

Audacity Basic Exit Skills

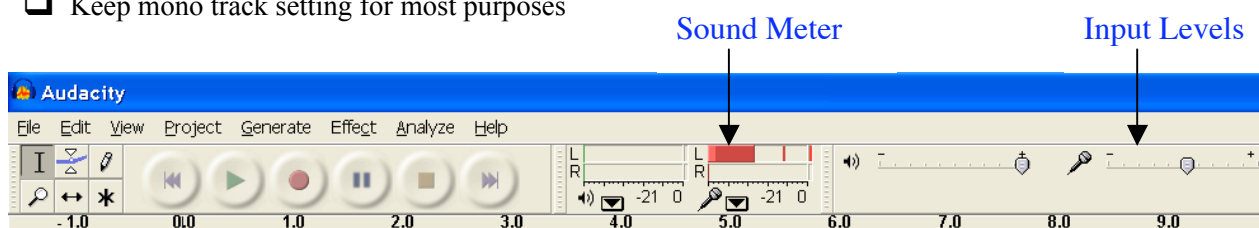
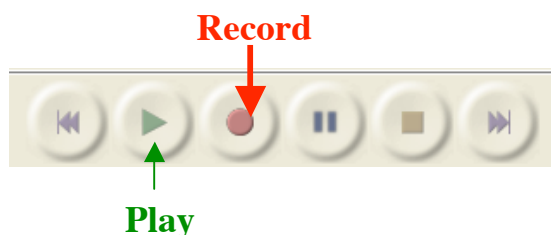
Setting –UP Preferences

- Connect Microphone (input device)
- Push power button on mic for green light
- Set system preferences to recognize input device
- Select input devices – See Set-Directions for MAC / PC
- Navigate to system preferences for the “sound” button
- Identify microphone or device being used for INPUT
- Raise volume level to MAXIMUM
- Launch Audacity software program
- Open software preferences – click on Audio I/O tab
- Identify microphone or device being used

ESSENTIAL TIP: Use a “spit guard” in front of the microphone for quality

Screen Orientation

- Locate the Main ToolBar
- Identify the Record – Pause – Stop Tools (SpaceBar)
- Identify Sound Meter Tool for sound level
- Test volume levels
- Target voice input for approximately -21 (3rd hash mark across bottom) – no higher than 0
- Adjust input sound levels appropriately (including moving microphone)
- Keep mono track setting for most purposes



Files

- Open existing sound files (mpeg; wav; aiff) within the File Menu
- Start a new file from File Menu
- Save file changes = audacity format (.aud) which ONLY Audacity can read/write
- Export finished file changes to .wav format
- Close (Command W) existing file and begin NEW files **between** recordings!!!!

Recording

- Begin NEW file from File Menu
- Test voice level (-21 to 0)
- Begin recording ONE script chunk ONLY!
- Test for satisfaction – Proceed or Begin NEW File
- Select entire polished recording to Normalize as last step. File Menu → Effects → Normalize
- Export as .wav file – label files with a sequence using a-b-c or 1-2-3

Normalizing is a process usually found in professional software. It creates voices that are fully present with marked clarity. Be sure to normalize all files.

Audacity Advance Exit Skills

Editing Tools

- Navigating with “PlayHead”
- Navigating with keyboard keys
- Zooming In / Out
- Selecting All
- DE-selecting All
- Selecting and deleting sound waves
- Selecting, copying / pasting sound waves within a file
- Selecting and trimming sound waves
- Splitting files
- Generate or add silence
- Undo - icons

Mixing Tracks

- Starting NEW File
- Stacking and navigating multiple Tracks
- Selecting All
- DE-selecting All
- Selecting, copying / pasting between files
- TimeShifting files



Special Effects

- Fading In / Fading Out (Effects Menu)
- Changing pitch / tone (Effects Menu)