools on the toolbar
- Resize tracks #1: **View > Fit in window**
- Resize tracks #2: **View > Fit vertically**



Playback

Option 1

- Click on the playback controls on the top left of the screen with the mouse



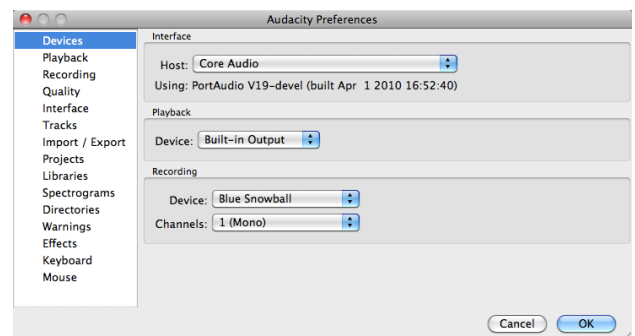
Other Options

- Click on wave form to place playhead (playback line)
- Use the arrows on your computer keyboard to fine-tune the position if necessary
- Use the **Spacebar** to start and stop playback
- Click-drag the mouse across the blue wave form to select a small section of audio for playback
- Listen to the audio on either side of a selected section (before making a cut) – press **C**

Recording

Choose your microphone

- Go to **Audacity > Preferences (Mac) or Edit > Preferences (PC)**
- Click on Devices in the left-hand column
- Under **Recording Device**, choose your **microphone** or **Built-in microphone**



To hear other tracks while recording

- Click on **Recording** in the left-hand column
- Choose **Overdub: play other tracks while recording new one**

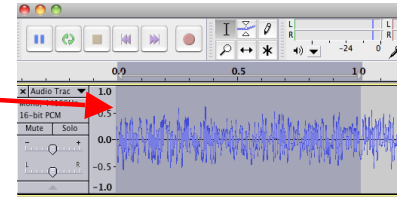
To start recording

- Place playhead in right position
- Click the **Record** button

Selecting audio

Option 1

- Click-drag on the blue wave form to select audio



Option 2

- Click at the beginning of the section, hold **Shift** down and use the right arrow to expand selection
- Hold down Ctrl (Command) and Shift and use the left and right arrows to shrink the selection

Option 3

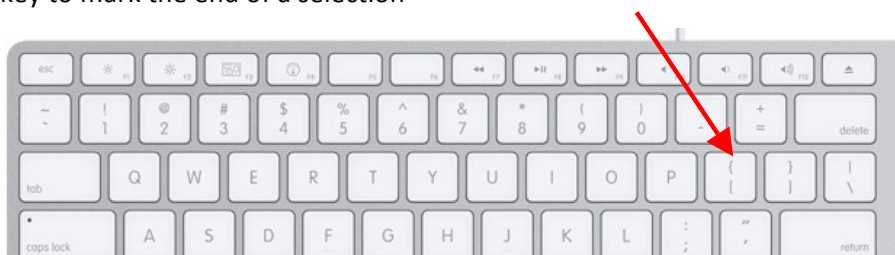
- Click on the blue wave form to place playhead
- Fine-tune position using arrow keys if necessary
- Go to **Edit > Select > Track start to cursor** to select all audio from the beginning up to the cursor (playhead)
- Go to **Edit > Select > Cursor to track end** to select all audio from the cursor (playhead) to the end of the track

Select a complete audio clip on a track

- Double-click inside the audio clip

Selecting audio during playback

- Press play to start playback
- Press the [key (next to the letter P on your computer keyboard) to mark a place
- Press the] key to mark the end of a selection



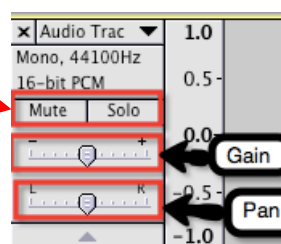
Basic Mixing

Mute/Solo

- Use buttons on track header

Change gain or pan of entire track

- Use sliders on track header



Copy and Paste

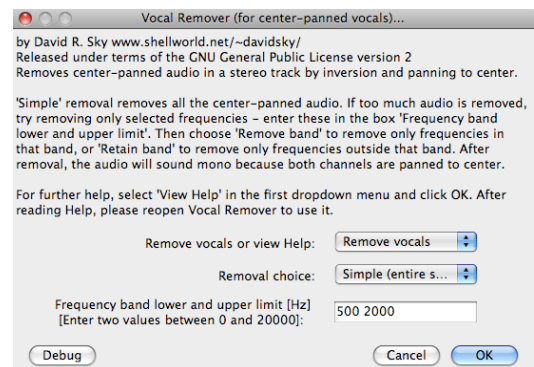
- Select the audio
- Go to **Edit > Copy**
- Place the playhead at the position you'd like to paste the audio
- Go to **Edit > Paste**

Remove vocals from a song

Step-by-step

- Go to **File > Import > Audio**
- Locate the song and click **OK**
- Go to **Effect > Vocal Remover (for centre-panned vocals)**
- Leave the settings as they are and click **OK**
- Play back song to test the results. If you get a poor result, try running the effect again with different settings
- More information can be found in this article:

http://wiki.audacityteam.org/index.php?title=Vocal_Removal



Recording vocals over a backing

- Make sure your microphone is selected in Audacity's **Preferences** menu (see Recording above)
- Put headphones on your singer so they can hear the backing track (if you don't, Audacity will re-record the backing track while your vocalist is recording their part)
- Place the playhead at the beginning of the recording place
- Click on the **record** button
- Press **spacebar** or the **stop** button to stop recording

Change the key

Step-by-step

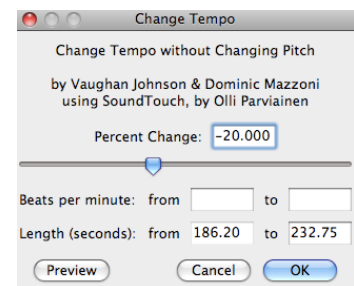
- Go to **File > Import > Audio**
- Locate the song and click **OK**

- Go to **Effect > Change pitch**
- Choose whether you'd like to transpose **Up** or **Down** and then adjust the key of the song in the **Pitch: From** and **To** drop-down menu or type in the number of semitones

Change the tempo (without changing pitch)

Step-by-step

- Go to **File > Import > Audio**
- Locate the song and click **OK**
- Go to **Effect > Change tempo**
- Slower: drag the slider in the **Change tempo** dialogue to the left (try -**20.00** percent or so)
- Speed up the song by dragging the slider to the right



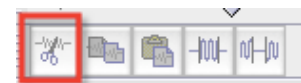
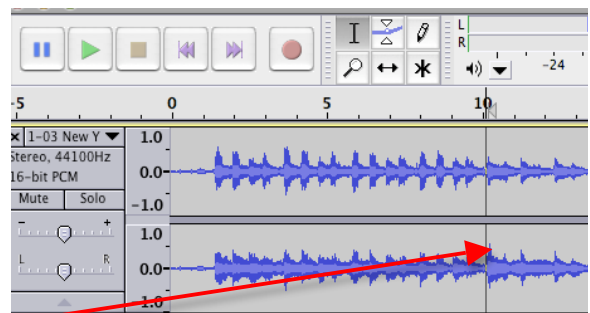
Shorten a song or create musical examples

Import the audio

- Open the audio file in Audacity as before
- Zoom in so you can see the track in detail (go to **View > Zoom In** or click the Zoom in tool)

Shorten the intro

- Play the song and choose the place you're going to cut the intro
- Click on the wave form to place the playback line in the correct position (hint: you can press [during playback to stop the playback line at the correct place)
- Select the part you want to delete by going to **Edit > Select > Track start to cursor**
- Click on the **Cut** button (it looks like a pair of scissors) or press **Delete**



Shorten the end

- Place the cursor (playback line) where you want to cut the end
- Go to **Edit > Select > Cursor to track end**
- Click on the **Cut** button or press **Delete** to delete the selected part

Create a fade-in

- Select a section of audio at the beginning
- Go to **Effect > Fade in**

Create a fade-out

- Select a section of audio at the beginning
- Go to **Effect > Fade out**

Moving music or dialogue around

- Click on the **Time Shift** tool
- Click and drag the audio region you want to move left or right
- Click on the **Selection** tool again when you're finished



Sharing songs with others

In order to share Audacity files with others (that don't have Audacity), you'll need to save them in a format that can be played back with Windows Media Player or iTunes, or be burnt to CD.

- Go to **File > Export**
- The Edit Meta Data dialog will open: leave the settings as they are and click **OK**
- In the next window, give the track a title, select the location and choose the file format: WAV or AIFF (large files) or MP3 (smaller)
- You can now play the track back on your computer using your chosen media player or you can burn it to CD

Contact details

Katie Wardrobe
Midnight Music – music technology training for teachers and students

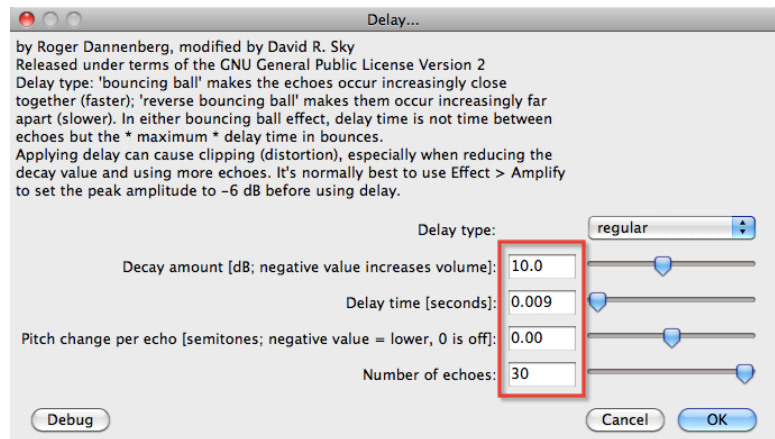
Email: katie@midnightmusic.com.au
Phone: 0412 403 704
Twitter: [@katiesw1](https://twitter.com/katiesw1)
Website: www.midnightmusic.com.au (free monthly newsletter)

Great Voice Effects in Audacity



Robot

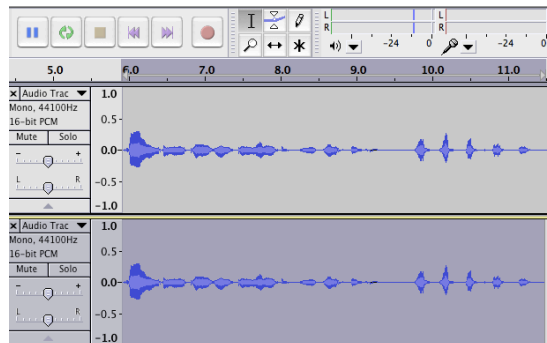
- Select the section of audio you want to change
- Go to **Effect > Delay**
- Use these settings
- Click **OK**
- Repeat the same effect by going to **Effect > Repeat Delay**
- Repeat this 5 times or more if necessary



Demonic spirit

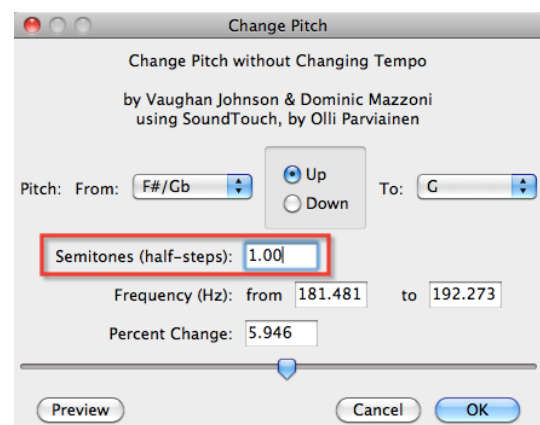
Step 1

- Select the section of audio you want to change
- Go to **Edit > Duplicate**
- Select the second (duplicated) version
- Go to **Effect > Change Pitch**
- Change the **Semitones** to **-1**
- Click **OK**



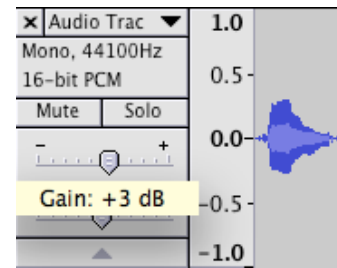
Step 2

- Select the first (original) track
- Go to **Edit > Duplicate**
- Select the 3rd track
- Go to **Effect > Change Pitch**
- Change the **Semitones** to **-5**
- Click **OK**



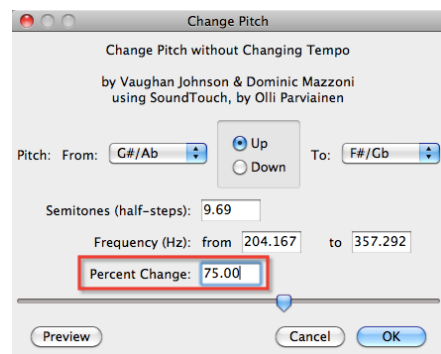
Step 3

- Go to **Effect > Bass Boost**
- Click **OK**
- On track header of the 3rd track, drag the **Gain** slider to **+3DB**
- Select the second track
- Go to **Effect > Echo**
- Change the Delay time (seconds) to 0.1
- Change the Decay factor to 0.6
- Click **OK**



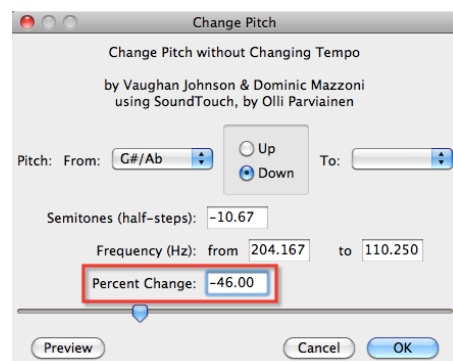
Chipmunk

- Select the section of audio you want to change
- Go to **Effect > Change pitch**
- Change the Percent Change to around **75**
- Click **OK**



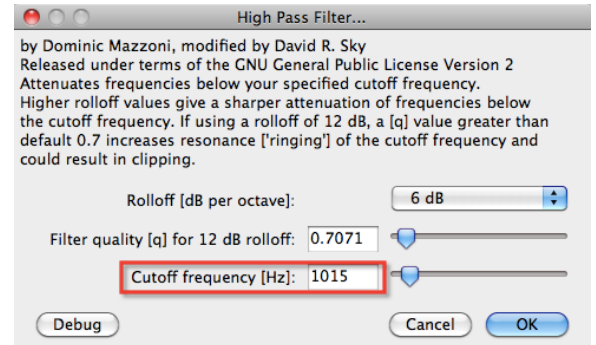
Darth Vader

- Select the section of audio you want to change
- Go to **Effect > Change pitch**
- Change the Percent Change to around **-46**
- Click **OK**



On the telephone

- Select the section of audio you want to change
- Go to **Effect > High pass filter**
- Change the **Cutoff frequency to 1015**
- Click **OK**
- Go to **Effect > Repeat Delay**
- Repeat this 5 times or more
- Go to **Effect > Amplify**
- Click **OK**



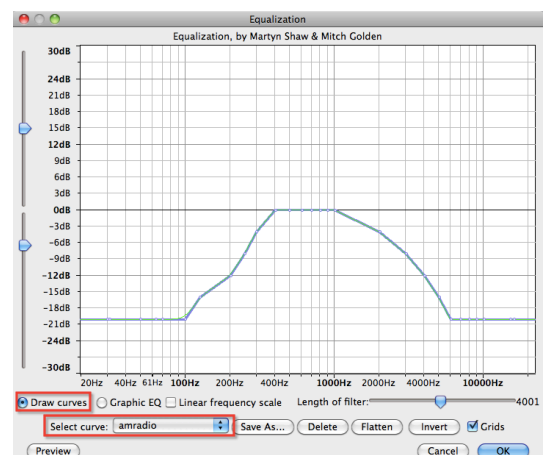
In a concert hall

- Select the section of audio you want to change
- Go to **Effect > Gverb**
- Use these settings:
 - Roomsize (m): 40
 - Reverb time (s): 20
 - Dry signal level (dB): 0
 - Early reflection level (dB): -10
 - Tail level: -30
 - Leave all others as is
- Click **OK**



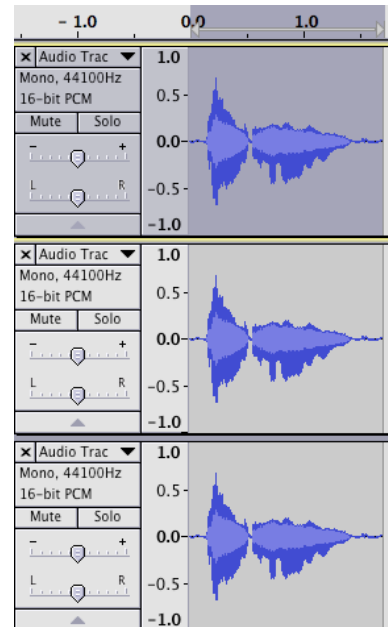
On the radio

- Select the section of audio you want to change
- Go to **Effect > Amplify**
- Click **OK**
- Go to **Effect > Equalisation**
- Click on **Draw Curves**
- Choose **amradio** from the **Select Curve** menu
- Click **OK**
- Go to **Effect > Repeat Equalization** a couple more times



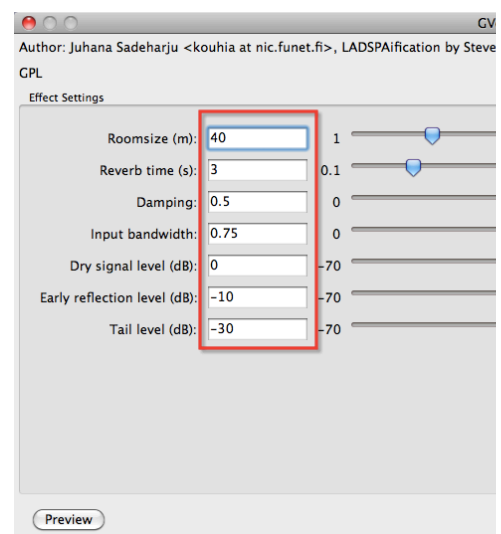
Alien

- Select the section of audio you want to change
- Go to **Edit > Duplicate**
- Select the first (original) track
- Go to **Edit > Duplicate** (there should now be 3 copies)
- Select the first track again
- Go to **Effect > Change Pitch**
- Change the Percent Change to **15**
- Click **OK**
- Select the 3rd track
- Go to **Effect > Change Pitch**
- Change the Percent Change to **-15**
- Click **OK**



Ghost

- Select the section of audio you want to change
- Go to **Edit > Duplicate**
- Select the first (original) track
- Go to **Effect > Reverse**
- While the 1st track is still selected go to **Effect > Gverb &**
use these settings
- Click **OK**
- While the first track is still selected, go to **Effect >**
Reverse again
- Select the **Time shift tool**
- Move the second track (the copy) slightly to the right



Contact details

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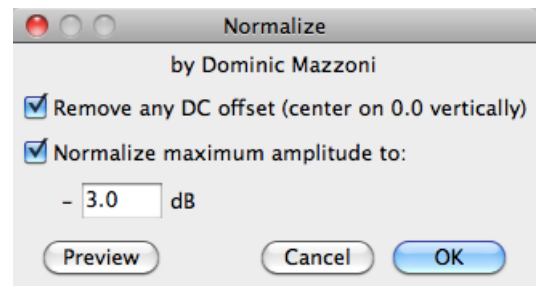
Website: www.midnightmusic.com.au (free monthly newsletter)

Sound Effects from Scratch in Audacity



Lion's Roar

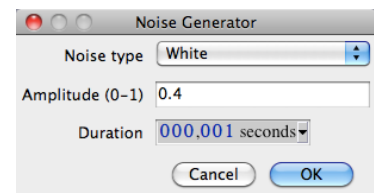
- Record a cough (deep and chesty is good!)
- Go to **Effect > Normalise**
- Type **3.0** in the box
- Click **OK**
- Go to **Effect > Change speed**
- Drag the slider to -75
- Click **OK**



Earthquake:

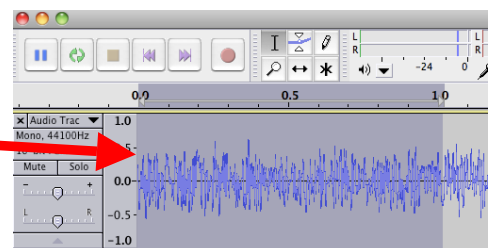
Step 1

- In a new Audacity project, go to **Generate > Noise**
- Choose **White** from the drop-down menu
- Leave the **Amplitude** set to the default of **0.4**
- Leave the **Duration** set to **000,001 seconds**



Step 2

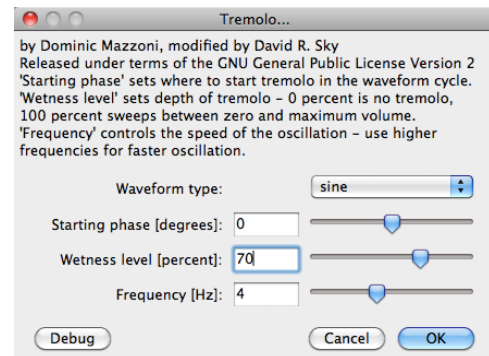
- Go to **Effect > Change speed**
- Drag the slider to **-99 percent**
- Select the first 1 second of audio
- Go to **Effect > Fade in**



Step 3

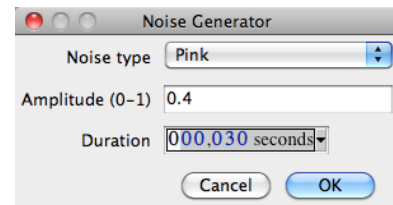
- Click on track header to select all of original track
- Go to **Edit > Duplicate** (the original will be copied)
- Select the **Time Shift Tool** and move the new track so that it starts around the 1 second mark (the two tracks together will create a louder overall effect)
- Choose the **Selection** tool again

- Go to **Effect > Tremelo** and choose these settings:
 - Sine waveform
 - Starting phase 0
 - Wetness level 70
 - Frequency 4



Ocean Waves

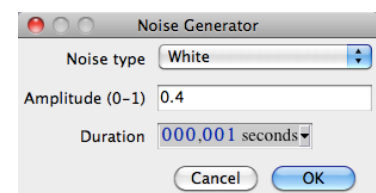
- In a new Audacity project, go to **Generate > Noise**
- Choose **Pink** from the drop-down menu
- Leave the **Amplitude** set to the default of **0.4**
- Leave the **Duration** set to **000,030 seconds**
- Go to **Effect > Tremelo** and choose these settings:
 - Sine waveform
 - Starting phase 0
 - Wetness level 85
 - Frequency 0.10



Rain

Step 1

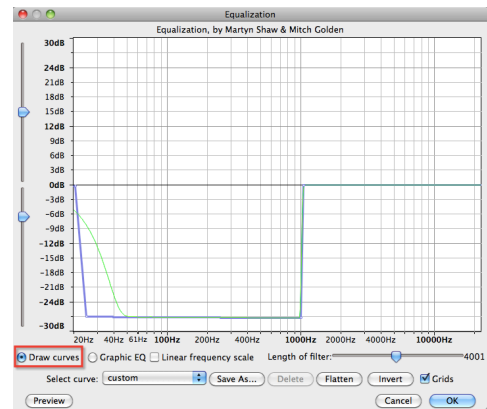
- In a new Audacity project, go to **Generate > Noise**
- Choose **White** from the drop-down menu
- Leave the **Amplitude** set to the default of **0.4**
- Change the **Duration** to **000,030 seconds**



Step 2

- Go to **Effect > Equalization** (this will allow you to remove/change specific frequencies)
- Click on the **Flatten** button to return the line to **0db**
- Select **Draw curves**
- Create 2 points (by clicking on the line) near the beginning of the line and drag the 2nd point down

- Create another 2 points at around 1000 Hz and drag the 2nd point back up to 0db (see picture)
- This shape will cut out all the frequencies lower than 1000 Hz (so you're left with high frequencies only)
- Go to **Effect > Change pitch** and drag the slider to **-35** percent
- Go to **Effect > Amplify**
- Change the amplification to **-4 db**



Contact details

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