USING AUDACITY
Recording and Editing Music with Audacity

Audacity is a useful and easy-to-use tool for editing sound already recorded. It can also record sound through direct inputs to the computer. However, Audacity does not support Midi controllers like the Alesis keyboard. See the GarageBand guide for recording software instruments with the Alesis keyboard.

Click the icon on the dock to open Audacity

Basic Recording

Controls

Headphone Volume
Microphone Volume

PLAY
• Click to play audio.
• Shift+Click to Loop-Play selected audio.

RECORD
Click to record audio on a new track.

PAUSE
Click while recording to take a break. Then click again to continue recording on the same track.

STOP
Click when you are finished recording a track. New recordings will go on new tracks.

Selection Tool
Use to Select, Cut, Paste, and Delete wave forms

Magnification Tool
Use to zoom in and out on wave forms.
Click the tool to select it, then
- Click on a section of audio to zoom in
- Shift+Click on a selection of audio to zoom out.

Click "Mute" to mute this track

Click "Solo" to mute all other tracks

Click the "X" to delete a track

Stereo Track

Mono Track

Wave Form

Too Loud   Too Quiet   Good

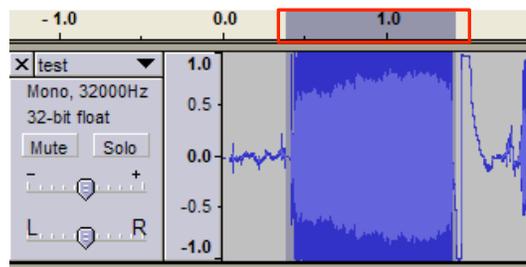**Listening to an existing track while recording a new one**
 1. Click **File > Preferences**
 2. Click the **Audio I/O** tab
 3. Check "**Play other tracks while recording a new one**"
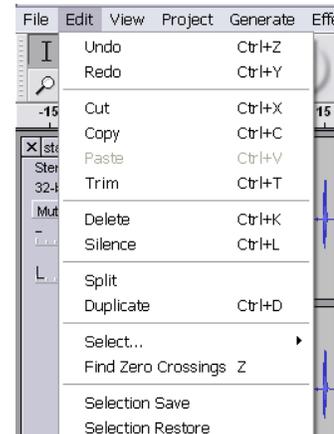
Basic Editing

Deleting Audio
 1. Click and drag to select the portion of audio you want to delete
 2. Press backspace or delete to erase this selection

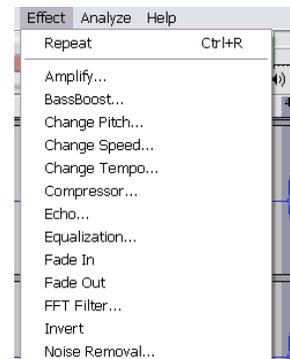the gray bar shows that this audio has been selected

The Edit Menu
 1. Click and drag to select the audio that you want to modify.
 2. Select an option from the Edit menu.
 3. Edit Menu Options include:
    • Cut, Copy, and Paste
    • Trim (delete all audio except the selection)
    • Delete (the selected audio)
    • Silence (replace the selected audio with silence)
    • Duplicate (copy the selected audio to a new track)

The Effect Menu
 1. Click and drag to select the audio that you want to modify.
 2. Select an option from the Effect menu.
 3. Effect Menu Options include:
    • Amplify (increases or reduces the volume of selected audio)
    • Change speed (increases or reduces the length of time for selected audio)
    • Equalization (changes volume levels for low, mid, and high ranges of selected out)
    • Fade In/Out (gradually increases/reduces the volume level of selected audio)

Importing existing audio files
1. Drag files into the current open project, or click **File > Open**
2. The main formats Audacity plays are **AIFF, AU, FLAC, MP2, MP3, OGG Vorbis** and **WAV**. On Mac OS X, Audacity as can also import Apple formats like **M4A (AAC)** and **MOV**.

Exporting and Saving

File types

File Format	Audio Quality	File Size	Compatible with	Best format for
Audacity Project	Excellent	BIG!	Only Audacity!	Files you plan to continue editing in Audacity.
.wav format	Excellent	BIG!	Most media players	Audio CDs, High Quality Recordings
.mp3	Good	Small	Most media players	Web audio
.ogg	Good	Small	Only Audacity	Files you have finished editing, listen to only in Audacity

Exporting all tracks together
If you have more than one track in your project this will "mix down" our tracks. The audio on each track will be combined into a single track
1. Click **File > Export as** (your desired file type)
2. Choose a destination and name for your file.
3. Click OK.

Exporting a single track, or a part of a track
Audacity allows you to export any part of a recording as a .wav file. This is useful if you want to break up a long recording into several smaller files.
1. Select the part of the track that you want to export (click and drag). If you are saving a single track, select the track that you want to save
2. Click **File > Export Selection** as (your desired file type)
3. Choose a destination and name for your file
4. Click OK.