



# Audio Editing with Audacity - Basics

The aim of this work is to teach you the basics of how to edit audio using a piece of software called Audacity.

You'll need:

- headphones
- some files from shared documents
- access to Audacity (and its little friend Lame)
- the ability to shake a tambourine

(fortunately there's no need to be able to play a rockin' lead guitar solo. Yet.)

Start by opening the Audacity Software

1. Click the **Windows** button in the bottom left of the screen
2. Click **All programs**
3. Click the **ICT Department** folder to open it
4. Click **Audacity** to run the software

Note: you might need to click OK a couple of times here

5. Make the window bigger so you can see things better

Audacity is a fairly simple audio editing piece of software. It's free to download (you can download it at home for PCs, Macs and Linux machines) and will do all the audio editing you'll need to do in school.

## Open a file

We're going to edit a song called Geek of the Week. It's not a great song, but it's a free MP3 download so we can edit it easily. It also has the word Geek in the title which is pretty cool.

6. In Audacity, click **File**
7. Choose **Open**
8. Find your **Audio Geek** folder and then find your copy of **Geek.mp3**. Click the file and then click **Open**

The file will open – you can see that Audacity shows you the audio wave pattern of the song. The bigger the wave the louder that part of the song.



## Save a copy

If you're going to edit any media file it's a good idea to save a new copy of the file before you start. If you don't quite get things right there's a copy to go back to.

9. Click **File**. Choose **Save Project As** and click **OK** at the warning message
10. Give the file the name **Geek Edit 1** and click **OK**

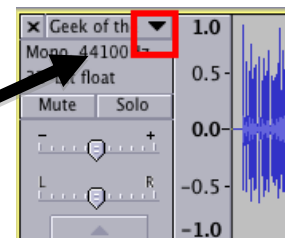
## Go Mono

The song has opened up as a stereo track – there are two sets of identical audio waves. That's nice but is quite confusing and makes the file bigger to save.

11. Find the little **triangle** next to the name of the track
12. Click the triangle and choose **Split Stereo to Mono**.

This will split the track in two

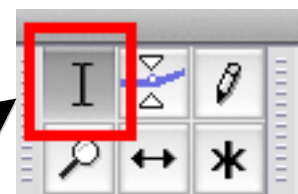
13. On **one of the two tracks** click the **X** next to the name to **delete it**. You only need one Geek of the Week
14. Save your project – **File > Save Project**



## Cutting audio

Geek of the Week is over 4 minutes long. I only want the first minute.

15. Make sure the **Selection tool** is chosen at the top
16. **Click** at about the 1 minute mark and **drag** all the way to the end of the track
17. Cut the audio by pressing the **Cut button** on the toolbar
18. Save the project – **File > Save Project**



## Zoom in

Use the **+ zoom** button on the toolbar (top right) to zoom in on the track so you can see the wave pattern more clearly. You can zoom really far in – the numbers at the top show you how many seconds (or milliseconds if you go really close in) are between each part. End up with the whole minute of the track showing on the timeline

## Play the track

19. Use the **Selection tool** (check it's still chosen) to click on about the **50 second mark**
20. Hit the **Play** button to hear what the last few seconds of the song sound like  
It's probably a pretty rough ending. Let's make it smoother
21. **Click and drag** to select the **last 5 seconds** of the track
22. Click **Effect** and choose **Fade Out**. Listen again – better?
23. Save your project – **File > Save Project**

The **Effect** command is right at the top of the toolbar, near File